

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND BUILDING PERMIT



**This is to certify that**

638 CONGRESS STREET PARTNERS LLC

**PERMIT ID:** 2012-50113

**Located at**

638 CONGRESS ST

**CBL:** 045 A003001

has permission to **Conversion of unused space to 4 apartments**

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 cloosed-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 procured prior to occupancy.

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

  
\_\_\_\_\_  
**Code Enforcement Officer / Plan Reviewer**

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY  
THERE IS A PENALTY FOR REMOVING THIS CARD**



# PORTLAND MAINE

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

Director of Planning and Urban Development  
Jeff Levine

Job ID: 2012-11-5378-ALTCOMM    Located At: 638 CONGRESS ST    CBL: 045- A-003-001

## **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. This property shall remain a 101 residential dwelling unit structure with retail, restaurant & personal services on the first floor along Congress Street with the issuance of this permit and subsequent issuance of a certificate of occupancy. Any change of use shall require a separate permit application for review and approval.

### Building

1. Application approval based upon information provided by the applicant or design professional. Any deviation from approved plans requires separate review and approval prior to work.
2. All penetrations through rated assemblies must be protected by an approved firestop system installed in accordance with ASTM E 814 or UL 1479, per IBC 2009 Section 713.
3. Draftstopping and Fireblocking in combustible concealed spaces and locations shall be in accordance with IBC Sec. 717.
4. 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.
5. Ventilation of this space is required per ASHRAE 62.2 or 62.1, 2007 edition.

### Fire

1. All construction shall comply with City Code Chapter 10. The occupancy shall comply with City Code Chapter 10 upon inspection.
2. All outstanding code violations shall be corrected prior to final inspection.

3. Any Fire alarm or Sprinkler systems shall be reviewed by a licensed contractor(s) for code compliance. Compliance letters are required.
4. A separate Fire Alarm Permit is required. This review does not include approval of fire alarm system design or installation. All fire alarm installation and servicing companies shall have a Certificate of Fitness from the Fire Department.
5. Fire Alarm system shall be maintained. If system is to be off line over 4 hours a fire watch shall be in place. Dispatch notification required 874-8576.
6. Fire alarm system requires a wireless master box connection per city ordinance. Master box design and installation shall in conformance with Fire Department Regulations and approved by Fire Department Electrical Division.
7. All smoke detectors and smoke alarms shall be photoelectric.
8. Carbon Monoxide is detection required in accordance with NFPA 720, Standard for Installation of Carbon Monoxide (CO) Detection and Warning Equipment, 2009 edition.
9. Compliance with NFPA 1, Fire Code, Annex O for In-building Public Safety Radio Enhancement Systems shall be verified by an RF Engineer.
10. The sprinkler system shall be installed in accordance with NFPA 13.
11. A separate Suppression System Permit is required. This review does not include approval of sprinkler system design or installation.
12. Sprinkler supervision shall be provided in accordance with NFPA 101, Life Safety Code, and NFPA 72, National Fire Alarm and Signaling Code.
13. Sprinkler protection shall be maintained. Where the system is to be shut down for maintenance or repair, the system shall be checked at the end of each day to insure the system has been placed back in service.
14. System acceptance and commissioning must be coordinated with alarm and suppression system contractors and the Fire Department. Call 874-8703 to schedule.
15. A Knox Box is required. The building should be master keyed.
16. Fire extinguishers are required per NFPA 1.
17. All means of egress to remain accessible at all times.
18. 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.
19. Any cutting and welding done will require a Hot Work Permit from Fire Department.
20. Walls in structure are to be labeled according to fire resistance rating. IE; 1 hr. / 2 hr. / smoke proof.
21. A single source supplier should be used for all through penetrations.





# General Building Permit Application

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.

# 2012-11-5378-AltComm

Location/Address of Construction: 638 Congress Street		
Total Square Footage of Proposed Structure 2,518	Square Footage of Lot 55,993	
Tax Assessor's Chart, Block & Lot Chart# 45 Block# A Lot# 3	Owner: 638 Congress St. Partners, LLC 104 Grant St. Portland, ME 04101	Telephone: (207) 771-2883
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: David Lloyd Archetype, P.A. 48 Union Wharf Portland, ME 04101 (207) 772-6022	Cost Of Work: \$ 160,000 Fee: \$ 1,620.00 C of O Fee: \$ 75
Current legal use (i.e. single family) <u>Apartment</u> If vacant, what was the previous use? _____ Proposed Specific use: <u>Apartment</u> Is property part of a subdivision? <u>No</u> If yes, please name _____ Project description: Conversion of unused maintenance space into 4 efficiency apartment units in an existing 97 unit apartment building.		
Contractor's name, address & telephone: Not known at this time		
Who should we contact when the permit is ready: <u>Tom Watson</u> Mailing address: <u>638 Congress St. Partners, LLC</u> <u>104 Grant St.</u> <u>Portland, ME 04101</u> Phone: <u>(207) 771-2883</u>		

