

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND BUILDING PERMIT

This is to certify that RGT ASSOCIATES

Located At 106 HIGH ST

Job ID: 2012-02-3326-ALTCOMM

CBL: 039- A-037-001

has permission to Improve the means of egress from the 2<sup>nd</sup> floor, enclose stairs, 3<sup>rd</sup> floor storage occupancy only  
provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of  
the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of  
the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured  
before this building or part thereof is lathed or otherwise  
closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner  
before this building or part thereof is occupied. If a  
certificate of occupancy is required, it must be

\_\_\_\_\_  
Fire Prevention Officer

 3/8/12  
\_\_\_\_\_  
Code Enforcement Officer / Plan Reviewer

THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY  
PENALTY FOR REMOVING THIS CARD

**City of Portland, Maine - Building or Use Permit Application**

389 Congress Street, 04101 Tel: (207) 874-8703, FAX: (207) 8716

Job No: 2012-02-3326-ALTCOMM	Date Applied: 2/21/2012	CBL: 039- A-037-001	
Location of Construction: 106 HIGH ST	Owner Name: RGT ASSOCIATES	Owner Address: 44 OAK ST PORTLAND, ME 04101	Phone: 771-5461
Business Name:	Contractor Name: TBD	Contractor Address:	Phone:
Lessee/Buyer's Name:	Phone:	Permit Type: BLDG CHANGE OF USE/ALTERATIONS	Zone: B-3
Past Use: 1st floor restaurant, 2nd floor offices and artist studios, 3rd floor storage	Proposed Use: To change the use to: 1st floor restaurant, 2nd floor all artist studios, 3rd floor secured for storage only also improving means of egress	Cost of Work: \$2,000.00	CEO District:
Proposed Project Description: Improving means of egress		Fire Dept: <input checked="" type="checkbox"/> Approved w/ conditions <input type="checkbox"/> Denied <input type="checkbox"/> N/A Signature: <i>Capt. Irvine 3/4/12</i>	Inspection: Use Group: <i>A/B</i> Type: <i>36</i> <i>IBC 2009</i> Signature: <i>JMB</i> <i>3/8/12</i>
Permit Taken By: Brad		Zoning Approval	

1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.
2. Building Permits do not include plumbing, septic or electrical work.
3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work.

**Special Zone or Reviews**

- ☐ Shoreland  
☐ Wetlands  
☐ Flood Zone  
☐ Subdivision  
☐ Site Plan

\_\_\_ Maj \_\_\_ Min \_\_\_ MM

Date:

*OK with conditions*  
*2/23/12***CERTIFICATION****Zoning Appeal**

- ☐ Variance  
☐ Miscellaneous  
☐ Conditional Use  
☐ Interpretation  
☐ Approved  
☐ Denied

Date:

**Historic Preservation**

- within*  
☐ Not in Dist or Landmark  
☐ Does not Require Review  
☐ Requires Review  
☐ Approved  
☐ Approved w/Conditions  
☐ Denied

Date:

*any exterior work requires a separate review & approval*

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

SIGNATURE OF APPLICANT

ADDRESS

DATE

PHONE

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE

DATE

PHONE

## BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

Close In Elec/Plmb/Frame prior to insulate or gyp

Final Inspection

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • [www.portlandmaine.gov](http://www.portlandmaine.gov)*

Acting Director of Planning and Urban Development  
Gregory Mitchell

Job ID: 2012-02-3326-ALTCOMM

Located At: 106 HIGH ST

CBL: 039- A-037-001

## **Conditions of Approval:**

### **Zoning**

1. This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
2. ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District.
3. Separate permits shall be required for any new signage.

### **Fire**

1. Installation shall comply with City Code Chapter 10.
2. All construction shall comply with City Code Chapter 10.
3. This permit is being approved on the basis of the plans submitted. Any deviation from the plans would require amendments and approval.
4. All outstanding code violations shall be corrected prior to final inspection.
5. All smoke detectors and smoke alarms shall be photoelectric.
6. Fire extinguishers are required per NFPA 10.
7. Notification: Two means of egress are required from every story. "MRSA Title 25 § 2453"
8. Emergency lights and exit signs are required. Emergency lights and exit signs are required to be labeled in relation to the panel and circuit and on the same circuit as the lighting for the area they serve.
9. Any cutting and welding done will require a Hot Work Permit from Fire Department.

### **Building**

1. Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.
2. Separate permits are required for any electrical, plumbing, sprinkler, fire alarm, HVAC systems, heating appliances, including pellet/wood stoves, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.



# General Building Permit Application

Y# 2012 41038

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

106

2012 - 02-3326 - Alt Comm

Location/Address of Construction: <del>102</del> HIGH STREET		
Total Square Footage of Proposed Structure/Area EXISTING 5078.3 SF		Square Footage of Lot .099 ACRES (4312.44 SF)
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 039 A-037-001 (39-A-37)	Applicant *must be owner, Lessee or Buyer* Name RGT ASSOCIATES Address 44 OAK STREET City, State & Zip PORTLAND, ME 04101	Telephone: 207.771.5461
Lessee/DBA (If Applicable) N/A	Owner (if different from Applicant) Name Address City, State & Zip	Cost Of Work: \$ 1800- C of O Fee: \$ 75.00 Total Fee: \$ 40.00
Current legal use (i.e. single family) BUSINESS (ARTISTS STUDIOS) & offices / rest If vacant, what was the previous use? BUSINESS (ARTIST STUDIOS) Plush western Proposed Specific use: BUSINESS (ARTIST STUDIOS) Is property part of a subdivision? NO If yes, please name Project description: IMPROVING MEANS OF EGRESS		
Contractor's name: TBD		
Address:		
City, State & Zip		
Who should we contact when the permit is ready:		
Mailing address:		

