Inspections Division
Date: 09/10/15

August 14, 2015

Jeanie Bourke, CEO/LPI/Plan Reviewer, Inspections Division, City of Portland, Maine
Captain David Petruccelli, Portland Fire Department, Code Compliance, Plan Review, Permitting
Craig Messinger, Portland Fire Department

I am pleased to submit documents in support of an application for a construction permit for a tenant improvement project of existing office space at 261 Commercial Street (19 Cross Street) on behalf of my client, MEMIC.

Project Description:

The proposed project calls for the renovation of 20,724 square feet of existing office space on the 3rd, 4th, and 5th floor of the building. The project is entirely within the boundaries of existing leased tenant space; there are no changes required or proposed to the egress stairs, or exits that serve the tenants in the building. The proposed work will demolish a small number of offices and provide open office area for demountable work stations. The scope of the project deals primarily with interior finishes. The project does not involve changes to the building structure or thermal envelope.

The tenant, MEMIC, is an insurance company specializing in Worker's Compensation. The office environment is what you would typically find in an insurance company office and is unremarkable in terms of materials stored on site, occupant activities, and day to day business operations.

Code Reviews:

The documents include code reviews for both NFPA 101 and IBC 2009. It is important to note that there is no change proposed to the occupancy, occupant load, or extent of existing tenant space. This code review is for the Area of Work, as defined in the International Existing Building Code only. I have assumed that code requirements for items such as egress stairs, exit discharge, building type, building height and area limitations, fire ratings, separation of occupancies, and all other code issues that deal with the building beyond the work area have been addressed in earlier permits and are outside the scope of this project

The project has been designed to comply with the ADA technical guidelines for the Area of Work

Submission:

This project has been submitted to the City of Portland for a fast track review.

I look forward to answering any questions you have

Regards,
Josef Chalat, Architect