RECEIVED  
NOV 09 2012  
Dept. of Building Inspections  
City of Portland Maine

Please submit all of the information outlined in the Commercial Application 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 of applicant:	Date: 11-5-12
-------------------------	---------------

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



# PORTLAND MAINE

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

## Receipts Details:

**Tender Information:** Check , Check Number: 32804\$1,695.00

**Tender Amount:** 1695.00

## Receipt Header:

**Cashier Id:** bsaucier

**Receipt Date:** 11/9/2012

**Receipt Number:** 50114

## Receipt Details:

Referance ID:	8700	Fee Type:	BP-Constr
Receipt Number:	0	Payment Date:	
Transaction Amount:	1620.00	Charge Amount:	1620.00
Job ID: Job ID: 2012-11-5378-ALTCOMM - Conversion of unused space to 4 apartments			
Additional Comments: 638 Congress			

Referance ID:	8701	Fee Type:	BP-C of O
Receipt Number:	0	Payment Date:	
Transaction Amount:	75.00	Charge Amount:	75.00
Job ID: Job ID: 2012-11-5378-ALTCOMM - Conversion of unused space to 4 apartments			
Additional Comments:			

**Thank You for your Payment!**



# Certificate of Design

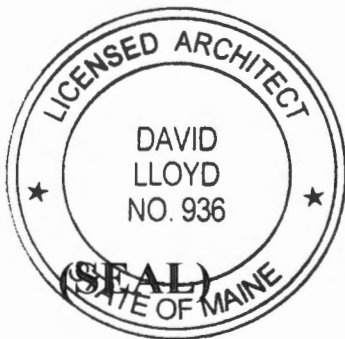
Date: Nov. 5, 2012

From: Archetype, PA

These plans and / or specifications covering construction work on:

638 Congress Street

Have been designed and drawn up by the undersigned, a Maine registered Architect / Engineer according to the ~~2003~~ <sup>2009</sup> *International Building Code* and local amendments.



Signature: 

Title: Architect

Firm: Archetype, PA

Address: 48 Union Wharf

Phone: (207) 772-6022

For more information or to download this form and other permit applications visit the Inspections Division on our website at [www.portlandmaine.gov](http://www.portlandmaine.gov)



# Certificate of Design Application

From Designer: Archetype, PA  
 Date: November 5, 2012  
 Job Name: \_\_\_\_\_  
 Address of Construction: 638 Congress Street

~~2003~~ **2009 International Building Code**

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

Building Code & Year IBC 2009 Use Group Classification (s) R-2  
 Type of Construction Type 3B  
 Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2003 IRC Yes  
 Is the Structure mixed use? No If yes, separated or non separated or non separated (section 302.3) \_\_\_\_\_  
 Supervisory alarm System? Yes Geotechnical/Soils report required? (See Section 1802.2) N/A

**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
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

N/A

**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,  $w$   
 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,  $S_D$  &  $S_{D1}$  (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,  $R_d$  and  
 deflection amplification factor  $C_d$  (1617.6.2)  
 \_\_\_\_\_ Analysis procedure (1616.6, 1617.5)  
 \_\_\_\_\_ Design base shear (1617.4, 1617.5.1)

**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)



1 Solution is grey boxes - IT HAS Zoning  
 Comments by e-mail 8/15/12

City of Portland  
 Development Review Application  
 Planning Division Transmittal form

**Application Number:** 2012-559      **Application Date:** 8/13/2012 12:00:00 AM

**CBL:** 045-A-003-001

**Project Name:** 638 Congress St.; Add 4 units to existing Bldg.

**Address:**

**Project Description:** conversion of former utility space to 4 additional apartments units in existing 97 unit building

