

**City of Portland, Maine – Building or Use Permit Application** 389 Congress Street, 04101, Tel: (207) 874-8703, FAX: 874-8716

Location of Construction: 104-114 Grant St		Owner: Alice Dunn/Taft, Architectural Salvage 760-6634		Phone:		Permit No. <b>981354</b>	
Owner Address: 231 Congress St		Lessee/Buyer's Name: Indicia LLC Mark Rockwood, Stephanie Allen		Phone: 780-6540		Business Name:	
Contractor Name: Bill Keyall		Address:		Phone: 880-3653		<div style="border: 2px solid black; padding: 5px; text-align: center;"> <b>PERMIT ISSUED</b>                  Permit Issued:  <b>DEC - 3 1998</b>  <b>CITY OF PORTLAND</b> </div>	
Past Use: Siding trades (Roof Co)		Proposed Use: Business Services Catalog Design & Illustration		COST OF WORK: \$ _____ FIRE DEPT. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied			
Proposed Project Description: Change of Use from Roof Company to Business Services Catalog Design & Illustration (Int. Reno to be done at later date)				Signature: <i>[Signature]</i>		Signature:	
				PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: Approved <input type="checkbox"/> Approved with Conditions: <input type="checkbox"/> Denied <input type="checkbox"/> Signature: _____ Date: _____			
Permit Taken By: SP		Date Applied For: November 28, 1998		Zoning Approval: Special Zone or Reviews: <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan maj <input type="checkbox"/> minor <input type="checkbox"/> mm <input type="checkbox"/>			

1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal rules.
2. Building permits do not include plumbing, septic or electrical work.
3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..

*4/27/99 - memo due from Alice Dunn will call. This permit*

**CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit

November 30, 1998

SIGNATURE OF APPLICANT	ADDRESS:	DATE:	PHONE:
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE			PHONE:

White-Permit Desk Green-Assessor's Canary-D.P.W. Pink-Public File Ivory Card-Inspector

**Zoning Appeal**

Variance  
 Miscellaneous  
 Conditional Use  
 Interpretation  
 Approved  
 Denied

**Historic Preservation**

Not in District or Landmark  
 Does Not Require Review  
 Requires Review

**Action:**

Approved  
 Approved with Conditions  
 Denied

Date: \_\_\_\_\_

CEO DISTRICT



LAND USE - ZONING REPORT

ADDRESS: 104-114 Grant St DATE: 12/1/98

REASON FOR PERMIT: To change the use from Roofing (Bldg Trades) to a Business Service (Catalog design & illustration)

BUILDING OWNER: \_\_\_\_\_ C-B-L: 48-C-8

PERMIT APPLICANT: Mark Rockwood

APPROVED: with conditions DENIED: \_\_\_\_\_

#7, #10

CONDITION(S) OF APPROVAL

1. During its existence, all aspects of the Home Occupation criteria, Section 14-410, shall be maintained.
2. The footprint of the existing \_\_\_\_\_ shall not be increased during maintenance reconstruction.
3. All the conditions placed on the original, previously approved, permit issued on \_\_\_\_\_ are still in effect for this amendment.
4. Your present structure is legally nonconforming as to rear and side setbacks. If you were to demolish the building on your own volition, you will **not** be able to maintain these same setbacks. Instead you would need to meet the zoning setbacks set forth in today's ordinances. In order to preserve these legally non-conforming setbacks, you may only rebuild the \_\_\_\_\_ in place and in phases.
5. This property shall remain a single family dwelling. Any change of use shall require a separate permit application for review and approval.
6. Our records indicate that this property has a legal use of \_\_\_\_\_ units. Any change in this approved use shall require a separate permit application for review and approval.
7. Separate permits shall be required for any signage.
8. Separate permits shall be required for future decks, sheds, pool(s), and/or garage.
9. This is **not** an approval for an additional dwelling unit. You **shall not** add any additional kitchen equipment, such as stoves, microwaves, refrigerators, or kitchen sinks, etc. without special approvals.

