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
- ☑ Detail of any new walls or permanent partitions
- ☑ Floor plans and elevations
- ☑ Window and door schedules
- ☐ 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
- ☐ 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. NA

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: NA

- ☐ 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)

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

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 BY FREEDOM FIRE
  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. 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.

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.

Location/Address of Construction: 106 PARK STREET		
Total Square Footage of Proposed Structure/Area: 4320 SF	Square Footage of Lot: 2650 SF	
Tax Assessor's Chart, Block & Lot Chart# 045 Block# B005 Lot# 001	Applicant *must be owner, Lessee or Buyer* Name JOHN MEDICI K R STIFFLER CONST Address 32 Tandberg Trail City, State & Zip Windham ME 04062	Telephone: 400-7140
Lessee/DBA (If Applicable) NA	Owner (if different from Applicant) Name JUNE FITZPATRICK Address 106 PARK ST City, State & Zip PORTLAND ME 04102	Cost Of Work: $ 75,000.00 C of O Fee: $ 0.00 Total Fee: $ 770.00

Current legal use (i.e. single family): 3 UNIT

If vacant, what was the previous use? NA

Proposed Specific use: 3 UNIT

Is property part of a subdivision? NO If yes, please name _____

Project description: 65% REPAIR 35% RECONSTRUCTION FOLLOWING 4th FLOOR FIRE OF 3 FAMILY WITH REQUIRED COMMERCIAL UPGRADES INCLUDING SPRINKLER SYSTEM, FIRE ALARM, ETC.

Contractor's name: K R STIFFLER CONSTRUCTION

Address: 32 TANDBERG TRAIL

City, State & Zip WINDHAM ME 04062 Telephone:

Who should we contact when the permit is ready: JOHN MEDICI 400-7140 Telephone:

Mailing address: _____

Please submit all of the information outlined on the applicable 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, 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:	Date:

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

Certificate of Design

Date: 10-17-12

From: Mark Senglmann dba ALPHAarchitects

These plans and / or specifications covering construction work on:

106 PARK ST POST FIRE REPAIR & RECONSTRUCTION

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

2009 IEBC
2009 NFPA 101

REGISTERED ARCHITECT
MARK
E.
SENGLMANN
No. 1666
STATE OF MAINE

(SEAL)

Signature: Mark Senglmann

Title: Principal

Firm: ALPHAarchitects

Address: 17 Chestnut St
Portland ME 04101

Phone: 761-9500

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

Certificate of Design Application

From Designer: Mark Senge (momn dba ALPHA architects

Date: 10-17-12

Job Name: FITZPATRICK ROWHOUSE

Address of Construction: 106 PARK ST PORTLAND ME 04102

2009 International Building Code

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

Building Code & Year NFPA 101 2009, IEBC 2009, IBC 2009 Use Group Classification (s) R-2

Type of Construction 5B

Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2009 IRC NFPA 13R

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) NA

Structural Design Calculations

NA 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
NA	

Wind loads (1603.1.4, 1609)

NA 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)

NA 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_I 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)

NA Flood Hazard area (1612.3)

_____ Elevation of structure

Other loads

NA 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