**Zoning:**

B-3 Zone with  
 Historic overlay      8/15/12

**Other Reviews Required:**  
**Review Type:**

**Distribution List:**

<input checked="" type="checkbox"/> Planner Shukria	Shukria	<input type="checkbox"/> Parking	John Peverada
<input checked="" type="checkbox"/> Zoning	Marge Schmuckal	<input type="checkbox"/> Design Review	Alex Jaegerman
<input type="checkbox"/> Traffic Engineer	Tom Errico	<input type="checkbox"/> Corporation Counsel	Danielle West-Chuhta
<input type="checkbox"/> Civil Engineer	David Senus	<input type="checkbox"/> Sanitary Sewer	John Emerson
<input type="checkbox"/> Fire Department	Chris Pirone	<input type="checkbox"/> Inspections	Tammy Munson
<input type="checkbox"/> City Arborist	Jeff Tarling	<input type="checkbox"/> Historic Preservation	Deb Andrews
<input type="checkbox"/> Engineering	David Margolis-Pineo	<input type="checkbox"/> DRC Coordinator	Phil DiPierro
		<input type="checkbox"/> Outside Agency	

**Comments needed by (7 days later): Wednesday, August 22, 2012**

**Marge Schmuckal - 638 Congress Street -**

---

**From:** Marge Schmuckal  
**To:** Shukria Wiar  
**Date:** 8/28/2012 2:55 PM  
**Subject:** 638 Congress Street -

---

One Solution is not allowing me to enter information into the system, so I am responding by e-mail.

638 Congress Street - 045-A-003  
#2012-559 - B-3 Zone with a Historic Overlay  
8/28/2012

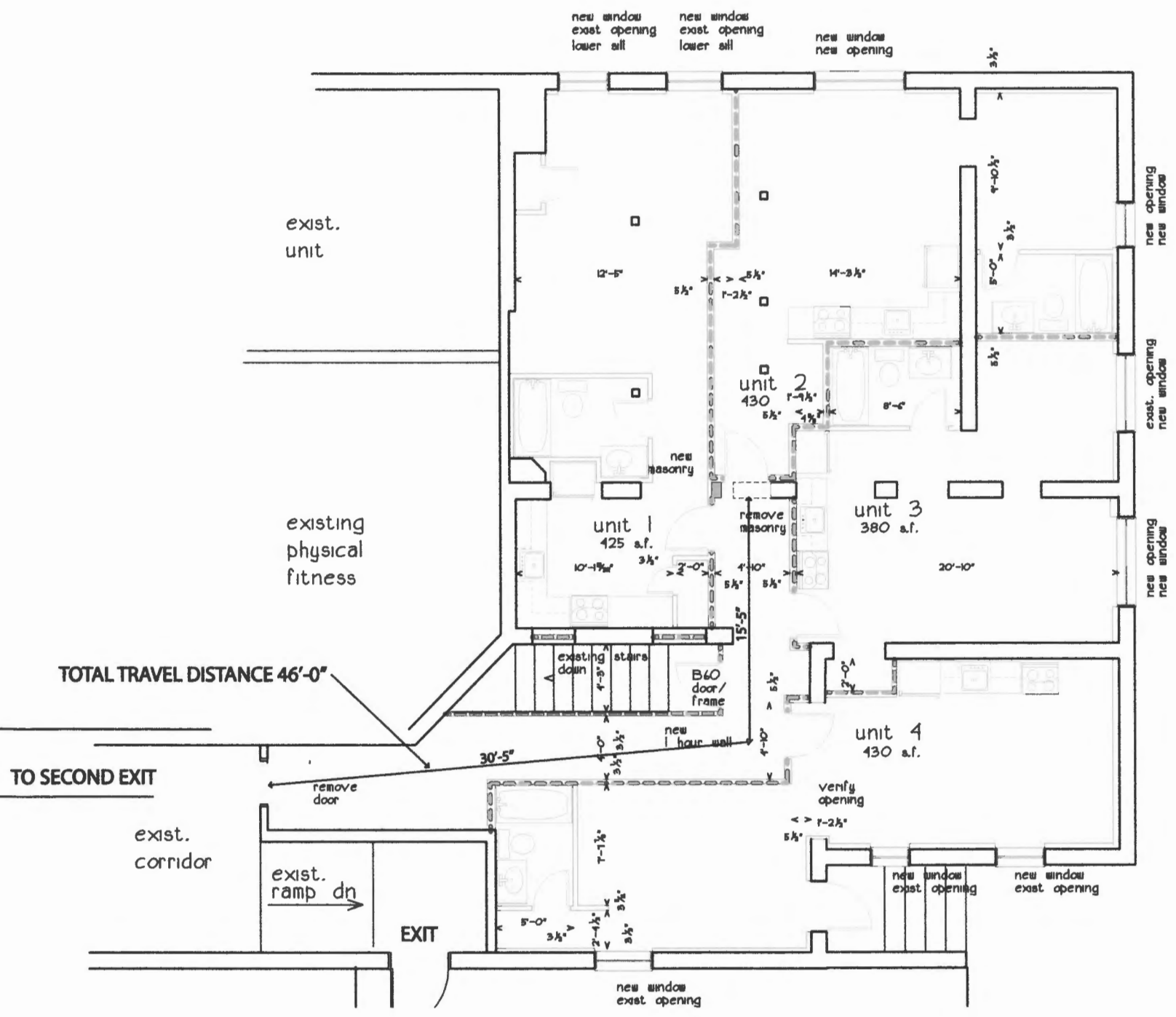
This is a request to add 4 additional dwelling units to an existing building (the Lafayette) which currently has 97 dwelling units along with retail and personal services that are located on the ground floor abutting Congress Street. This property is located in a B-3 Zone with a Historic Overlay and a PAD (Pedestrian Activities District) along Congress Street.

