Portland, Maine — Yes. Life's good here.

Permitting and Inspections Department
Michael A. Russell, MS, Director

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 04/14/17

Commercial Interior Alteration Checklist

(Including change of use, tenant fit-up*, amendment and/or interior demolition)

All applications shall include the following (please check and submit all items):

- N/A ☑ **Commercial Interior Alterations Checklist** (this form)
- ☑ **General Building Permit Application** completed
- ☑ **Plot plan/site plan** showing lot lines, shape and location of all structures, off-street parking areas and noting any dedicated parking for the proposed business
- LOI ☑ **Proof of Ownership or Tenancy** (If tenant, provide lease or letter of permission from landlord. If owner, provide deed or purchase and sale agreement if the property was purchased within the last 6 months.)
- N/A ☐ **Key plan** showing the location of the area(s) of renovation within the total building footprint and adjacent tenant uses
- ☑ **Life Safety Plan** showing exits, travel distance, fire separations, detectors and devices (ON FLOOR PLAN)
- ☑ **Existing floor plans/layouts** including area layout, removals, exits and stairs
- N/A ☐ **Proposed floor plans/layouts** including dimensions, individual room uses and plumbing fixtures N/A

Please note: Construction documents for projects with a construction cost in excess of $50,000 must be prepared by a design professional and bear their seal.

Additional plans may also require the following *(As each project has varying degrees of complexity and scope of work for repairs, alterations and renovations, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project.):*

- ☐ **Code information** including use classifications, occupant loads, construction type, existing/proposed fire alarm, smoke and sprinkler protection systems, egress (exits and windows), fire separation areas and fire stopping
- ☐ **Demolition plans and details for each story** including removal of walls and materials
- ☐ **Construction and framing details** including structural load design criteria and/or non-structural details
- N/A ☐ **New stairs** showing the direction of travel, tread and rise dimensions, handrails and guardrails
- ☐ **Wall and floor/ceiling partition types** including listed fire rated assemblies
- ☐ **Sections and details** showing all construction materials, floor to ceiling heights, and stair headroom
- ☐ **New door and window schedules** (include window U-factors)
- ☐ **Accessibility features and design details** including the Certificate of Accessible Building Compliance Show on F/P
- ☐ **Project specifications manual**
- ☐ **A copy of the State Fire Marshal construction and barrier free permits**. For these requirements visit: http://www.maine.gov/dps/fmo/plans/about_permits.html N/A

Food service occupancies require additional plans and details for review, such as occupant load per square foot area for tables and chairs, number of fixed bar, banquet and booth seating, equipment and plumbing fixture plans with schedule, hood location and interior finish materials. Accessible seating and counter details shall be included, please refer to this site: http://www.alphaonenow.org/userfiles/resto_access_sheet.pdf N/A

Separate permits are required for internal and external plumbing, electrical installations, heating, ventilating and air conditioning (HVAC) systems, appliances and commercial kitchen hoods.

*Tenant fit-up: construction necessary within the demising walls of a leased space, including partitions, finishes, fixtures, lighting, power, equipment, etc. making the interior space suitable for the intended occupation.

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Certificate of Accessible Building Compliance

All facilities for the use of a public entity shall be readily accessible by individuals with disabilities.

Project Name: _____ Project Address: _____

Classification: O Title II (State/Local Government) O Title III (Public Accommodation/Commercial Facility)

O **New Building**
- ☐ Americans with Disabilities Act (ADA)
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Barrier Free Certification ($75,000+ scope of work)
  - ☐ State Fire Marshal Plan Review Approval

O **Alteration/Addition**
- ☐ Existing Building Completion date:
  - ☐ Original Building: _____
  - ☐ Addition(s)/Alteration(s): _____
- ☐ Americans with Disabilities Act (ADA)
  - Path of Travel O Yes O No
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Exceeds 75% of existing building replacement cost
  - ☐ Barrier Free Certification ($75,000+ scope of work)
  - ☐ State Fire Marshal Plan Review Approval

O **Occupancy Change/Existing Facility**
- ☐ New Ownership – Readily Achievable Barrier Removal: _____

O **Residential**
- ☐ Americans with Disabilities Act (ADA)
- ☐ Fair Housing Act (4+ units, first occupancy)
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Covered Multifamily Dwelling (4+ units)
  - ☐ Public Housing (20+ units)
- ☐ Uniform Federal Accessibility Standards (UFAS)
- ☐ None, explain: _____

