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

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

Approved for Historic Preservation
Certificate of Appropriateness
Date: 05/02/17

# v Commercial Structure and Addition Checklist

(Including accessory structure, ramp, stair)

**:lude the following** (please check and submit all required items)**:**

- ☐ **New Commercial Structures and Additions Checklist** (this form)
- ☐ **General Building Permit Application** completed
- ☐ **Plot plan/site plan** showing lot lines, shape and location of existing and proposed structures
- ☐ **Stamped boundary survey and copy of final approved site plan** (for new commercial structures that were subject to Site Plan approval only)
- ☐ **Proof of Ownership** (e.g. deed, purchase and sale agreement) if the property was purchased within the last six months
- ☐ **Administrative Authorization Application** from the Planning Department (required for new structures 500 square feet or less): http://me-portland.civicplus.com/DocumentCenter/View/2809

*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.*

**Applications for detached accessory structures for storage only and 120 square feet or less shall also include:**
One of the following which includes the length, width and height of the structure:

- ☐ A copy of the brochure from the manufacturer; or
- ☐ A picture or sketch/plan of the proposed shed/structure

**New structures shall also include the following** (As each project has varying degrees of complexity and scope of work, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project.)**:**

- ☐ **Complete Code Analysis** per 2009 IBC and NFPA
- ☐ **Geotechnical report**
- ☐ **Structural load design criteria** per 2009 IBC
- ☐ **Statement of Special Inspections**
- ☐ **Certificate of Accessible Building Compliance** (See attached.)
- ☐ **ComCheck** https://www.energycodes.gov/comcheck/ or **ResCheck** https://www.energycodes.gov/rescheck/ with certificates of compliance for thermal envelope and MEP systems

***Complete set of construction drawings with the following:***

- ☐ Life safety plans showing egress, travel distance, fire separations, and detection/alarm/emergency devices
- ☐ Foundation, floor and wall structural framing plans for each story and roof
- ☐ Existing and proposed floor plans
- ☐ Stair details with dimensions, direction of travel, handrails and guardrails
- ☐ Wall and floor/ceiling partition types including listed fire rated assemblies and continuity
- ☐ Sections and details showing all construction materials, floor to ceiling heights and stair headroom
- ☐ Building Elevations, existing and proposed for each side of the building
- ☐ Door and window schedules
- ☐ Insulation R-factors of foundation/slab, walls, ceilings, floors, roof and window U-factors
- ☐ Accessibility features and design details
- ☐ Complete electrical, plumbing and mechanical plans
- ☐ 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

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

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# ertificate of Accessible Building Compliance

*s for the use of a public entity shall be readily accessible by individuals with disabilities.*

Project Name: _____ Project Address: _____

Classification: ☐ Title II (State/Local Government) ☐ Title III (Public Accommodation/Commercial Facility)

☐ **New Building**
- ☐ Americans with Disabilities Act (ADA)
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Barrier Free Certification ($75,000+ scope of work)
  - ☐ State Fire Marshal Plan Review Approval

☐ **Alteration/Addition**
- ☐ Existing Building Completion date:
  - ☐ Original Building: _____
  - ☐ Addition(s)/Alteration(s): _____
- ☐ Americans with Disabilities Act (ADA)
  Path of Travel ☐ Yes ☐ No
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Exceeds 75% of existing building replacement cost
  - ☐ Barrier Free Certification ($75,000+ scope of work)
  - ☐ State Fire Marshal Plan Review Approval

☐ **Occupancy Change/Existing Facility**
- ☐ New Ownership – Readily Achievable Barrier Removal: _____

☐ **Residential**
- ☐ Americans with Disabilities Act (ADA)
- ☐ Fair Housing Act (4+ units, first occupancy)
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Covered Multifamily Dwelling (4+ units)
  - ☐ Public Housing (20+ units)
- ☐ Uniform Federal Accessibility Standards (UFAS)
- ☐ None, explain: _____

**Contact Information:**

Design Professional:

_____
Signature

Name: _____

Address: _____

_____

Phone: _____

Maine Registration #: _____

Owner:

_____
Signature

Name: _____

Address: _____

_____

Phone: _____