The B-3 Zone does not have any requirements of minimum lot area per dwelling unit. There is no minimum unit size requirement either. And because the change of use from utility are to dwelling units is within the existing building and the building is located in a Historic District, there is no requirement to show any additional parking from what is already on-site.

Because there are three or more dwelling units proposed, a subdivision review is required before the Planning Board. And because there are exterior window changes, Historic needs to weigh in on the changes.

This project meets all the requirements of the B-3 Zone. Separate permits will be required from Inspection Services, including change of use, electrical and plumbing permits.

Marge Schmuckal  
Zoning Administrator



543/480 746/316 822/240  
544/127 381/332

STATE ST. CONGREGATIONAL CHURCH  
902/200

N:298804.20  
E:2926771.80

ZONE R-6

3 STORY  
BRICK BUILDING

TM 45-A-2  
N/F

SANDRA & GEOFFREY RICE TRUST  
3073/871  
9438/304

4 STORY  
BRICK

N:298822.73  
E:2926660.98

ZONE B-1

LOT AREA =  
55,294 S.F.  
1.2694 Ac.

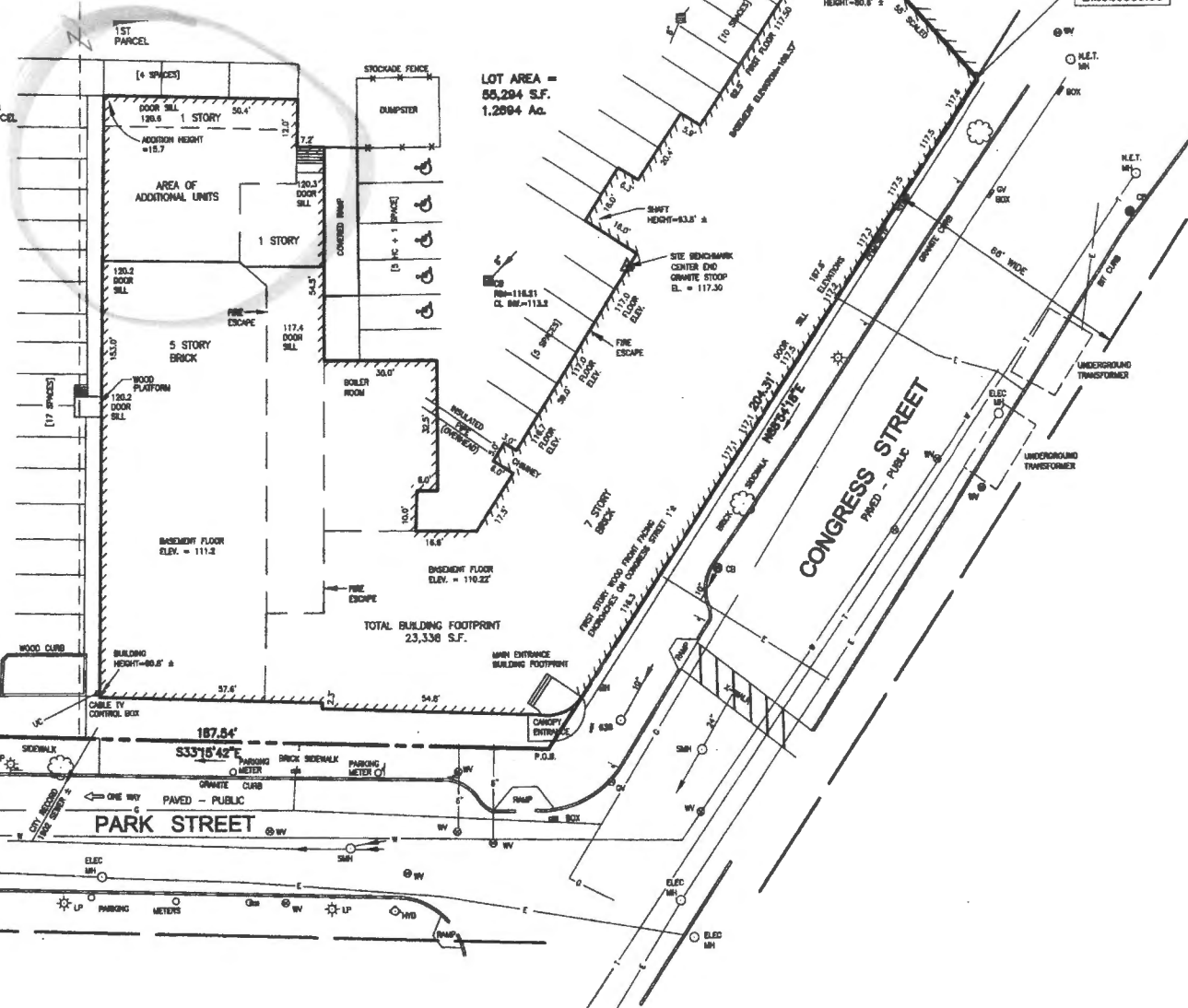
TM 45-A-8  
N/F  
ROSA TRUE SCHOOL  
CITY OF PORTLAND  
188/18 187/131

2 1/2 STORY  
BRICK

N:298778.72  
E:2926901.23

PARK STREET

CONGRESS STREET  
PAVED - PUBLIC



C  
NO.  
Y

ROM

OR DOES  
E IN  
Y THAT  
LY  
AT

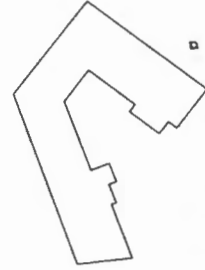
A3.00

PROPOSED  
ELEVATIONS

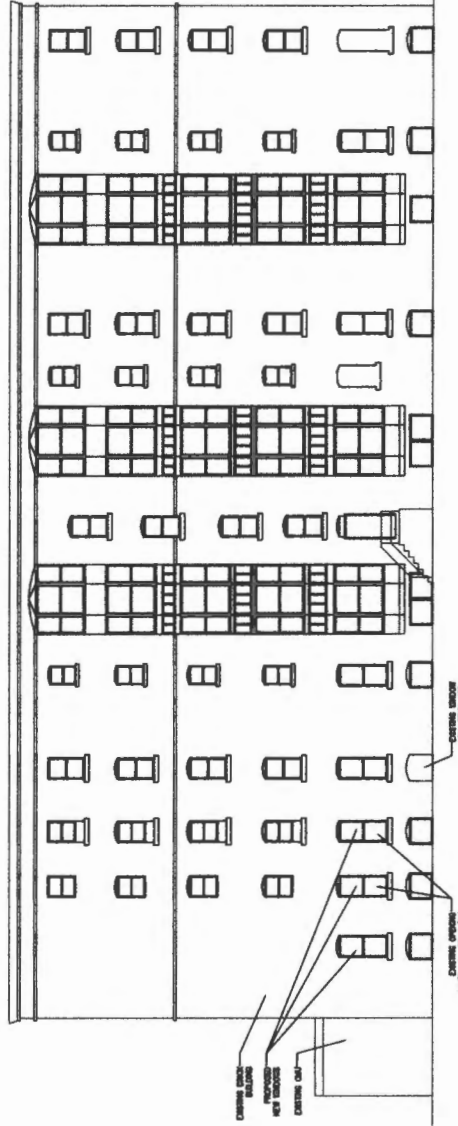
638 CONGRESS ST  
LAFAYETTE BUILDING  
PORTLAND, MAINE

**ARCHETYPE**  
architects  