Contact Information:

Design Professional:

_____
Signature

Name: _____

Address: _____

_____

Phone: _____

Maine Registration #: _____

Owner:

_____
Signature

Name: _____

Address: _____

_____

Phone: _____

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General Building Permit Application

Project Address: 159 State St. Portland

Tax Assessor's CBL: _____ _____ _____ (Chart # / Block # / Lot #) **Cost of Work: $** N/A

Proposed use (e.g., single-family, retail, restaurant, etc.): Office / Storage / Classroom / Community Center

Current use: Vacant / Storage **Past use, if currently vacant:** Theological Seminary

(✓) **Commercial** ( ) **Multi-Family Residential** ( ) **One/Two Family Residential**

Type of work (check all that apply):

☐ New Structure	☐ Foundation Only	☐ Change of Ownership - Condo Conversion
☐ Addition	☐ Fence	☒ Change of Use
☐ Alteration	☐ Pool - Above Ground	☐ Change of Use - Home Occupation
☐ Amendment	☐ Pool - In Ground	☐ Radio/Telecommunications Equipment
☐ Shed	☐ Retaining Wall	☐ Radio/Telecommunications Tower
☐ Demolition - Structure	☐ Replacement Windows	☐ Tent/Stage
☐ Demolition - Interior	☐ Commercial Hood System	☐ Wind Tower
☐ Garage - Attached	☐ Tank Installation/Replacement	☐ Solar Energy Installation
☐ Garage - Detatched	☐ Tank Removal	☐ Site Alteration

Project description/scope of work (attach additional pages if needed):

RippleEffect will be taking over the occupancy of the 4000 square foot basement of 159 State Street as a tenant. No changes to the building/space will occur - only a change of use.

Applicant Name: RippleEffect / Adam Shepard **Phone:** (207) 791 - 7870

Address: PO Box 441 Portland ME 04112 **Email:** adam@rippleeffect.net

Lessee/Owner Name (if different): State Street Cong. UCC **Phone:** (207) 774 - 6396

Address: 159 State Street **Email:** office@statestreetchurch.org

Contractor Name (if different): N/A **Phone:** (____) _____ - _____

Address: _____ **Email:** _____

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: _____ Date: 2/10/17

Review of this application will not begin until the permit payment is received. This is not a permit. Work may not commence until the permit is issued.

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Requirements for Electronic Submissions

In order to ensure the most expedient review of your application, please meet the requirements below for all electronic submissions:

- **Drawings sheets shall be submitted individually-- each PDF file shall contain no more than one drawing sheet.** Only PDF files are acceptable for plan review, and each file shall not exceed 5MB in size.*

- **Drawing files shall be named based on the drawing sheet number and name.** It is recommended to include a Category/Discipline letter (such as A for Architectural), a sheet number and a descriptive title (e.g., A1 Existing Exterior Elevation).

- **Revised file submissions must use the exact same file name as originally submitted.** The Electronic Plan Review software will recognize this submission as Version 2.

- **Supporting documents shall be submitted as an individual PDF file for each document (these documents may be multi-page PDF files) and named based on the document type** (e.g., "Deed", "Stormwater Report", "Permit Application", etc.). Searchable PDF files are requested for calculations, reports and other supporting documents.

- **A graphic scale or a scale to reference shall be included on each drawing sheet.**

- **Plans prepared by a design professional shall include a Code Analysis sheet**, referencing the Maine Uniform Building and Energy Code and Portland City Code, Chapter 10 – Fire Prevention and Protection, which includes National Fire Protection Association (NFPA) 1, Fire Code and NFPA 101, Life Safety Code. Chapter 10 of the City Code can be viewed at: http://www.portlandmaine.gov/citycode/chapter010.pdf.

- **Files shall be submitted via email to permitting@portlandmaine.gov. The email subject line shall include the project address and type of permit.** Multiple emails may be sent for one project if the files exceed the maximum file size.

- **Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.**

For further information and to access PDF versions of this and other forms, visit the Permitting and Inspections Department online at http://portlandmaine.gov/1728/Permitting-Inspections.

*To download a free version of Adobe Acrobat Reader, please visit: https://get.adobe.com/reader/