

December 4, 2013

City of Portland  
Inspections Division  
389 Congress Street  
Portland, ME 04101



RE: Fast Track Building Permit Application – Merrill's Wharf Tenant spaces  
(252/254 Commercial Street).

Dear Inspections Division:

I am the architect representing the owner of the above referenced property, Waterfront Maine, in obtaining a building permit for the work described on the attached drawing. The work involves completing "white box" fit up of two small tenant spaces on the first floor in anticipation of renting the spaces to two new tenants in the near future.

The demising walls that enclose the spaces were built as part of neighboring tenant fit ups that were previously permitted and constructed. The scope for this project is to finish off the spaces by installing branch ductwork and air handlers tied into the existing building system, electrical wall outlets, lighting, carpet and painting of existing walls. Sprinklers and fire alarm components are already in place.

The intent of the work proposed here is to finish off the spaces prior to tenant fit up work which will be completed later once the tenant agreements are in place. The new tenants plan to use the spaces as open office environments with no new fixed wall partitioning and the owner is trying to expedite needed construction work now so that when the tenants are ready to move in, the remaining fit up will be minimal.

I spoke with Jeanie Bourke about the project and she indicated that we could permit the work proposed here to complete finished "white box" space through the fast track permit process now and then submit a second full permit application later for the final fit up work for the two tenants. This would mean, and the owner understand this, that the work completed under this permit would not allow the spaces to be occupied by a tenant until a second full general building permit is applied for and approved because occupancy of the spaces will be considered a change of use given that they were vacant when the whole building renovation was permitted in 2010. It is understood that a Certificate of Occupancy would not be issued until the second permit is obtained and any conditions of approval met. The space will remain unoccupied until that time.

Sincerely,

A handwritten signature in black ink that reads "Stephen Weatherhead". The signature is written in a cursive, flowing style.

Stephen Weatherhead, Associate  
Winton Scott Architects