48 Union Wharf Portland, Maine 04101  
(207) 772-6922 Fax (207) 772-4056

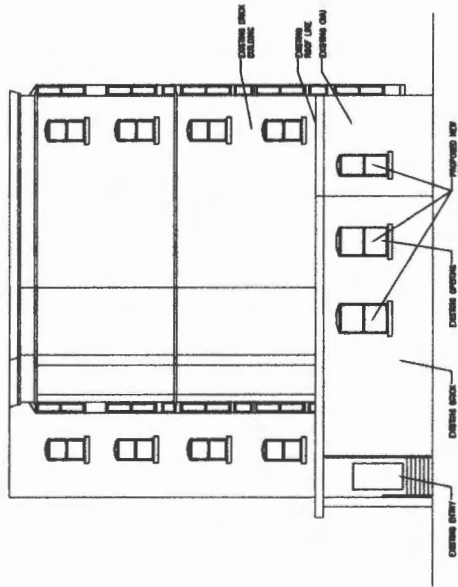
Date: 20 July 2012  
Scale: 1/16" = 1'-0"  
Project:



KEY PLAN  
NOT TO SCALE



EAST ELEVATION  
SCALE: 1/16"=1'-0"



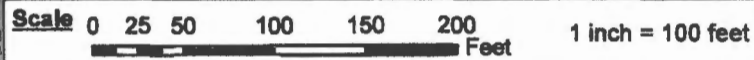
SOUTH ELEVATION  
SCALE: 1/16"=1'-0"



# 638 Congress Street

## Portland

**PORTLAND WATER DISTRICT**  
 225 Douglass Street  
 Portland, ME 04104



### Legend

- |                |                    |                    |           |
|----------------|--------------------|--------------------|-----------|
| ● Air Valve    | ● Connection       | ⊕ Combined Service | ● Manhole |
| ⊙ Blow Off     | ○ Attribute Change | ○ Domestic Service | ● CSO     |
| ⊗ By Pass      | ▲ Reducer          | ⊕ Fire Service     | → Gravity |
| ⊗ Distribution | ● Hydrant          | ● Private Hydrants | → Force   |
| ⊙ Transmission | ⊗ Hydrant Control  | ⊕ Meter Pits       |           |



**Disclaimer:** This map is suitable for preliminary study and analysis and is based on PWD record information. PWD is not liable for any damages whatsoever resulting from inaccurate data or from errors made in the location and marking of its infrastructure.

Drawn By: GJM

Prepared For: Archetype, P.A.

Scale: As Noted

Date: June 14, 2012

## PROJECT DATA

(The following information is required where applicable, in order complete the application)

<b>Total Site Area</b>	55,993
<b>Proposed Total Disturbed Area of the Site</b> 0	0 sq. ft.
