



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

Reviewed for Code Compliance  
Permitting and Inspections Department  
Approved with Conditions

02/27/2019

## Commercial Interior Alteration Checklist

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

All applications shall be submitted online via the Citizen Self Service portal. Refer to the attached documents for complete instructions. The following items shall be submitted (please check and submit all items):

- Commercial Interior Alterations Checklist** (this form)
- Impact Fee Form and documentation from Portland Water District** (refer to form for details and applicability)
- 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
- 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.)
- Key plan** showing location of the area(s) of renovation within the building footprint and adjacent tenant uses
- Life Safety Plan** drawn to scale, showing egress capacity, any egress windows, occupancy load, travel distances, common path distance, dead end corridor length, separation of exits, illumination and marking of exits, portables fire extinguishers, fire separations and any fire alarm or fire sprinklers systems
- Existing floor plans/layouts** drawn to scale, including area layout, removals, exits and stairs
- Proposed floor plans/layouts** drawn to scale, including dimensions, individual room uses and plumbing fixtures

*Please note: All plans shall be drawn to a measurable scale (e.g., 1/4 inch = 1 foot) and include dimensions. Construction documents prepared and stamped by a licensed architect or engineer shall be required for certain projects in accordance with the stated Policy on Requirements for Stamped or Sealed Drawings.*

**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
- 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
- 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](http://www.maine.gov/dps/fmo/plans/about_permits.html)

**Food service occupancies** require additional plans and details for review, such as occupant load per square foot area for tables and chairs (**both inside and outside**), 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.alphaonow.org/userfiles/resto\\_access\\_sheet.pdf](http://www.alphaonow.org/userfiles/resto_access_sheet.pdf)

**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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**Kevin Prak**

192 High street  
Portland, ME 04101  
[Kprak22@gmail.com](mailto:Kprak22@gmail.com)

January 11 2019

To Whom It may concern,;

I Kevin Prak do hereby authorize M & T Construction to submit a request for a renovation permit for my building at 192 High st.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Prak".

**Kevin Prak**



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**WARRANTY DEED**  
*(Maine Statutory Short Form)*

*KNOW ALL PERSONS BY THESE PRESENTS*, that, **High Street 192, LLC**, a Maine Limited Liability Company with a place of business in Portland, County of Cumberland, State of Maine, for consideration paid, grants to **Kevin T. Prak**, having a mailing address of 13 Abbott Street, Lawrence, MA 01843, with **WARRANTY COVENANTS**, the land with any buildings thereon, situated at 192 High Street, Portland, County of Cumberland and State of Maine, described as follows:

**See Attached Exhibit A**

Meaning and intending to convey the same premises conveyed to High Street 192, LLC by virtue of a deed from Rainer Mass-Irslinger and Kathleen S. Reilly dated July 16, 2018 and recorded in the Cumberland County Registry of Deeds in Book 34996, Page 251.

Reference is made to a deed from Salt, Inc. to Rainer Mass-Irslinger and Kathleen S. Reilly dated April 17, 2015 and recorded in said Registry of Deeds in Book 32217, Page 47.

High Street 192, LLC, by its duly authorized officers, has caused this instrument to be executed this 4<sup>th</sup> day of January, 2019.

High Street 192, LLC

By: *Kathleen S. Reilly*  
Kathleen S. Reilly  
Member and Manager

\_\_\_\_\_  
Witness

By: *Rainer Maas-Irslinger*  
Rainer Maas- Irslinger  
Member and Manager

STATE OF Maine  
COUNTY OF Cumberland

January 4, 2019

Then personally appeared before me the above named Kathleen S. Reilly and Rainer Maas-Irslinger, Members and Managers, and acknowledged the foregoing instrument to be their free act and deed in their said capacity and the free act and deed of said limited liability company.

Before me, *[Signature]*



02/27/2019

## EXHIBIT A

A certain parcel of land, together with the buildings and improvements thereon, situated in the City of Portland, County of Cumberland and State of Maine, on the westerly side of High Street, bounded and described as follows:

Commencing at a point on the westerly side of High Street a distance Southerly thereon eighty-six and twenty-five hundredths (86.25) feet from the corner formed by the intersection of the westerly side of High Street with the southerly side of Cumberland Avenue;

Thence South  $61^{\circ} 20' 30''$  West along the Northerly line of that lot described in the deed of Martha B. Lobozzo to Wilander Associates dated October 9, 1985 and recorded in the Cumberland County Registry of Deeds in Book 6928, Page 38, a distance of sixty-four (64) feet to a point said point being the most northeasterly corner of land now or formerly of H. Page Burnham and Patricia G. Burnham;

Thence along the easterly sideline of Burnham land South  $28^{\circ} 39' 30''$  East a distance of fifty (50) feet to a point;

Thence North  $61^{\circ} 20' 30''$  East a distance of sixty-four (64) feet to a point on the westerly sideline of High Street;

Thence North  $28^{\circ} 39' 30''$  West along the Westerly sideline of High Street a distance of fifty (50) feet to the point of beginning.

Subject to a right-of-way granted by Wilander Associates to H. Page Burnham and Patricia G. Burnham dated February 27, 1999 duly recorded in the Cumberland County Registry of Deeds in Book 9486, Page 207 in common with the Grantee herein, its successors and assigns, for pedestrian foot traffic and public and private utilities only; which said right-of-way is ten (10) feet in width over the land above described extending from High Street westerly bounded and described as follows:

Beginning at the Southeasterly corner of the above-described Lot;

Thence South  $61^{\circ} 20' 30''$  West along the Southerly line of said lot a distance of sixty-four (64) feet to Easterly line of the above-described Lot;

Thence North  $28^{\circ} 39' 30''$  West along the Easterly line of the above-described Lot a distance of ten (10) feet to a point;

Thence North  $61^{\circ} 20' 30''$  East a distance of sixty-four (64) feet to the Westerly right-of-way of High Street;

Thence South  $28^{\circ} 39' 30''$  East along said Westerly right-of-way a distance of ten (10) feet to the point of beginning.

Also conveying to the Grantor herein, its successors and assigns, the right and easement to lay, erect, construct, maintain, replace, remove and operate electric transmission, distribution and communication wires and/or cables, together with all necessary fixtures and appurtenances, over, across and/or under the surface of a strip of land one (1) foot in width and as more particularly described in that certain Warranty Deed from Wilander Associates to H. Page Burnham and Patricia G. Burnham dated February 27, 1999 duly recorded in the Cumberland County Registry of Deeds in Book 9486 Page 207 including the right to attach...