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

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](http://www.portlandmaine.gov), or stop by the Inspections Division 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:

*S. Thomas*

Date:

2-17-2012

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

RGT ASSOCIATES  
C/O GODUTI/THOMAS ARCHITECTS  
44 OAK STREET  
PORTLAND, MAINE 04101

August 16, 2011

Captain Chris Pirone  
Lieutenant Benjamin Wallace  
Portland Fire Department  
Fire Headquarters  
380 Congress Street  
Portland, Maine 04101-3513

Gentlemen:

Please find the following PLAN OF ACTION to resolve the code violations issued by your office dated 5/11/2011.

RGT Associates will take care the list of violations to the satisfaction of your department by February 1, 2012.

In order to eliminate the need for a fire alarm system in the space , we are planning on modifying the use of the building by limiting the rental area of 108 High Street to only the first two floors.

The 3<sup>rd</sup> floor of 108 High Street will be secured and accessible for storage only.

We will provide two means of egress from the second floor space by utilizing two existing interior stairways that lead directly to the exterior.

Access to the existing fire escape will be eliminated from the interior of the building. The doors will be permanently sealed and the interior will be covered by a stud wall and gypsum board.

Sincerely,



Stephen M. Thomas

Partner, RGT Associates



# PORTLAND MAINE

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## Receipts Details:

**Tender Information:** Check , BusinessName: RGT Associates, Check Number: 2566

**Tender Amount:** 75.00

## Receipt Header:

**Cashier Id:** Ldobson

**Receipt Date:** 2/23/2012

**Receipt Number:** 41172

## Receipt Details:

Referance ID:	5338	Fee Type:	BP-C of O
Receipt Number:	0	Payment Date:	
Transaction Amount:	75.00	Charge Amount:	75.00
Job ID: Job ID: 2012-02-3326-ALTCOMM - Improving means of egress			
Additional Comments: 106 High St			

Thank You for your Payment!

RECEIVED  
FEB 23 2012  
Dept. of Building Inspections  
City of Portland, Maine



# Commercial Interior & Change of Use 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.

- N/A ☒ Cross sections w/framing details NO NEW CONSTRUCTION
- ☒ Detail of any new walls or permanent partitions
- ☒ Floor plans and elevations INTERIOR WORK ONLY
- N/A ☒ Window and door schedules
- ☒ Complete electrical and plumbing layout. BY ELECTRICAL, NO PLUMBING
- N/A ☒ Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review
- N/A ☒ Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IECC 2003
- N/A ☐ Proof of ownership is required if it is inconsistent with the assessors records.
- ☒ Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
- N/A ☒ Per State Fire Marshall, all new bathrooms must be ADA compliant. NO WORK THIS AREA

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

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including:

- ☐ The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines.
- ☐ Location and dimensions of parking areas and driveways, street spaces and building frontage.
- ☐ Dimensional floor plan of existing space and dimensional floor plan of proposed space.

A Minor Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively within a 3-year period)



**PORTLAND FIRE DEPARTMENT SITE REVIEW  
FIRE DEPARTMENT CHECKLIST**

**INTERIOR MODIFICATION 108 HIGH STREET 2.17.2012**

**1. APPLICANT'S NAME**

RGT ASSOCIATES  
44 OAK STREET  
PORTLAND, MAINE 04101  
ATTEN: STEPHEN M. THOMAS  
207.771.5461

**2. ARCHITECT**

N/A

**3. PROPOSED USE OF STRUCTURE:**

EXISTING STRUCTURE, USE TO REMAIN AS ARTIST STUDIOS  
BUSINESS

**4. SQUARE FOOTAGE OF STRUCTURE (EXISTING):**

5078.3 SF .TOTAL  
1ST FLOOR-3331.3 SF.  
2ND FLOOR-1747 SF

**5. PROPOSED FIRE PROTECTION OF  
STRUCTURE:**

EMERGENCY LIGHTS, EXIT LIGHTS, SMOKE DETECTORS  
THESE WILL BE UPDATED, ADDED TO, AND RELOCATED AS REQUIRED  
TO PROVIDE APPROPRIATE COVERAGE FOR THE SECOND FLOOR

**6. SUPPRESSION SYSTEM N/A**

**DETECTION SYSTEM:**

THIS INFORMATION IS SHOWN ON ATTACHED DRAWING

**7. SEPARATE FIRE SAFETY PLAN ATTACHED INDICATING:**

- a. FIRE RESISTANCE RATINGS OF ALL MEANS OF EGRESS
- b. TRAVEL DISTANCE FROM MOST REMOTE POINT TO EXIT DISCHARGE
- c. LOCATION OF FIRE EXTINGUISHERS
- d. LOCATION OF EMERGENCY LIGHTING
- e. NFPA 101 SUMMARY

**8. NO ELEVATOR**

These items will take care of our Plan of Action, dated 7.16.11, (copy attached). The one item we would like to modify pertains to the permanent sealing off of the 2<sup>nd</sup> floor access to the fire escape. We would like to have the door remain but with access limited to landlord for routine roof and HVAC maintenance. We would install a lockset with a 'storeroom' function to prevent unauthorized access to the roof.

If you have any questions please feel free to call.

Sincerely,



STEPHEN M. THOMAS