10. Other requirements of condition A separate permit shall be applied for prior to interior renovations


Marge Schmuckal Marge Schmuckal, Zoning Administrator  
City of Portland

**THIS IS NOT A PERMIT/CONSTRUCTION CANNOT COMMENCE UNTIL THE PERMIT IS ISSUED**

**Building or Use Permit Pre-Application  
Attached Single Family Dwellings/Two-Family Dwelling  
Multi-Family or Commercial Structures and Additions Thereto**

In the interest of processing your application in the quickest possible manner, please complete the information below for a Building or Use Permit.

**NOTE\*\*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 (include Portion of Building): East half of 104-114 Grant St.			
Total Square Footage of Proposed Structure 7,200 Sq. Ft.		Square Footage of Lot 7,200 Sq. Ft.	
Tax Assessor's Chart, Block & Lot Number Chart# 48 Block# C Lot# 8		Owner: Current: Alice Dunn, Portland Archetctural Salvage	Telephone#: 780-0634
Owner's Address: 253 Congress St. Portland ME 04101		Lessee/Buyer's Name (If Applicable) Indicia LLC Mark Rockwood, Stephanie Allen 780-6540	Cost Of Work: Fee \$ \$ 25
Proposed Project Description:(Please be as specific as possible) Demolish non-load bearing interior walls, build new office partition walls, install sprinklers and HVAC, and move current entrance to then house catalog design and illustration business.			
Contractor's Name, Address & Telephone Bill Royall 883-3653			Rec'd By 
Current Use: Building Trades (B2)-Roofing Company		Proposed Use: Business Services (B1) Catalog Design and illustration	

Separate permits are required for Internal & External Plumbing, HVAC and Electrical installation.

- All construction must be conducted in compliance with the 1996 B.O.C.A. Building Code as amended by Section 6-Art II.
- All plumbing must be conducted in compliance with the State of Maine Plumbing Code.
- All Electrical Installation must comply with the 1996 National Electrical Code as amended by Section 6-Art III.
- HVAC (Heating, Ventilation and Air Conditioning) installation must comply with the 1993 BOCA Mechanical Code.

You must include the following with you application:

- 1) A Copy of Your Deed or Purchase and Sale Agreement
- 2) A Copy of your Construction Contract, if available
- 3) A Plot Plan/Site Plan

Minor or Major site plan review will be required for the above proposed projects. The attached checklist outlines the minimum standards for a site plan.

**4) Building Plans**

Unless exempted by State Law, construction documents must be designed by a registered design professional.

A complete set of construction drawings showing all of the following elements of construction:

- Cross Sections w/Framing details (including porches, decks w/ railings, and accessory structures)
- Floor Plans & Elevations
- Window and door schedules
- Foundation plans with required drainage and dampproofing.
- Electrical and plumbing layout. Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment (air handling) or other types of work that may require special review must be included.

**Certification**

I hereby certify that I am the Owner of record of the named property, or that the proposed work is authorized by the owner of record 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 of applicant: 	Date: 11/20/98
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Building Permit Fee: \$25.00 for the 1st \$1000. cost plus \$5.00 per \$1,000.00 construction cost thereafter.  
Additional Site review and related fees are attached on a separate addendum

