



# General Building Permit **ica**

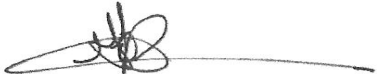
If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

<b>Address/Location of Construction:</b> 645 Congress Street		
<b>Total Square Footage of Proposed Structure:</b>		1531 (Renovated)
<b>Tax Assessor's Chart, Block &amp; Lot</b> Chart#      Block#      Lot# 046 D022001	<b>Applicant Name:</b> Guy T. Labrecque, Jr Address 434 Cumberland Ave City, State & Zip Portland, Maine 04101	Telephone: (207) 774-4441 Email: glabrecque@cwsarch.com
<b>Lessee/Owner Name :</b> Bayside Maine, LLC (if different than applicant) Address: 477 Congress Street City, State & Zip: Portland, Maine 04101 Telephone & E-mail: (207) 523-3410    gls@shinbergconsulting.com	<b>Contractor Name:</b> Owner (if different from Applicant) Address:  City, State & Zip:  Telephone & E-mail:	Cost Of Work: \$ 25000 C of O Fee: \$ _____ Historic Rev \$ _____ Total Fees : \$ _____
<b>Current use</b> (i.e. single family) <u>Impacted space: Business Use</u> <b>If vacant, what was the previous use?</b> _____ <b>Proposed Specific use:</b> <u>Impacted Space: Business Use</u> Is property part of a subdivision? <input type="checkbox"/> If yes, please name _____ <b>Project description:</b>  <small>The project consists of the expansion to the existing Social Services Office space on the first floor of 643 Congress Street. It is the intent of the tenant to expand into the available tenant space directly below their current space. The project consists of the construction of a communicating stair between the two floors and the associated 1,531 square foot fit-up to the lower floor area.</small>		
<b>Who should we contact when the permit is ready:</b> Greg Shinberg		
<b>Address:</b> 477 Congress Street		
<b>City, State &amp; Zip:</b> Portland, Maine 04101		
<b>E-mail Address:</b> gls@shinbergconsulting.com		
<b>Telephone:</b> (207) 653-7510		

**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 \_\_\_\_\_, 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.

<b>Signature:</b> _____ 	<b>Date:</b> 04-29-2014
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**This is not a permit; you may not commence ANY work until the permit is issued.**



Jeff Levine, AICP, Director  
Planning & Urban Development Department

Tammy Munson, Director  
Inspections Division

## 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
- Detail of any new walls or permanent partitions
- Floor plans and elevations
- Window and door schedules
- Complete electrical and plumbing layout.
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special **review**
- Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IECC 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.

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:

- 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)



Jeff Levine, AICP, Director  
Planning & Urban Development Department

Tammy Munson, Director  
Inspections Division

### 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
  - 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.

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.**

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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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Planning & Urban Development Department

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:

- 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: 04-29-2014

I have provided digital copies and sent them on:

Date: 04-29-2014

NOTE: All electronic paperwork must be delivered to [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov) or by physical means ie; a thumb drive or CD to the office.





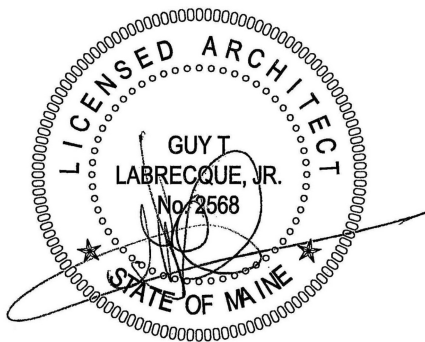
# Accessibility Building Code Certificate

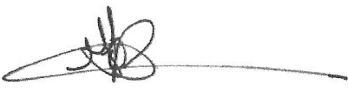
**Designer:** Guy T. Labrecque, Jr. - CWS Architects

**Address of Project:** 643 Congress Street

**Nature of Project:** First floor expansion and lower level fit-up for social services office space and  
the construction of a communicating stair between the two floors within the tenant space.

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.



Signature: 

Title: Architect

Firm: CWS Architects

Address: 434 Cumberland Ave  
Portland, Maine 04101

Phone: (207) 774-4441

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

**Date:** 04-29-2014

**From:** \_\_\_\_\_

These plans and / or specifications covering construction work on:

the expansion to the existing Social Services Office space on the first floor and expansion into the available tenant space directly below.

The project consists of the construction of a communicating stair between the two floors and the associated fit-up to the lower floor area.

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

Signature: \_\_\_\_\_

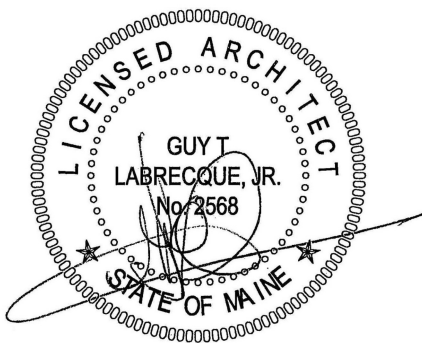
Title: Architect

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