Portland, Maine



Yes. Life's good here.

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

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):

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

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 the location of the area(s) of renovation within the total 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 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 Na

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 N/a

New door and window schedules (include window U-factors)

Accessibility features and design details including the Certificate of Accessible Building Compliance N/a

Project specifications manual N/a

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

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 Name: Project Name		oject Address:	
Classification:	Title II (State/Local Government)	Title III (Public Accommodation/Commercial Facility)	
Maine Hu	s with Disabilities Act (ADA) man Rights Act (MHRA) er Free Certification (\$75,000+ scope of w	vork)	
	Fire Marshal Plan Review Approval	voikj	
_	uilding Completion date:		
_	nal Building:		
	ion(s)/Alteration(s):		
Path o	s with Disabilities Act (ADA) of Travel Yes No man Rights Act (MHRA)		
Barrie	ds 75% of existing building replacement er Free Certification (\$75,000+ scope of w Fire Marshal Plan Review Approval		
	ange/Existing Facility ership – Readily Achievable Barrier Remo	oval:	
Residential			
	s with Disabilities Act (ADA)		
	ng Act (4+ units, first occupancy)		
Cover	man Rights Act (MHRA) red Multifamily Dwelling (4+ units)		
	Housing (20+ units)		
	ederal Accessibility Standards (UFAS) lain:		
Contact Information	on:		
Design Professiona	1: Eag A. Canul	Owner:	
Signature (This is a legal document ar signature per Maine state l	nd your electronic signature is considered a legal aw.)	Signature (This is a legal document and your electronic signature is considered a legal signature per Maine state law.)	
Name:		Name	
Address:		Name:	
		Address:	
Phone:			
		Phone:	

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General Building Permit Application

Project Address:		
Tax Assessor's CBL:	Cost of W	ork: \$
	ert# Block# Lot#	
Proposed use (e.g., single-f	family, retail, restaurant, etc.):	
Current use:	Past use, if cur	rently vacant:
Commercial	Multi-Family Residential	One/Two Family Residential
Type of work (check all t	hat 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
Applicant Name:		Phone: ()
		Email:
	lifferent):	Phone: () -
Address		Email:
Contractor Name (if differ	ent):	Phone: ()
Address:		Email:
been authorized by the owner to In addition, if a permit for work d	make this application as his/her authorized agent. I ag escribed in this application is issued, I certify that the dead by this permit at any reasonable hour to enforce the	of record authorizes the proposed work and that I have gree to conform to all applicable laws of this jurisdiction. Code Official's authorized representative shall have the e provisions of the codes applicable to this permit. Date:
Jigi iatui C		

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.



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

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 <u>exact same file name</u> 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 <u>permitting@portlandmaine.gov</u>. 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/



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Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- ➤ Electronic check or credit card: portlandmaine.gov/payyourpermit
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

City of Portland
Permitting and Inspections Department
389 Congress Street, Room 315
Portland, Maine 04101

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature:	Eray A. Canul	Date:		
I have provided electronic	copies and sent themon:	Date:		
NOTE: All electronic paperwork must be delivered to permitting@portlandmaine.gov or with a thumb drive to the office.				

If you or the property owner owes taxes or user charges on property within the City, payment

arrangements must be made before a permit application is accepted.

BUILDING PERMIT SUPPLEMENT

Important Lead-Safe Building Practices & Resources

If you're working on homes, schools or day care centers built pre-1978, you now must be EPA Lead-Safe Certified.

Avoid risk of government fines and civil liability, plus gain competitive advantage as a lead-safe certified contractor.

Submit an application to certify your firm for five years. A one-day Renovation, Repair and Painting (RRP) class will also certify your renovators for five years.



Lead is toxic to adults and especially to children living in a home. Improper removal of lead paint may also poison the person removing it and their family.

- ✓ Keep others, especially children and pregnant women, out of the work area.
- ✓ Keep all dust contained inside the work space. Create barriers between the work area and living space.
- Protect yourself and your workers from dust and debris.
- ✓ Clean up dust in lead-safe ways.

RESOURCES

Maine DEP (general lead information)......www.state.me.us/rwm/lead;(800) 452-1942Renovation Repair Painting Classes (RRP)...www.maine.gov/dep/rwm/trainingcal.shtmlInformation for Landlords.......www.maine.gov/dep/rwm/lead/landlords.html

This program is made possible with funding from the Lead Poisoning Prevention Fund, State of Maine.