Old Entrance →

Grant Street

New Entrance →

New Interior Structures

● Support columns

New Walls



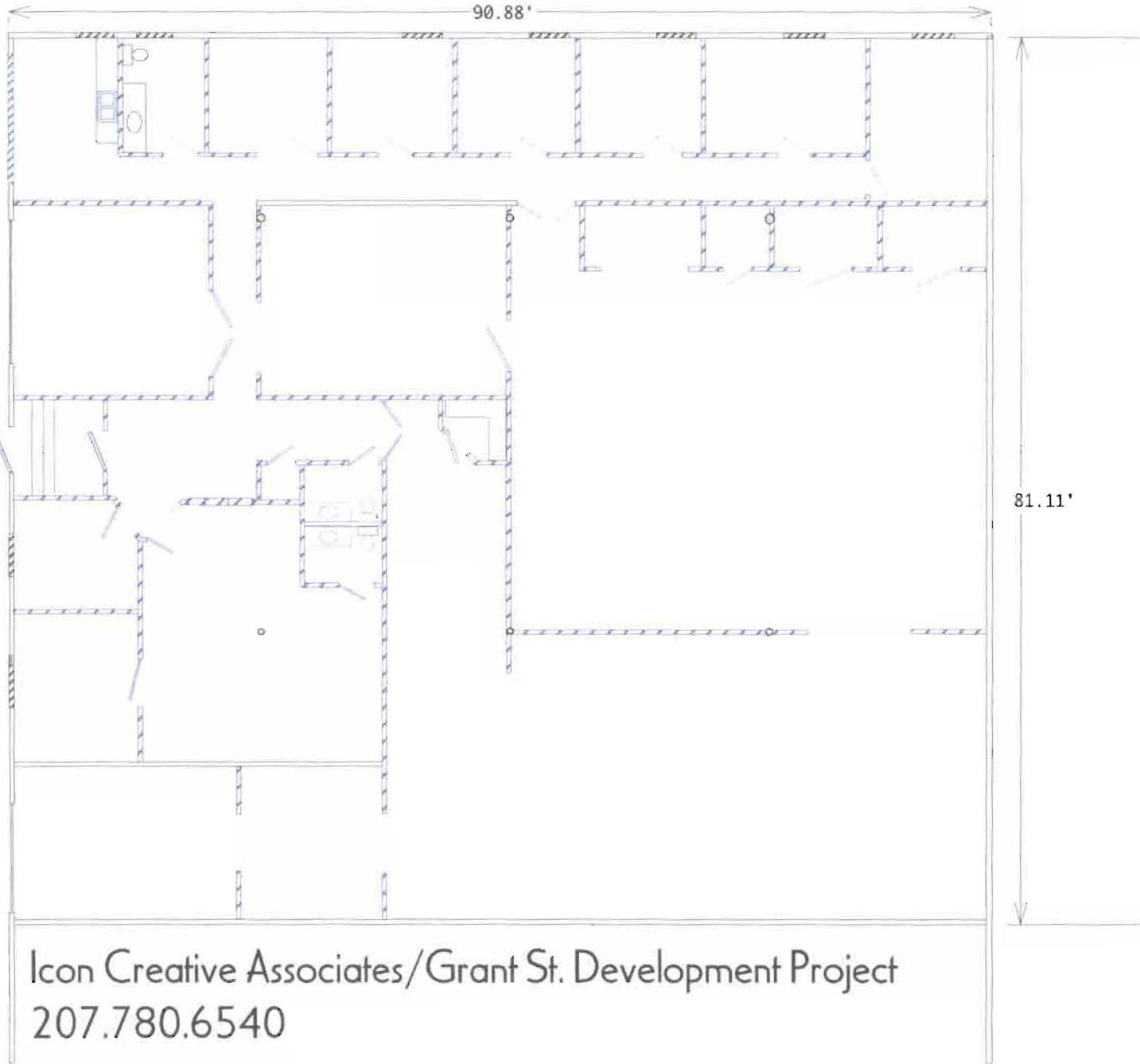
Existing Walls

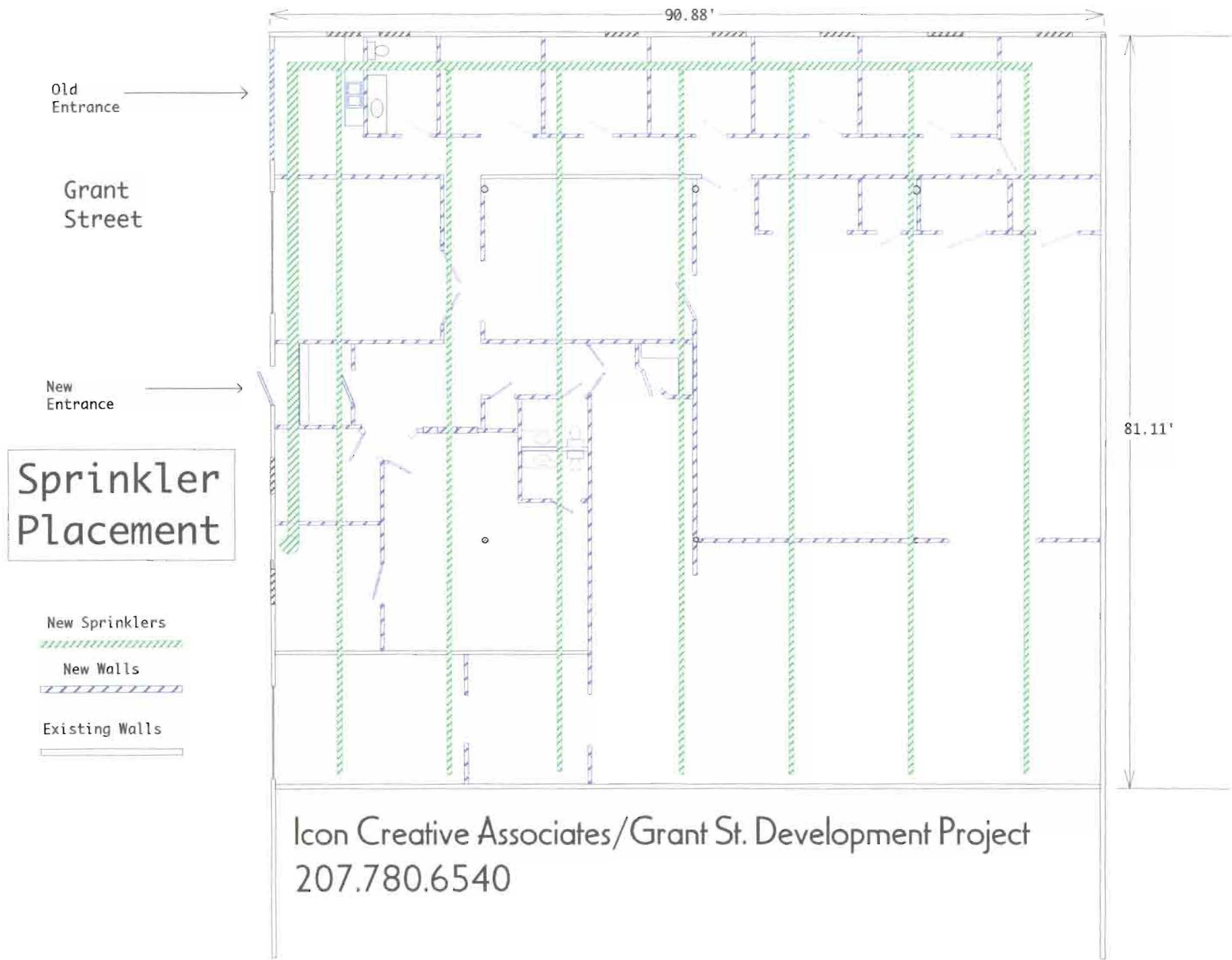


90.88'

