Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 07/12/17

Portland, Maine — Yes. Life's good here.

Permitting and Inspections Department
Michael A. Russell, MS, Director

Commercial Interior Alteration Checklist

(Including change of use, tenant fit-up*, amendment and/or interior demolition)

All applications shall include the following (please check and submit all items):

- [x] **Commercial Interior Alterations Checklist** (this form)
- [x] **General Building Permit Application** completed
- [x] **Plot plan/site plan** showing lot lines, shape and location of all structures, off-street parking areas and noting any dedicated parking for the proposed business — Photos of windows to be replaced
- [ ] **Proof of Ownership or Tenancy** (If tenant, provide lease or letter of permission from landlord. If owner, provide deed or purchase and sale agreement if the property was purchased within the last 6 months.)
- [ ] **Key plan** showing the location of the area(s) of renovation within the total building footprint and adjacent tenant uses
- [ ] **Life Safety Plan** showing egress capacity, any egress windows, occupancy load, travel distances, common path distance, dead end corridor length, separation of exits, illumination and marking of exits, portables fire extinguishers, fire separations and any fire alarm or fire sprinklers systems
- [ ] **Existing floor plans/layouts** including area layout, removals, exits and stairs
- [ ] **Proposed floor plans/layouts** including dimensions, individual room uses and plumbing fixtures

Please note: Construction documents for projects with a construction cost in excess of $50,000 must be prepared by a design professional and bear their seal.

Additional plans may also require the following *(As each project has varying degrees of complexity and scope of work for repairs, alterations and renovations, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project):*

- [ ] **Code information** including use classifications, occupant loads, construction type, existing/proposed fire alarm, smoke and sprinkler protection systems, egress (exits and windows), fire separation areas and fire stopping
- [ ] **Demolition plans and details for each story** including removal of walls and materials
- [ ] **Construction and framing details** including structural load design criteria and/or non-structural details
- [ ] **New stairs** showing the direction of travel, tread and rise dimensions, handrails and guardrails
- [ ] **Wall and floor/ceiling partition types** including listed fire rated assemblies
- [ ] **Sections and details** showing all construction materials, floor to ceiling heights, and stair headroom
- [x] **New door and window schedules** (include window U-factors)
- [ ] **Accessibility features and design details** including the Certificate of Accessible Building Compliance
- [ ] **Project specifications manual**
- [ ] **A copy of the State Fire Marshal construction and barrier free permits.** For these requirements visit: http://www.maine.gov/dps/fmo/plans/about_permits.html

Food service occupancies require additional plans and details for review, such as occupant load per square foot area for tables and chairs, number of fixed bar, banquet and booth seating, equipment and plumbing fixture plans with schedule, hood location and interior finish materials. Accessible seating and counter details shall be included, please refer to this site: http://www.alphaonenow.org/userfiles/resto_access_sheet.pdf

Separate permits are required for internal and external plumbing, electrical installations, heating, ventilating and air conditioning (HVAC) systems, appliances and commercial kitchen hoods.

*Tenant fit-up: construction necessary within the demising walls of a leased space, including partitions, finishes, fixtures, lighting, power, equipment, etc. making the interior space suitable for the intended occupation.

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Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: portlandmaine.gov/payyourpermit
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

City of Portland
Permitting and Inspections Department
389 Congress Street, Room 315
Portland, Maine 04101

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature: _____ Date: 5/23/17

I have provided electronic copies and sent them on: Date: 5/23/17

NOTE: All electronic paperwork must be delivered to permitting@portlandmaine.gov or with a thumb drive to the office.

If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.

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General Building Permit Application

Project Address: 137 Park St, #2

Tax Assessor's CBL: 039 (Chart #) A014 (Block #) 002 (Lot #) **Cost of Work: $** 6,156

Proposed use (e.g., single-family, retail, restaurant, etc.): Residential Condo

Current use: Residential Condo **Past use, if currently vacant:** _____

○ **Commercial** ◉ **Multi-Family Residential** ○ **One/Two Family Residential**

Type of work (check all that apply):

☐ New Structure	☐ Fence	☐ Change of Ownership - Condo Conversion
☐ Addition	☐ Pool - Above Ground	☐ Change of Use
☐ Alteration	☐ Pool - In Ground	☐ Change of Use - Home Occupation
☐ Amendment	☐ Retaining Wall	☐ Radio/Telecommunications Equipment
☐ Shed	☑ Replacement Windows	☐ Radio/Telecommunications Tower
☐ Demolition - Structure	☐ Commercial Hood System	☐ Tent/Stage
☐ Demolition - Interior	☐ Tank Installation/	☐ Wind Tower
☐ Garage - Attached	☐ Replacement Tank Removal	☐ Solar Energy Installation
☐ Garage - Detatched		☐ Site Alteration

Project description/scope of work (attach additional pages if needed):

Replace windows # 21,22 on attached photo. See attached scope of work and manufacturer specifications.

See attached approval from Rob Wiener/Historic Preservation

Applicant Name: Bryan Pringle **Phone:** (207) 691 - 4188

Address: 190 Riverside St Ste 2A Portland, ME 04103 **Email:** bryan@evergreenyourhome.com

Lessee/Owner Name (if different): Dudley Woodall **Phone:** (____) _____ - _____

Address: 137 Park St, #2 Portland, ME 04101 **Email:** _____

Contractor Name (if different): Evergreen Home Performance **Phone:** (207) 331 - 3588

Address: 190 Riverside St Ste 2A Portland, ME 04103 **Email:** bryan@evergreenyourhome.com

I hereby certify that I am the owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature: _____ Date: 5/19/17

This is a legal document and your electronic signature is considered a legal signature per Maine state law.

Review of this application will not begin until the permit payment is received. This is not a permit. Work may not commence until the permit is issued.

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