<small>(If the proposed disturbance is greater than one acre, then the applicant shall apply for a Maine Construction General Permit (MCGP) with DEP and a Stormwater Management Permit, Chapter 500, with the City of Portland)</small>	
<b>IMPERVIOUS SURFACE AREA</b>	
• Proposed Total Paved Area	N/A sq. ft.
• Existing Total Impervious Area	54,794 sq. ft.
• Proposed Total Impervious Area	0 sq. ft.
• Proposed Total Impervious Area	0 sq. ft.
• Proposed Impervious Net Change	0 sq. ft.
<b>BUILDING AREA</b>	
• Proposed Building Footprint	no change sq. ft.
• Proposed Building Footprint Net change	0 sq. ft.
• Existing Total Building Floor Area	163,366 sq. ft.
• Proposed Total Building Floor Area	no change sq. ft.
• Proposed Building Floor Area Net Change	0 sq. ft.
• New Building	(yes or (no))
<b>ZONING</b>	
• Existing	B3
• Proposed, if applicable	
<b>LAND USE</b>	
• Existing	Residential
• Proposed	Residential
<b>RESIDENTIAL, IF APPLICABLE</b>	
• Proposed Number of Affordable Housing Units	0
• Proposed Number of Residential Units to be Demolished	0
• Existing Number of Residential Units	97
• Proposed Number of Residential Units	4
• Subdivision, Proposed Number of Lots	4
<b>PARKING SPACES</b>	
• Existing Number of Parking Spaces	89
• Proposed Number of Parking Spaces	0
• Number of Handicapped Parking Spaces	5
• Proposed Total Parking Spaces	0
<b>BICYCLE PARKING SPACES</b>	
• Existing Number of Bicycle Parking Spaces	0
• Existing Number of Bicycle Parking Spaces	0
• Proposed Number of Bicycle Parking Spaces	0
• Total Bicycle Parking Spaces	0
<b>ESTIMATED COST OF PROJECT</b>	<b>\$160,000</b>

# 638 Congress St

045-A-003