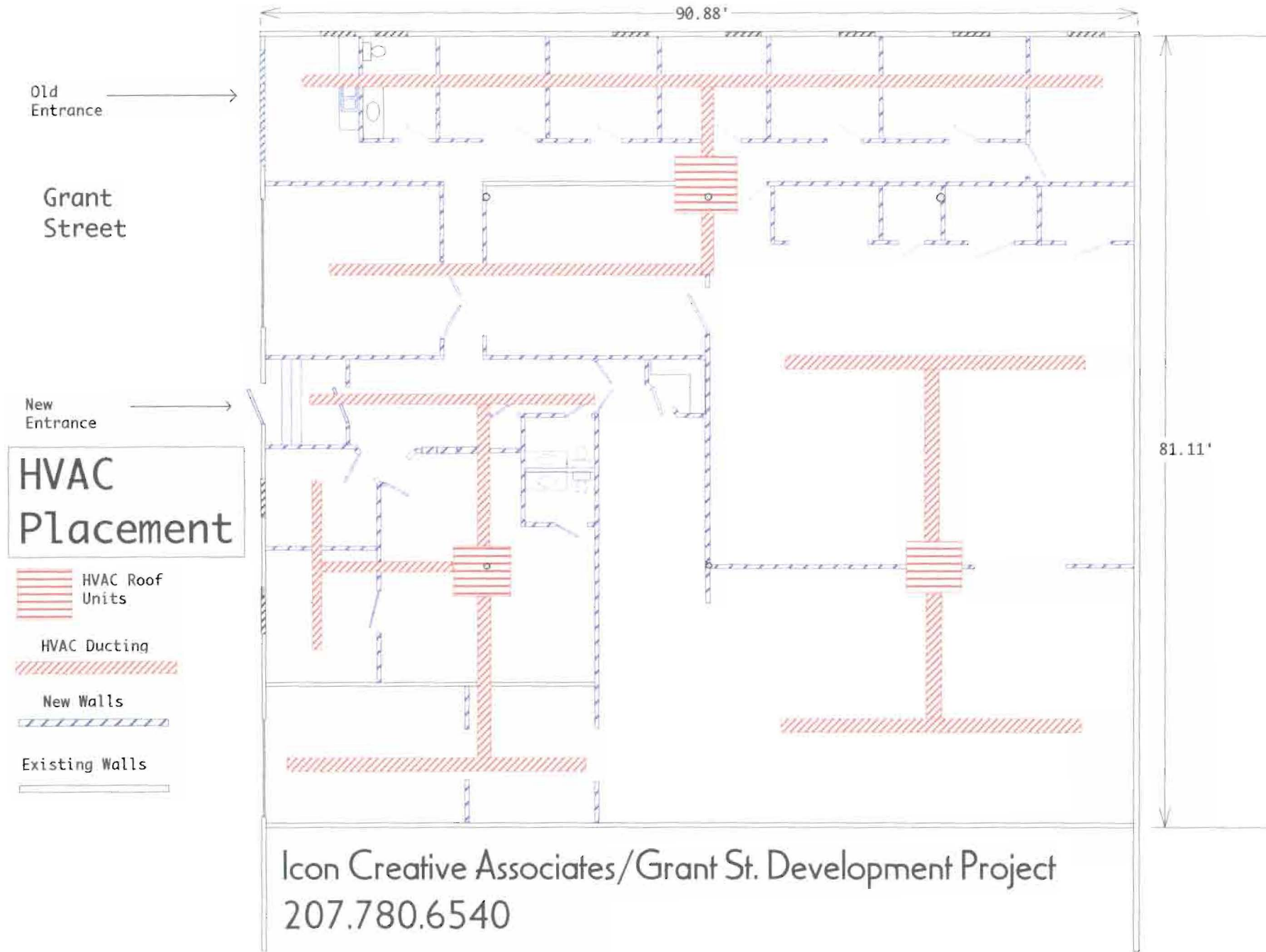
81.11'

Icon Creative Associates/Grant St. Development Project  
207.780.6540





Icon Creative Associates/Grant St. Development Project  
207.780.6540



# Portland Architectural Salvage

253 Congress Street  
Portland, Maine 04101

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Phone 207-780-0634  
E-mail ARCHSAL3@aol.com

November 19, 1998

Mark Rockwood  
Icon Creative Associates  
30a Prebal Street  
Portland, Maine 04101

Dear Mark

This letter is to confirm that you are currently applying for a change of use permit for 110 Grant Street. As always it is a pleasure speaking to you..

Sincerely,

A handwritten signature in blue ink, appearing to read 'Alice Dunn', with a long horizontal flourish extending to the right.

Alice Dunn

72245

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS,

THAT RICHARD J McGOLDRICK , with a mailing address of 100 Silver Street, Portland, Maine 04101, of Portland, in the County of Cumberland and State of Maine, in consideration of one dollar and other valuable considerations paid by **PORTLAND ARCHITECTURAL SALVAGE, INC.** (hereinafter, the Grantee), the receipt whereof it does hereby acknowledge, does hereby give, grant, bargain, sell and convey, unto the said Grantee its successors and assigns forever, the following described property:

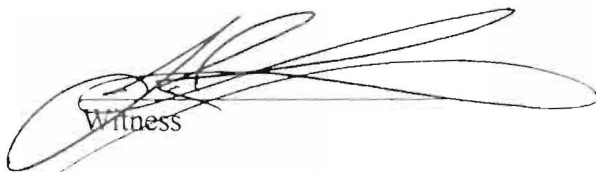
A certain lot or parcel of land, with the buildings thereon, situated on the southerly side of Grant Street in the City of Portland, County of Cumberland and State of Maine, bounded and described as follows:

Beginning on the southerly side line of Grant Street distant one hundred (100) feet westerly from the westerly side line of Mellen Street: thence running westerly by said Grant Street one hundred fifty (150) feet; thence from these two points extending back in a southerly direction ninety-five (95) feet, keeping the width of one hundred fifty (150) feet; said premises being numbered one hundred four (104) to one hundred fourteen (114), both inclusive, on said Grant Street according to Valuation Plans of the City of Portland and being lots numbered 20, 21 and 22 in Block "0" on a plan of Deering Pasture recorded at the Cumberland County Registry of Deeds in Plan Book 3, Page 37; containing fourteen thousand two hundred fifty (14,250) square feet according to said Valuation Plans.

