

GRANT HAYS ASSOCIATES

ARCHITECTURE # INTERIOR DESIGN

August 28, 2014

Tammy Munson, Director
City of Portland Building Inspections
Room 318
389 Congress Street
Portland, Maine 04101

RE: Selective Interior Demolition at MEMIC 2nd Floor
19 Cross Street/261 Commercial Street
Portland, Maine 04101
CBL 038-F-019

Dear Ms. Munson,

On behalf of our client, Casco View Holdings II, LLC, we submit the attached Fast-Track General Building Permit Application and supporting documents for limited selective non-structural removals at the 2nd floor of MEMIC's offices.

The work proposed under this application will entail the following:

1. Removal of all finishes, fixtures, and toilet partitions in the existing men's & women's bath rooms, with associated light fixtures and HVAC ceiling diffusers/returns.

Debris will be removed from the building via the existing freight elevator in a continual manner as demolition activities proceed through each work day. Temporary dust/noise partitions will be installed at the Limit of Work locations indicated on the drawings.

MEMIC staff will utilize bathrooms/coffee stations on the 1st and 3rd floors during the period of work.

Separate from this permit application, we will submit a second application for the new construction aspects of the work on the 2nd floor Men's & Women's Toilet Rooms. The proposed upgrades are mainly cosmetic finishes and will increase the comfort level of MEMIC's staff, as well as provide improved accessibility compliance.

Thank you for your assistance with this project. Please do not hesitate to contact me directly with any questions or comments.

Sincerely,

Michael F. Hays, Principal
Maine License #ARC1724

