Inspections Division
Date: 01/27/14

# Building Inspections - Re: Permit Application - Second Floor Interior Upfit for Baxter Academy

**From:** Jeanie Bourke
**To:** Charles Young
**Date:** 12/12/2013 2:48 PM
**Subject:** Re: Permit Application - Second Floor Interior Upfit for Baxter Academy
**CC:** Building Inspections

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Hi Charles,

Just to clarify, the application and documents should be sent to the building inspections email and only cc'd to me. This way the administrative staff will know they need to process this as a new application.

It is my understanding that the areas to be renovated are for classroom use, educational. The fast track review for stamped plans on a commercial project are for "office" renovations only.

Let me know if you have any questions,
Thanks,
Jeanie

*Jeanie Bourke*
*CEO/LPI/Plan Reviewer*

**City of Portland**
**Planning & Urban Development Dept./ Inspections Division**
**389 Congress St. Rm 315**
**Portland, ME 04101**
**jmb@portlandmaine.gov**
**Direct: (207) 874-8715**
**Office: (207) 874-8703**

>>> Charles Young <cyoung@rrennerarchitects.com> 12/12/2013 2:30 PM >>>
Jeanie,
re: Permit Application - Second Floor Interior Upfit for Baxter Academy
Attached are the submittal drawings and our Certificates of Design Application for the permit which Dan LaBrie has already filed. He did not have these certificates when he submitted electronically last week. He asked us to forward them to you along with the drawings. I thought he had already submitted those but it seems not. He submitted for fast tracking but he found out the project was not eligible. For my future reference and understanding of the city's new requirements please let me know the specifics of why this is not eligible. Per my reading of the requirements it seemed to qualify. Thanks for your help and please let m know if there is anything else needed to complete the application.
We are submitting to the state fire marshal as soon as we receive the fire protection drawings from Dan's vendor.

Charles