Inspections Division
Date: 01/21/14

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.

Address/Location of Construction: 646 Congress Street (tenant space within 638 Congress St.) Portland, ME		
Total Square Footage of Proposed Structure: 960 SP tenant space		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 045- A003001	**Applicant Name:** MDM LLC Address 1100 Bay Road Brooklin ME 04616 City, State & Zip	Telephone: 207-359-5069 Email: mar@dilmor.com
Lessee/Owner Name (if different than applicant) 638 Congress St. Partnership LLC Address: 104 Grant St. Portland, ME 04101 City, State & Zip: Telephone & E-mail: 207-775-5673	**Contractor Name:** Kolbert Building (if different from Applicant) Address: 90 Gray Street Portland, ME 04102 City, State & Zip: Telephone & E-mail: 207 -799-8799 dan@kolbertbuilding.com	Cost Of Work: $ $5,000 C of O Fee: $ NA Historic Rev $ NA **Total Fees : $** 70.00

Current use (i.e. single family) commercial tenant space
If vacant, what was the previous use? commercial/retail
Proposed Specific use: retail boutique
Is property part of a subdivision? No If yes, please name
Project description: Retail lingerie boutique in existing vacant space. No change to structure; no demolition required. No new full height partitions, new lighting.

Who should we contact when the permit is ready:	Marion Morris
Address:	1100 Bay Road
City, State & Zip:	Brooklin, ME 04616
E-mail Address:	mar@dilmor.com
Telephone:	207-359-5069

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: Marion Morris Russell Pierce **Date:** January 10, 2014

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

Inspections Division
Date: 01/21/14

PORTLAND MAINE

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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:

[X] 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: Date: 10 January 2014

I have provided digital copies and sent them on: Date: 9 January 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.

Inspections Division

Date: 01/21/14

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.

- [ ] Cross sections w/framing details NA
- [x] Detail of any new walls or permanent partitions
- [x] Floor plans and elevations
- [ ] Window and door schedules NA
- [ ] Complete electrical and plumbing layout. NA
- [ ] Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review NA
- [ ] Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IEEC 2009 NA
- [ ] Proof of ownership is required if it is inconsistent with the assessors records. NA
- [x] 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. NA

Separate permits are required for internal and external plumbing, HVAC & electrical installations.
NOT APPLICABLE

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.

NOT APPLICABLE since project is interior renovation, although site plan is included with drawings for reference

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)

Building Inspections Division • 389 Congress Street • Portland, Maine 04101 • (207) 874-8703 • FACSIMILE (207) 874-8716 • TTY (207) 874-8936

Inspections Division

Date: 01/21/14

rtment requirements.

owing shall be submitted on a separate sheet:

- [ ] Name, address and phone number of applicant **and** the project architect.
- [x] Proposed use of structure (NFPA and IBC classification)
- [x] Square footage of proposed structure (total and per story) 960 SF tenant space within larger building
- [x] Existing and proposed fire protection of structure.
- [ ] Separate plans shall be submitted for NA: space is sprinklered. New partitions are not full height and do not affect coverage
  - a) Suppression system
  - b) Detection System (separate permit is required)
- [ ] A separate Life Safety Plan must include: NA
  - 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. NA

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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Inspections Division

Date: 01/21/14

Certificate of Design Application

From Designer: Reiter Architecture & Design

Date: 10 January 2014

Job Name: Etain Boutique

Address of Construction: 646 CongressSt., Portland Maine

2009 International Building Code

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

NA - project is minor renovation of interior space withing larger building - no change to use, occupancy, egress, fire protection, building envelope

This section of needs to be completed as part of the code analysis.

Building Code & Year _____ Use Group Classification (s) _____

Type of Construction _____

Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2009 IRC _____

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

Supervisory alarm System? _____ Geotechnical/Soils report required? (See Section 1802.2) _____

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_f 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

Inspections Division

Date: 01/21/14

Accessibility Building Code Certificate

Designer: Reiter Architecture & Design

Address of Project: 646 Congress Street, Portland, ME

Nature of Project: Retail Boutique

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.

(SEAL)

LICENSED ARCHITECT
LAUREN J. REITER
No. 3302
STATE OF MAINE

Signature:

Title: Principal

Firm: Reiter Architecture & Design

Address: PO Box 275
Brooklin, Maine 04616

Phone: 207-359-2300

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

Inspections Division
Date: 01/21/14

Certificate of Design

Date: 10 January 2014

From: Reiter Architecture & Design

These plans and / or specifications covering construction work on:

646 Congress St., Portland Maine

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

(SEA

LICENSED ARCHITECT
LAUREN J. REITER
No. 3302
STATE OF MAINE

Signature: _____

Title: Principal

Firm: Reiter Architecture & Design

Address: PO Box 275
Brooklin, Maine 04616

Phone: 207-359-2300

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