

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

Location of Construction: 5-7 Houlton Street		Owner: Marie Norton		Phone: 773-2025	Permit No: 99-0983
Owner Address: SAA		Lessee/Buyer's Name:		Phone:	BusinessName:
Contractor Name: **Dean Kupstas		Address: **3 Howard St. Portland, ME 04101		Phone: 541-3859	
Past Use: 4 unit dwelling		Proposed Use: Same		<b>COST OF WORK:</b> \$ 28,000	<b>PERMIT FEE:</b> \$ 192.00
Proposed Project Description: See attached 3 drawings & spec. sheet. Create finished living space in 3rd and 4th floor, existing building.		FIRE DEPT. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied		INSPECTION: Use Group: A2 Type: 5B BOCA 96	
		Signature: <i>[Signature]</i>		Signature: <i>[Signature]</i>	
		Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied		Signature: _____ Date: _____	
Permit Taken By: NW		Date Applied For: 8-25-99		Zone: CBL: 55-B-017	

**PERMIT ISSUED**  
 SEP 13 1999  
 CITY OF PORTLAND

Zoning Approval: *[Handwritten notes]*  
**Special Zone or Reviews:**  
 Shoreland  
 Wetland *with m/h...*  
 Flood Zone  
 Subdivision *9/13/99*  
 Site Plan maj  minor  mm

**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: *[Handwritten Signature]*

\*\*\*\* Send To: Dean Kupstas  
 3 Howard St.  
 Portland, ME 04101

PERMIT ISSUED  
WITH REQUIREMENTS

**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

SIGNATURE OF APPLICANT \_\_\_\_\_ ADDRESS: \_\_\_\_\_ DATE: 8-25-99 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

CEO DISTRICT ub 3



**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): <i>5-7 Houlton St Portland ME</i>			
Total Square Footage of Proposed Structure <i>4200 sq ft</i>		Square Footage of Lot <i>4328</i>	
Tax Assessor's Chart, Block & Lot Number Chart# <i>55</i> Block# <i>B</i> Lot# <i>17</i>		Owner: <i>Marie Norton</i>	Telephone#: <i>773-2025</i>
Owner's Address: <i>5-7 Houlton St Portland ME</i>		Lessee/Buyer's Name (If Applicable): <i>X</i>	Cost Of Work: <i>28,000</i> Fee: <i>\$192.00</i>
Proposed Project Description: (Please be as specific as possible) <i>See attached 3 drawings + spec sheet. Create finished living space on 3rd + 4th floor, existing building</i>			
Contractor's Name, Address & Telephone: <i>Dean Kupstas 3 Howard St Portland ME 04101 541-3889</i>			Rec'd by: <i>MW</i>
Current Use: <i>4 unit dwelling</i>		Proposed Use: <i>4 unit dwelling</i>	

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 B.O.C.A. 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.

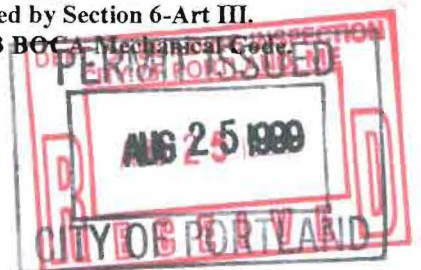
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Signature of applicant: <i>Dean Kupstas</i>	Date: <i>Aug 25, 1999</i>
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Building Permit Fee: \$30.00 for the 1st \$1000. cost plus \$6.00 per \$1,000.00 construction cost thereafter.