MEANING AND INTENDING TO CONVEY all and the same premises as conveyed to the Grantor herein by Warranty Deed of Paul J. and Karen L. Lapage dated April 28, 1987 and recorded in the Cumberland County Registry of Deeds in Book 7743, page 0026.

MAINE REAL ESTATE TAX PAID

Witness our hands and seals this 7th of October, 1998.

  
Witness

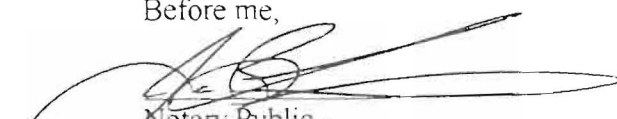
  
Richard J. McGoldrick

STATE OF MAINE  
Cumberland, ss.

October 7, 1998

Personally appeared RICHARD J. McGOLDRICK and acknowledged the foregoing instrument to be his free act and deed.

Before me,

  
~~Notary Public~~  
James R. Lemire  
Attorney

RECEIVED  
REGISTRY OF DEEDS  
1998 OCT -9 AM 10:35  
CUMBERLAND COUNTY  
John B O'Brien



APPLICATION FOR EXEMPTION FROM SITE PLAN REVIEW

MAIR, Richard  
Applicant  
304 4th St, Portland, OR  
Applicant's Mailing Address  
202-740-6540  
Consultant/Agent/Phone Number

11/17/98  
Application Date  
TCO/Grant St.  
Project Name/Description  
100 Grant St  
Address of Proposed Site

Description of Proposed Development:  
Interior non load bearing, cold leaded walls 7-10  
insulation and heating system. Add 1/2 lavatory. New  
entrance 30'.

Please Attach Sketch/Plan of Proposal/Development

Criteria for Exemptions.

See Section 14-523 (4)

- a) Within Existing Structures; No New Buildings, Demolitions or Additions
- b) Footprint Increase Less Than 500 Sq. Ft.
- c) No New Curb Cuts, Driveways, Parking Areas
- d) Curbs and Sidewalks in Sound Condition/ Comply with ADA
- e) No Additional Parking / No Traffic Increase
- f) No Stormwater Problems
- g) Sufficient Property Screening
- h) Adequate Utilities

Applicant's Assessment (Yes, No, N/A)	Planning Office Use Only
all development within existing walls	OK
yes	OK
yes	OK
yes	OK
yes	OK
yes	OK
yes	OK

Planning Office Use Only:

Exemption Granted  Partial Exemption  Exemption Denied

Planner's Signature *[Signature]*

Date 11/30/98

White - Planning Office

Pink - Inspections

Yellow - Applicant



CREATIVE  
ASSOCIATES

**Fax**

Please deliver to  
Marge Schwechte

30A PRINCE STREET

PORTLAND, MAINE

04101

PH: 207.780.6340

FAX: 207.780.6062

INTERNET:

catalogs@iconcreative.com

www.iconcreative.com



Applicant: MARK Rockwood.

Date: 11/1/98

Address: / 104-114 Grant St

C-B-L: 48-C-8

CHECK-LIST AGAINST ZONING ORDINANCE

Date - existing Bldg

Zone Location - R-6 Zone

Interior or corner lot -

Proposed Use/Work - to change the use from Roofing Co. (Bldg trades) to Business Services CATALOG design & Illustration

Sevage Disposal -

Lot Street Frontage -

OK per Sec. 14-384 (3)

Front Yard -

IN A residence zone, from any use permitted in a B-2 zone (Bldg trades) to any use permitted in a B-1 zone (Bldg Services)

Rear Yard -

Side Yard -

Projections -

Width of Lot -

Height -

Lot Area -

Lot Coverage/ Impervious Surface -

Area per Family -

Off-street Parking - The sec. 14-384 does not req. PARKING for a requirement to the change

