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

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 05/17/16

Department of Permitting and Inspections

New Commercial Structure Permit Application & Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

One (1) complete Set of construction drawings must include:

Note: Construction documents for costs in excess of $50,000.00 must be prepared by a Design Professional and bear their seal.

- [4] Cross sections w/framing details
- [ ] Detail of any new walls or permanent partitions
- [ ] Floor plans and elevations
- [ ] Window and door schedules
- [ ] Foundation plans with rebar specifications and required drainage and damp proofing (if applicable)
- [ ] Detail egress requirements and fire separations
- [ ] Insulation R-factors of walls, ceilings, floors and U-factors of windows as per the IEEC 2009
- [ ] Complete the Accessibility Certificate and The Certificate of Design
- [ ] A statement of special inspections as required per the IBC 2009
- [ ] Complete electrical and plumbing layout.
- [ ] Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment (air handling) or other types of work that may require special review.
- [ ] Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
- [ ] Per State Fire Marshall, all new bathrooms must be ADA compliant.

Separate permits are required for internal & external plumbing, HVAC and electrical installations.

Nine (9) copies of the minor (< 10,000 sf) or major (> 10,000 sf) site plan application is required that includes:

- [ ] A stamped boundary survey to scale showing north arrow, zoning district and setbacks to a scale of ≥ 1" = 20' on paper ≥ 11" x 17"
- [ ] The shape and dimension of the lot, footprint of the proposed structure and the distance from the actual property lines. Photocopies of the plat or hand draw footprints not to scale will not be accepted.
- [ ] Location and dimensions of parking areas and driveways, street spaces and building frontage
- [ ] Finish floor or sill elevation (based on mean sea level datum)
- [ ] Location and size of both existing utilities in the street and the proposed utilities serving the building
- [ ] Existing and proposed grade contours
- [ ] Silt fence (erosion control) locations

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Fire Department requirements.

The following shall be submitted on a separate sheet:

- [4] Name, address and phone number of applicant **and** the project architect.
- [ ] Proposed use of structure (NFPA and IBC classification)
- [ ] Square footage of proposed structure (total and per story)
- [ ] Existing and proposed fire protection of structure.
- [ ] Separate plans shall be submitted for
  - a) Suppression system
  - b) Detection System (separate permit is required)
- [ ] A separate Life Safety Plan must include:
  - a) Fire resistance ratings of all means of egress
  - b) Travel distance from most remote point to exit discharge c) Location of any required fire extinguishers
  - d) Location of emergency lighting e) Location of exit signs
  - f) NFPA 101 code summary
- [ ] Elevators shall be sized to fit an 80" x 24" stretcher.

For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405.

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

Permit Fee: $30.00 for the first $1000.00 construction cost, $15.00 per additional $1000.00 cost

This is not a Permit; you may not commence any work until the Permit is issued.

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Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding that this is a legal document and your electronic signature is considered a ***legal signature*** per Maine state law. You are also signifying your intent on paying your fees by the selections below.

1. Once the complete application package has been received by us, and entered into the system
2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options:

☐ provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment

☐ call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone

☐ 4 hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall

☐ deliver a payment method through the U.S. Postal Service, at the following address:

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

By signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. ***No work shall be started until I have received my permit.***

Applicant Signature: Alan Hinkley Date: 3/22/2016

I have provided digital copies and sent them on: Date: 3/22/2016

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.

General Building Permit Application

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If you or the property owner owes real estate or personal property taxes or user charges on any p
within the City, payment arrangements must be made before permits of any kind are accepted.

Address/Location of Construction: 87 High St. Portland Me.		
Total Square Footage of Proposed Structure: 242		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	**Applicant Name:** Alan Hinkley Address 510 Ocean Ave. City, State & Zip PortlandME. 04103	Telephone: 233-5712 Email: ALAN.HINKLEY @PORTLANDD IOCESE.ORG
Lessee/Owner Name: Roman Catholic Bishop of Portland (if different than applicant) Address: City, State & Zip: 510 ocean Ave. Portland Me. Telephone 773-6471 E-mail:	**Contractor Name:** DICON (if different from Applicant) Address: 510 Ocean Ave. Portland Me. City, State & Zip: Telephone 773-6471 E-mail:	Cost of Work: $ 16,500.00 C of O Fee: $ 270.00 Historic Rev $ 50.00 Total **Fees: $** 320.00

Current Use (i.e. single family) Child Development center

If vacant, what was the previous use? _____

Proposed Specific use: _____

Is property part of a subdivision? If yes, please Name _____

Project description: remove exterior stairs and replace with wheel chair ramp with railing and hand rails

Who should we contact when the permit is ready: Alan Hinkley

Address: 510 Ocean Ave.