Additional Site review and related fees are attached on a separate addendum



*Please mail*

LAND USE - ZONING REPORT

ADDRESS: 5-7 Houlton St DATE: 9/13/99

REASON FOR PERMIT: combine living space in 3rd & 4th floor

BUILDING OWNER: Dean Kupstas C-B-L: 55-B-17

PERMIT APPLICANT: owner

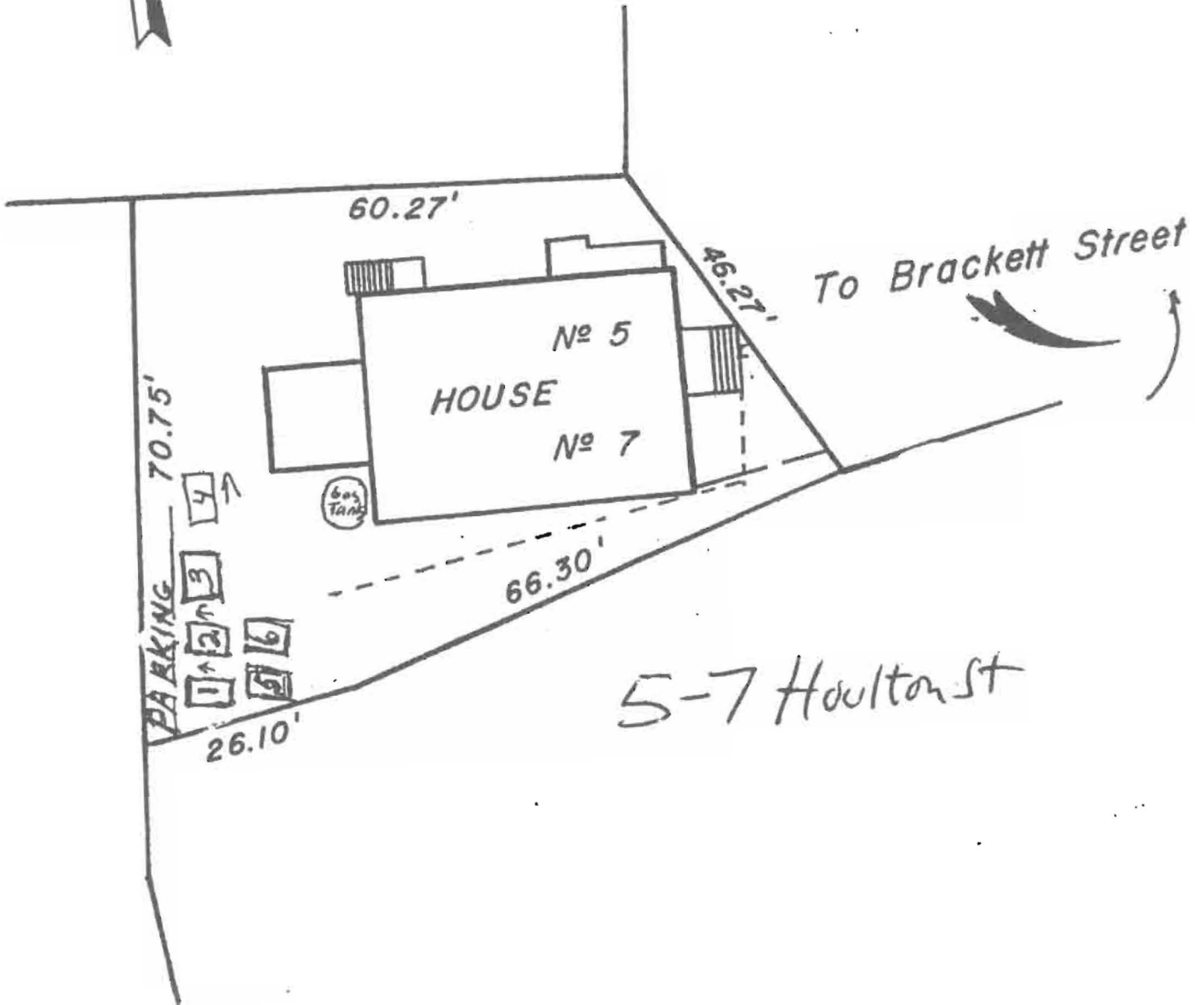
APPROVED: with conditions DENIED: \_\_\_\_\_

#1, #7, #10

CONDITION(S) OF APPROVAL

1. This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
2. During its existence, all aspects of the Home Occupation criteria, Section 14-410, shall be maintained.
3. The footprint of the existing \_\_\_\_\_ shall not be increased during maintenance reconstruction.
4. All the conditions placed on the original, previously approved, permit issued on \_\_\_\_\_ are still in effect for this amendment.
5. 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.
6. This property shall remain a single family dwelling. Any change of use shall require a separate permit application for review and approval.
7. Our records indicate that this property has a legal use of four units. Any change in this approved use shall require a separate permit application for review and approval.
8. Separate permits shall be required for any signage.
9. Separate permits shall be required for future decks, sheds, pool(s), and/or garage.
10. 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.
11. Other requirements of condition \_\_\_\_\_

Marge Schmuckal Marge Schmuckal, Zoning Administrator



PARCEL SUBJECT TO RIGHTS OF WAY AND RIGHTS IN DEED.