Loading Bays -

Site Plan - ~~200~~ 7371.28# ~~5,000#~~ actual change of use - ~~has over 2000#~~ need site plan review

Shoreland Zoning/ Stream Protection -

n/a

Applied for site plan exemption

Flood Plains - Zone C

Exemption GRANTED 11/30/98

## BUILDING PERMIT REPORT

DATE: 28 NOV. 98 ADDRESS: 104-114 Grant St. CBL 048-C-008  
REASON FOR PERMIT: Change of Use Old Trade Roof Co. To Business Service  
BUILDING OWNER: Dunn  
CONTRACTOR: Bill Royall  
PERMIT APPLICANT: ?  
USE GROUP B BOCA 1996 CONSTRUCTION TYPE 5B

### CONDITION(S) OF APPROVAL

This Permit is being issued with the understanding that the following conditions are met:

Approved with the following conditions: \*1, \*9, \*12, \*24, \*27, \*28, \*30, \*31, \*32

1. This permit does not excuse the applicant from meeting applicable State and Federal rules and laws.
2. Before concrete for foundation is placed, approvals from the Development Review Coordinator and Inspection Services must be obtained. (A 24 hour notice is required prior to inspection)
- 2.5 Foundation drain shall be placed around the perimeter of a foundation that consists of gravel or crushed stone containing not more than 10 percent material that passes through a No. 4 sieve. The drain shall extend a minimum of 12 inches beyond the outside edge of the footing. The thickness shall be such that the bottom of the drain is not higher than the bottom of the base under the floor, and that the top of the drain is not less than 6 inches above the top of the footing. The top of the drain shall be covered with an approved filter membrane material. Where a drain tile or perforated pipe is used, the invert of the pipe or tile shall not be higher than the floor elevation. The top of joints or top of perforations shall be protected with an approved filter membrane material. The pipe or tile shall be placed on not less than 2" of gravel or crushed stone, and shall be covered with not less than 6" of the same material. Section 1813.5.2
- 2.6 Foundations anchors shall be a minimum of 1/2" in diameter, 7" into the foundation wall, minimum of 12" from corners of foundation and a maximum 6' o.c. between bolts. ( Section 2305.17 )
3. Precaution must be taken to protect concrete from freezing. Section 1908.0
4. It is strongly recommended that a registered land surveyor check all foundation forms before concrete is placed. This is done to verify that the proper setbacks are maintained.
5. Private garages located beneath habitable rooms in occupancies in Use Group R-1, R-2, R-3 or I-1 shall be separated from adjacent interior spaces by fire partitions and floor/ceiling assembly which are constructed with not less than 1-hour fire resisting rating. Private garages attached side-by-side to rooms in the above occupancies shall be completely separated from the interior spaces and the attic area by means of 1/2 inch gypsum board or the equivalent applied to the garage means of 1/2 inch gypsum board or the equivalent applied to the garage side. (Chapter 4 Section 407.0 of the BOCA/1996)
6. All chimneys and vents shall be installed and maintained as per Chapter 12 of the City's Mechanical Code. (The BOCA National Mechanical Code/1993). Chapter 12 & NFPA 211
7. Sound transmission control in residential building shall be done in accordance with Chapter 12 section 1214.0 of the city's building code.
8. Guardrails & Handrails: A guardrail system is a system of building components located near the open sides of elevated walking surfaces for the purpose of minimizing the possibility of an accidental fall from the walking surface to the lower level. Minimum height all Use Groups 42" , except Use Group R which is 36". In occupancies in Use Group A, B, H-4, I-1, I-2 M and R and public garages and open parking structures, open guards shall have balusters or be of solid material such that a sphere with a diameter of 4" cannot pass through any opening. Guards shall not have an ornamental pattern that would provide a ladder effect. (Handrails shall be a minimum of 34" but not more than 38". Use Group R-3 shall not be less than 30". but not more than 38".) Handrail grip size shall have a circular cross section with an outside diameter of at least 1 1/4" and not greater than 2". (Sections 1021 & 1022.0) - Handrails shall be on both sides of stairway (Section 1014.7)
9. Headroom in habitable space is a minimum of 7'6". ( Section 1204.0 )
10. Stair construction in Use Group R-3 & R-4 is a minimum of 10" tread and 7 3/4" maximum rise. All other Use group minimum 11" tread, 7" maximum rise.( Section 1014.0 )
11. The minimum headroom in all parts of a stairway shall not be less than 80 inches. (6' 8") 1014.4