City, State & Zip: Portland Me. 04103

E-mail Address: alan.hinkley@portlanddiocese.org

Telephone: 207-233-5712

Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.

In order to be sure the City fully understands the full scope of the project, the Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Department of Permitting and Inspections on-line at www.portlandmaine.gov, or stop by the office, room 315 City Hall or call 874-8703.

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: Alan Hinkley **Date:** 3/22/2016

This is not a permit; you may not commence ANY work until the permit is issued.

Certificate of Design Application

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From Designer: _____

Date: _____

Job Name: _____

Address of Construction: _____

2009 International Building Code

Construction project was designed to the building code criteria listed below:

Building Code & Year _____ Use Group Classification (s) _____

Type of Construction _____

Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2009 IBC _____

Is the Structure mixed use? _____ If yes, separated or non separated or non separated (section 302.3) _____

Supervisory alarm System? _____Geotechnical/Soils report required? (See Section 1802.2) _____

Structural Design Calculations

_____Submitted for all structural members (106.1 – 106.11)

Design Loads on Construction Documents (1603)

Uniformly distributed floor live loads (7603.11, 1807)

Floor Area Use	Loads Shown

Wind loads (1603.1.4, 1609)

_____Design option utilized (1609.1.1, 1609.6)

_____Basic wind speed (1809.3)

_____Building category and wind importance Factor, I_w table 1604.5, 1609.5)

_____Wind exposure category (1609.4)

_____Internal pressure coefficient (ASCE 7)

_____Component and cladding pressures (1609.1.1, 1609.6.2.2)

_____Main force wind pressures (7603.1.1, 1609.6.2.1)

Earth design data (1603.1.5, 1614-1623)

_____Design option utilized (1614.1)

_____Seismic use group ("Category")

_____Spectral response coefficients, S_{DS} & S_{D1} (1615.1)

_____Site class (1615.1.5)

_____Live load reduction

_____Roof *live* loads (1603.1.2, 1607.11)

_____Roof snow loads (1603.7.3, 1608)

_____Ground snow load, P_g (1608.2)

_____If P_g > 10 psf, flat-roof snow load P_f

_____If P_g > 10 psf, snow exposure factor, C_e

_____If P_g > 10 psf, snow load importance factor, I_s

_____Roof thermal factor, C_t (1608.4)

_____Sloped roof snowload, P_s (1608.4)

_____Seismic design category (1616.3)

_____Basic seismic force resisting system (1617.6.2)

_____Response modification coefficient, R_l and deflection amplification factor C_d (1617.6.2)

_____Analysis procedure (1616.6, 1617.5)

_____Design base shear (1617.4, 16175.5.1)

Flood loads (1803.1.6, 1612)

_____Flood Hazard area (1612.3)

_____Elevation of structure

Other loads

_____Concentrated loads (1607.4)

_____Partition loads (1607.5)

_____Misc. loads (Table 1607.8, 1607.6.1, 1607.7, 1607.12, 1607.13, 1610, 1611, 2404

Accessibility Building Code Certificate

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Designer: _____

Address of Project: _____

Nature of Project: _____

_____

_____

The technical submissions covering the proposed construction work as described above have been designed in compliance with applicable referenced standards found in the Maine Human Rights Law and Federal Americans with Disability Act. Residential Buildings with 4 units or more must conform to the Federal Fair Housing Accessibility Standards. Please provide proof of compliance if applicable.

(SEAL)

Signature: _____

Title: _____

Firm: _____

Address: _____

_____

Phone: _____

For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov

Building Inspections Division • 389 Congress Street • Portland, Maine 04101 • (207) 874-8703 • FACSIMILE (207) 874-8716 • TTY (207) 874-8936

Certificate of Design

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Date: _____

From: _____

These plans and / or specifications covering construction work on:

_____

_____

Have been designed and drawn up by the undersigned, a Maine registered Architect / Engineer according to the **2009 International Building Code** and local amendments.

Signature: _____

Title: _____

(SEAL)

Firm: _____

Address: _____

_____

Phone: _____

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