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Cedar Hill Construction  
5 Howard Street  
Portland, Maine 04101-3208  
207-541-3889

August 4, 1999

Marie Norton  
5-7 Houlton Street  
Portland ME. 04101

**Job Reference:**

5-7 Houlton Street Portland, ME

**Dean Kupstas of Cedar Hill Construction agrees to do the following work at the above listed address:**

All work is to be done on the 3<sup>rd</sup> and 4<sup>th</sup> floors unless otherwise stated.

*All partitions to be  
2x4 framing, 16" o.c., with  
1/2" sheetrock.*

**Demolition:**

1. Remove the 3 walls that are in the area of the future kitchen and possibly remove the wall that is where the future bathroom will be.
2. Remove top half of front stairway wall on the living room side of stairway. Leaving the corner posts as a means of stabilizing the half wall.
3. Open existing doorway that is closed off between the master bedroom and the rear bedroom.

**Bathroom:**

4. Build new wall with door as an entrance to new bathroom.
5. Install new full size fiberglass bathtub/shower combination with shower curtain rod.
6. Install new toilet.
7. Install vanity/sink.

**Contract  
Agreement**

August 4, 1999

Page 2

9. Install mirror/medicine cabinet.
10. Install skylight or window.
11. Install vented laundry, machines not included.
12. Install central light vent combination.
13. Install Linoleum flooring with subfloor as necessary.
14. Sheetrock, tape and compound walls and ceilings.
15. Paint all sheetrocked surfaces and trim per paint specifications.

**Kitchen:**

16. Install kitchen cabinets and countertops.
17. Install Linoleum flooring and sub flooring as necessary.
18. Install charcoal filtered stove vent hood.
19. Install double bowl stainless steel kitchen sink.
20. Install owner supplied refrigerator, stove and dishwasher.
21. Paint all sheetrock and trim surfaces per paint specifications.

**Fourth, floor bedroom:**

22. Install knee walls.
23. Install end wall.
24. Install door to cold attic space in end wall.
25. Insulate all walls and ceiling
26. Sheetrock walls and ceiling.
27. Paint all new sheetrock walls ceilings and trim per paint specifications.

**General:**

27. All painting on new walls and ceilings will consist of 1 primer and 1 or 2 coats of finish as necessary to achieve a consistent color and finish. All ceilings will be painted ceiling white with walls being one color with a satin or flat finish and trim being a different color with a semigloss finish. The refinishing of old walls will consist of filling holes and cracks and painting as necessary.
28. New hard-wired smoke alarms will be installed in areas of new construction per building code.
29. GC will be responsible for completing any Items, that have not been completed, on the Repairs/Improvements list marked Exhibit "A" Marie Norton 5-7 Houlton Street. Prepared by Randy Trefethen, Rehabilitation Specialist, City of Portland. Items 1-40.

- 30. All new doors to be prehung hollow core flush luan doors with clear coat finish.
- 31. All electrical will be installed per State and Local building code.
- 32. Heating system will be installed on 3<sup>rd</sup> and 4<sup>th</sup> floors.

Contract Value:

Total : \$37,250.00

I/We agree to the above scope of work and contract value.



