# General Building Permit Applicatic

If you or the property owner owes real estate or personal property taxes or user cl
within the City, payment arrangements must be made before permits of any

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

**Address/Location of Construction:** 252/254 Commercial Street-Merrill **Date:** 05/01/14

**Total Square Footage of Proposed Structure:** 3,978 s.f. total for 2 tenant spaces

| **Tax Assessor's Chart, Block & Lot** | **Applicant Name:** Waterfront Maine, LLC | Telephone: |
|---|---|---|
| Chart# 41 Block# A Lot# 18 | Address: 14 Main Street<br>City, State & Zip: Brunswick, ME 04011 | Dan Jaques, 522-4133<br>Email: djacques@waterfrontme.com |
| **Lessee/Owner Name** :<br>(if different than applicant)<br>Address: Same as Applicant<br>City, State & Zip:<br>Telephone & E-mail: | **Contractor Name:**<br>(if different from Applicant)<br>Address: Not Yet Known<br>City, State & Zip:<br>Telephone & E-mail: | Cost Of Work: $ 217,000<br>C of O Fee: $ 150 (2 fees)<br>Historic Rev $ 0<br>**Total Fees : $** 2,340 |

**Current use** (i.e. single family) VACANT
**If vacant, what was the previous use?** UN-USED
**Proposed Specific use:** BUSINESS USE (MARINE TENANT)
Is property part of a subdivision? NO If yes, please name
**Project description:**
INTERIOR TENANT FIT UPS FOR TWO LEASED SPACES. CHANGE OF USE PERMIT REQUIRED.
TENANTS HAVE BEEN REVIEWED BY THE ZONING ADMINISTRATOR AND DECLARED TO MEET THE
DEFINITION OF MARINE USE TENANTS PER ZONING ORDINANCE

**Who should we contact when the permit is ready:** STEPHEN WEATHERHEAD, WINTON SCOTT ARCHITECTS

**Address:** 5 MILK STREET

**City, State & Zip:** PORTLAND, ME 04101

**E-mail Address:** SWEATHERHEAD@WINTONSCOTT.COM

**Telephone:** 207-774-4811 EXT. 3

**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 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.**

**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:** Stephen Weatherhead **Date:** March 18, 2014

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

PORTLAND M

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Date: 05/01/14

Jeff Levine, AICP, Director
Director of Planning and Urban Development

Tammy Munson
Director, Inspections Division

# ***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 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 opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are ***paid in full*** to the Inspections Office, City of Portland Maine by method noted below:

☐ Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.

☒ Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.

☐ I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature: Stephen Woodbrand Date: 3/18/2014

I have provided digital copies and sent them on: Date: 3/18/2014

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

# Commercial Interior & Change of U
# Permit Application Checklist

**All of the following information is required and must be submitted. Checking off each item as y application package will ensure your package is complete and will help to expedite the permittin**

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**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.

- ☐ Cross sections w/framing details
- ☐ Detail of any new walls or permanent partitions
- ☐ Floor plans and elevations
- ☐ Window and door schedules
- ☐ Complete electrical and plumbing layout.
- ☐ Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review
- ☐ Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IEEC 2009
- ☐ 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".
- ☐ Per State Fire Marshall, all new bathrooms must be ADA compliant.

**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)**



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**Fire Department requirements**.

The following shall be submitted on a separate sheet:

- ☐ 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, $10.00 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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# Certificate of Design Application

From Designer: STEPHEN WEATHERHEAD, WINTON SCOTT ARCHITI

Date: MARCH 17, 2014

Job Name: TENANT FIT UPS @ MERRILL'S WHARF

Address of Construction: 252/254 COMMERCIAL STREET, PORTLAND

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## 2009 International Building Code

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

Building Code & Year 2009 IBC/NFPA Use Group Classification (s) BUSINESS

Type of Construction IIIb

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

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

Supervisory alarm System? YES Geotechnical/Soils report required? (See Section 1802.2) NO

**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 Certificat

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**Designer:** STEPHEN WEATHERHEAD, WINTON SCOTT ARCHITECTS

Date: 05/01/14

**Address of Project:** 252 / 254 Commercial Street - Merrill's Wharf

**Nature of Project:** Interior Tenant fit up for two tenant spaces. Project also includes an exterior entrance ramp and stairs for access to the space.

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.

Signature:

Title: Senior Associate

Firm: Winton Scott Architects

Address: 5 Milk Street
Portland, ME 04101

Phone: 207-774-4811 ext. 3

(SEAL)

LICENSED ARCHITECT
STEPHEN W. WEATHERHEAD
No. 1948
STATE OF MAINE

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



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# Certificate of Design

Reviewed for Code Compliance
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Approved with Conditions

Date: 05/01/14

**Date:** March 17, 2014

**From:** Stephen Weatherhead, Winton Scott Architects

These plans and / or specifications covering construction work on:

Tenant Fit up project at Merrill's Wharf Building- 252/254 Commercial Street

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

LICENSED ARCHITECT
STEPHEN W. WEATHERHEAD
No. 1948
STATE OF MAINE

Signature:

Title: Senior Associate

Firm: Winton Scott Architects

Address: 5 Milk Street
Portland, ME 04101

Phone: 207-774-4811 ext. 3

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