12. Every sleeping room below the fourth story in buildings of use Groups R and I-1 shall have at least one operable window or exterior door approved for emergency egress or rescue. The units must be operable from the inside without the use of special knowledge or separate tools. Where windows are provided as means of egress or rescue they shall have a sill height not more than 44 inches (1118mm) above the floor. All egress or rescue windows from sleeping rooms shall have a minimum net clear opening height dimension of 24 inches (610mm). The minimum net clear opening width dimension shall be 20 inches (508mm), and a minimum net clear opening of 5.7 sq. ft. ( Section 1018.6 )
13. Each apartment shall have access to two (2) separate, remote and approved means of egress. A single exit is acceptable when it exits directly from the apartment to the building exterior with no communications to other apartment units. Section 1010.1
14. All vertical openings shall be enclosed with construction having a fire rating of at least one (1)hour, including fire doors with self closer's. (Over 3 stories in height requirements for fire rating is two (2) hours.) Section 710.0
15. The boiler shall be protected by enclosing with (1) hour fire-rated construction including fire doors and ceiling, or by providing automatic extinguishment. Table 302.1.1
16. All single and multiple station smoke detectors shall be of an approved type and shall be installed in accordance with the provisions of the City's Building Code Chapter 9, Section 920.3.2 (BOCA National Building Code/1996), and NFPA 101 Chapter 18 & 19. (Smoke detectors shall be installed and maintained at the following locations):
  - In the immediate vicinity of bedrooms
  - In all bedrooms
  - In each story within a dwelling unit, including basements
 In addition to the required AC primary power source, required smoke detectors in occupancies in Use Groups R-2, R-3 and I-1 shall receive power from a battery when the AC primary power source is interrupted. (Interconnection is required) Section 920.3.2
- X 17. A portable fire extinguisher shall be located as per NFPA #10. They shall bear the label of an approved agency and be of an approved type. Section 921.0
18. The Fire Alarm System shall be maintained to NFPA #72 Standard.
19. The Sprinkler System shall maintained to NFPA #13 Standard.
20. All exit signs, lights, and means of egress lighting shall be done in accordance with Chapter 10 Section & Subsections 1023. & 1024. Of the City's building code. (The BOCA National Building Code/1996)
21. Section 25-135 of the Municipal Code for the City of Portland states. "No person or utility shall be granted a permit to excavate or open any street or sidewalk from the time of November 15 of each year to April 15 of the following year".
22. The builder of a facility to which Section 4594-C of the Maine State Human Rights Act Title 5 MRSA refers, shall obtain a certification from a design professional that the plans commencing construction of the facility, the builder shall submit the certification to the Division of Inspection Services.
23. Ventilation shall meet the requirements of Chapter 12 Sections 1210. Of the City's Building Code. (crawl spaces & attics)
- X 24. All electrical, plumbing and HVAC permits must be obtained by a Master Licensed holders of their trade.
25. All requirements must be met before a final Certificate of Occupancy is issued.
26. All building elements shall meet the fastening schedule as per Table 2305.2 of the City's Building Code. (The BOCA National Building Code/1996).
- X 27. Ventilation of spaces within a building shall be done in accordance with the City's Mechanical Code (The BOCA National Mechanical Code/1993). ( Chapter M-16 )
- X 28. Please read and implement the attached Land Use-Zoning report requirements.
29. Boring, cutting and notching shall be done in accordance with Sections 2305.4.4, 2305.5.1 and 2305.3. of the City's building code.
- X 30. Glass and glazing shall meet the requirements of Chapter 24 of the building code.
- X 31. This permit is being issued with the understanding that NO structural walls, Ceilings, Floors or partition are being removed.
- X 32. Also, this permit is being issued with the understanding that NO other use group is in this building - IF this is not the case this permit is void until the changes meet the bldg. & Fire Code?
33. state Gov. Amend approval required for the sprinkler system

P. Samuel Hoffses, Building Inspector  
 cc: Lt. McDougall, PFD  
 Marge Schmuckal, Zoning Administrator