Dean Kupstas, Cedar Hill Construction

\_\_\_\_\_

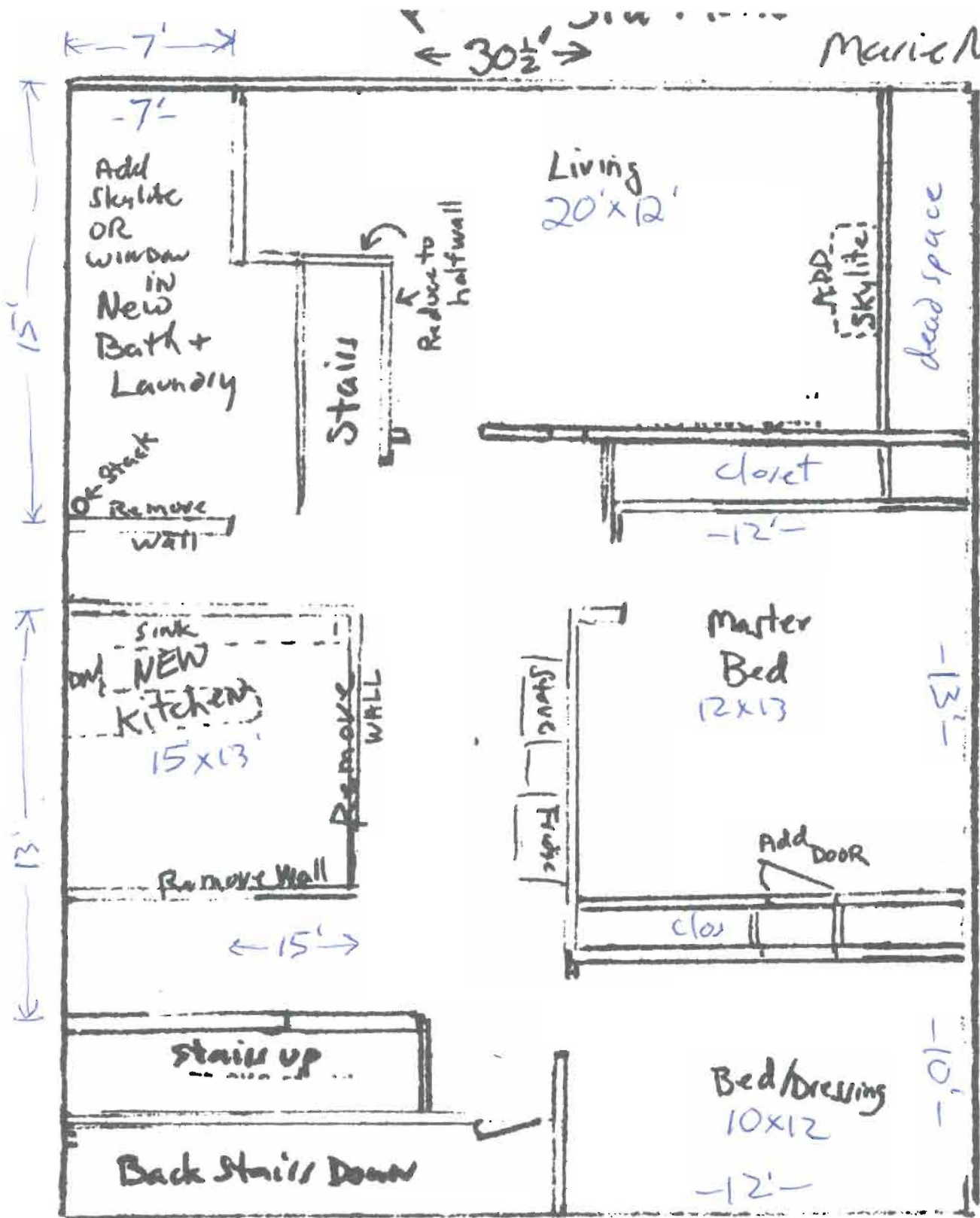
Marie Norton

8/4/99  
Date

\_\_\_\_\_

Date

Maria Norton  
5 Hutton St



← 39 1/2' →

1" = 5 feet  
scale.



4th Floor  
5-7 Haulton St  
Marie Norton

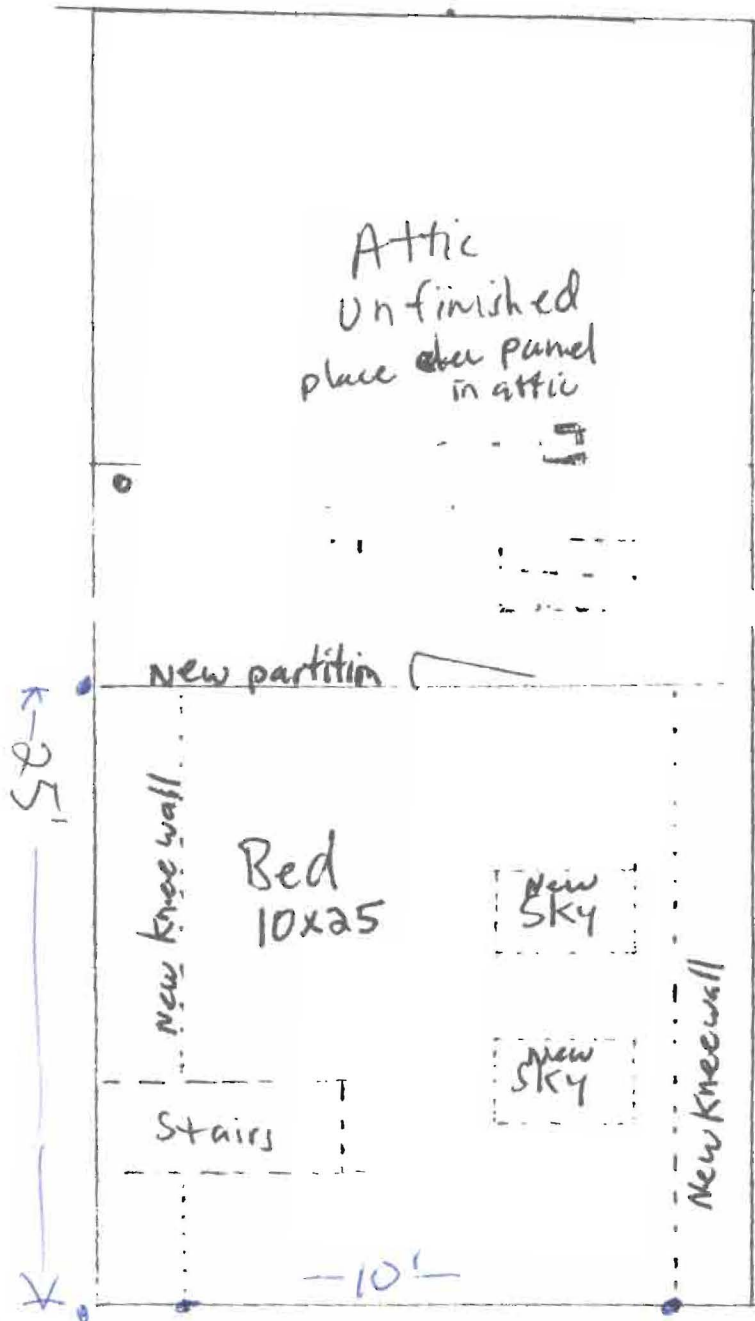
Front

4th Floor  
New Partitions  
to create

New  
Bedroom

1/2 wall around  
stairwell

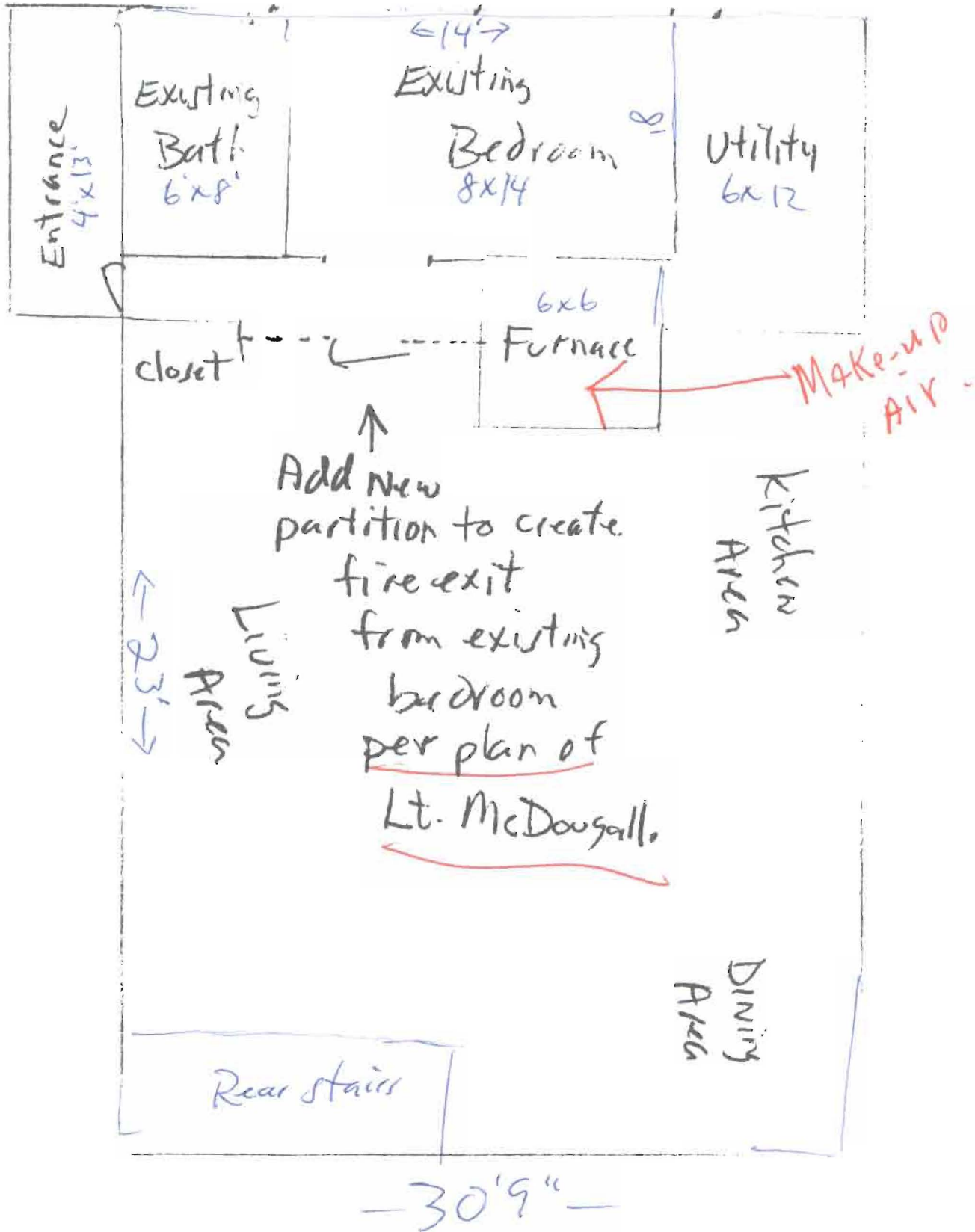
2 skylites



General  
Contractor  
Dean Kupstas  
541-3889

Rear

# 5-7 Houlton Street Basement



22796 (106)

WARRANTY DEED

## Know all Men by these Presents,

That We, Robert Marcier and Florence Marcier, of Portland, County of  
Cumberland and State of Maine

in consideration of One Dollar (\$1.00) and other valuable considerations

paid by Linda K. Wells

and whose mailing address is 71 Lincoln Street, Portland, Maine

the receipt whereof we do hereby acknowledge, do hereby  
give, grant, bargain, sell and convey, unto the said Linda K. Wells

her heirs and assigns forever,

a certain lot or parcel of land with the buildings thereof, situated on  
Houlton Street, formerly called Adams Place, in the City of Portland, County  
of Cumberland and State of Maine, and bounded and described as follows:

Beginning at the northeast corner of a lot of land conveyed by James H. Moulton  
and Son to Michael H. Kearney by deed dated June 1, 1943, and recorded in  
Cumberland County Registry of Deeds in Book 1718, Page 112; thence easterly  
and making an included angle of 89° 32' with the southerly direction of the  
easterly side line of the lot above mentioned, a distance of sixty and twenty-  
seven hundredths (60.27) feet, more or less, to a point; thence southeasterly  
and making an included angle of 124° 22' with the westerly direction of the  
last described course, a distance of forty-six and twenty seven hundredths  
(46.27) feet, more or less, to a point; thence southwesterly and making an  
included angle of 79° 38' with the northwesterly direction of the last described  
course, a distance of sixty-six and three tenths (66.3) feet, more or less, to  
a point; thence westerly and making an included angle of 168° 12½' through the  
north, with the northeasterly direction of the last described course, a distance  
of twenty-six and one tenth (26.1) feet, more or less, to a point in the  
easterly side line of the first mentioned lot; thence northerly along the  
easterly side line of the first mentioned lot and making an included angle of  
78° 15½' with the southerly direction of the last described course, a distance  
of seventy and seventy-five hundredths (70.75) feet, more or less; to the point  
of beginning.

Together with rights of way to and from the land conveyed or any part  
thereof according to plan of land recorded in Cumberland County Registry of  
Deeds in Plan Book 34, Page 20, and as are now in existence and used, including  
sewer rights; but subject, however, to existing rights of way granted to  
adjoining owners and subject to existing rights granted for sewer, water and  
gas pipes and subject to the payment of a fair proportion of the expense of  
maintaining and keeping such rights of way, sewers and drains in repair, in  
proportion to the benefit derived, until same shall be accepted by the City of  
Portland.

5 Houlton St







BUILDING PERMIT REPORT

DATE: 26 Aug 99 ADDRESS: 5-7 Houston ST. CBL: 055-B-0  
 REASON FOR PERMIT: 3<sup>rd</sup> & 4<sup>th</sup> Floor renovations  
 BUILDING OWNER: Marie Norton  
 PERMIT APPLICANT: \_\_\_\_\_ / Contractor Dean Kupstas  
 USE GROUP R-2 CONSTRUCTION TYPE 5-B

X1  
X1  
X1

The City's Adopted Building Code (The BOCA National Building Code/1996 with City Amendments)  
 The City's Adopted Mechanical Code (The BOCA National Mechanical Code/1993)

CONDITION(S) OF APPROVAL

This permit is being issued with the understanding that the following conditions are met: \*1, \*9, \*10, \*11, \*12, \*13, \*16, \*17, \*18, \*19, \*27, \*29, \*30, \*32, \*33, #31  
 Approved with the following conditions: \_\_\_\_\_

- X1. 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)
3. 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 1813.4
- X4. Foundations anchors shall be a minimum of 1/2" in diameter, 7" into the foundation wall, minimum of 12" from corners of foundation a maximum 6' o.c. between bolts. (Section 2305.17)
5. Waterproofing and dampproofing shall be done in accordance with Section 1813.0 of the building code.
6. Precaution must be taken to protect concrete from freezing. Section 1908.0
7. 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.
8. 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)
- X9. 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
- X10. Sound transmission control in residential building shall be done in accordance with Chapter 12, Section 1214.0 of the City's Building Code.
- X11. Guardrails & Handrails: A guardrail system is a system of building components located near the open sides of elevated walking surface 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 36" 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)
- X12. Headroom in habitable space is a minimum of 7'6". (Section 1204.0)
- X13. Stair construction in Use Group R-3 & R-4 is a minimum of 10" tread and 7 1/4" maximum rise. All other Use Group minimum 11" tread, 7" maximum rise. (Section 1014.0)
- X14. The minimum headroom in all parts of a stairway shall not be less than 80 inches. (6'8") 1014.4
- X15. 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)
- X16. 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)

X  
X  
X  
X  
X

7

10/26/99 OK to close 3rd floor  
walls renovating

11/10/00 Did final inspection / work done thru New Neighborhood  
work completed close permit

O B L

55-B-017

Permit # 990983

### Inspection Record

Type

Date

Foundation: \_\_\_\_\_


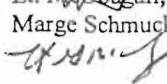
Framing: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Final: \_\_\_\_\_

Other: \_\_\_\_\_

- X-17. 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)
- X-18. 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)
- X-19. 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.
- 20. 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)
- 21. The Fire Alarm System shall maintained to NFPA #72 Standard.
- 22. The Sprinkler System shall maintained to NFPA #13 Standard.
- 23. All exit signs, lights and means of egress lighting shall be done in accordance with Chapter 10 Section & Subsections 1023.0 & 1024.0 of the City's Building Code. (The BOCA National Building Code/1996)
- 24. 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".
- 25. 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 the Division of Inspection Services.
- 26. Ventilation shall meet the requirements of Chapter 12 Sections 1210.0 of the City's Building Code. (Crawl spaces & attics).
- X-27. All electrical, plumbing and HVAC permits must be obtained by a Master Licensed holders of their trade. No closing in of walls until all electrical (min.72 hours notice) and plumbing inspections have been done.
- 28. All requirements must be met before a final Certificate of Occupancy is issued.
- X-29. 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-30. 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)
- 31. Please read and implement the attached Land Use Zoning report requirements. *see attach*
- X-32. Boring, cutting and notching shall be done in accordance with Sections 2305.4.4, 2305.5.1 and 2305.5.3 of the City's Building Code.
- X-33. Glass and glazing shall meet the requirements of Chapter 24 of the building code.
- 34. All signage, shall be done in accordance with Section 3102.0 signs of the City's Building Code, (The BOCA National Building Code 1996).
- 35. \_\_\_\_\_
- 36. \_\_\_\_\_
- 37. \_\_\_\_\_
- 38. \_\_\_\_\_

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


PSH 7/24/99

**\*\*On the basis of plans submitted and conditions placed on these plans any deviations shall require a separate approval.**