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

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 06/20/17

# New Commercial Structure and Addition Checklist

(Including accessory structure, ramp, stair)

**All applications shall include the following** (please check and submit all required items)**:**

- ☑ **New Commercial Structures and Additions Checklist** (this form)
- ☑ **General Building Permit Application** completed
- ☑ **Plot plan/site plan** showing lot lines, shape and location of existing and proposed structures
- ☐ **Stamped boundary survey and copy of final approved site plan** (for new commercial structures that were subject to Site Plan approval only)
- ☐ **Proof of Ownership** (e.g. deed, purchase and sale agreement) if the property was purchased within the last six months
- ☐ **Administrative Authorization Application** from the Planning Department (required for new structures 500 square feet or less): http://me-portland.civicplus.com/DocumentCenter/View/2809

*Please note: Construction documents for projects with a construction cost in excess of $50,000 must be prepared by a design professional and bear their seal.*

**Applications for detached accessory structures for storage only and 120 square feet or less shall also include:**
One of the following which includes the length, width and height of the structure:

- ☐ A copy of the brochure from the manufacturer; or
- ☐ A picture or sketch/plan of the proposed shed/structure

**New structures shall also include the following** (As each project has varying degrees of complexity and scope of work, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project.)**:**

- ☑ **Complete Code Analysis** per 2009 IBC and NFPA
- ☐ **Geotechnical report**
- ☑ **Structural load design criteria** per 2009 IBC
- ☐ **Statement of Special Inspections**
- ☐ **Certificate of Accessible Building Compliance** (See attached.)
- ☐ **ComCheck** https://www.energycodes.gov/comcheck/ or **ResCheck** https://www.energycodes.gov/rescheck/ with certificates of compliance for thermal envelope and MEP systems

***Complete set of construction drawings with the following:***

- ☑ Life safety plans showing egress, travel distance, fire separations, and detection/alarm/emergency devices
- ☑ Foundation, floor and wall structural framing plans for each story and roof
- ☑ Existing and proposed floor plans
- ☐ Stair details with dimensions, direction of travel, handrails and guardrails
- ☑ Wall and floor/ceiling partition types including listed fire rated assemblies and continuity
- ☑ Sections and details showing all construction materials, floor to ceiling heights and stair headroom
- ☑ Building Elevations, existing and proposed for each side of the building
- ☐ Door and window schedules
- ☐ Insulation R-factors of foundation/slab, walls, ceilings, floors, roof and window U-factors
- ☑ Accessibility features and design details
- ☑ Complete electrical, plumbing and mechanical plans
- ☐ 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

**Separate permits are required for internal and external plumbing, electrical installations, heating, ventilating and air conditioning (HVAC) systems, appliances and commercial kitchen hoods.**

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# General Building Permit Application

**Project Address:** 360 Spring Street (associated site work submitted with 061 F00 1001 -7001, 17 Fletcher Street)

**Tax Assessor's CBL:** 061 (Chart #) G00 (Block #) 3001 (Lot #) **Cost of Work: $** 122,500 modular lease

**Proposed use** (e.g., single-family, retail, restaurant, etc.): Temporary Modular Classrooms - Educational

**Current use:** VACANT - COMMONS SPACE **Past use, if currently vacant:** N/A

☑ **Commercial** ○ **Multi-Family Residential** ○ **One/Two Family Residential**

**Type of work (check all that apply):**

| | | |
|---|---|---|
| ☑ New Structure(TEMPORARY) | ☐ 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 |

**Project description/scope of work (attach additional pages if needed):**

Work includes the temporary installation of portable modular classrooms and associated electrical, plumbing and site work to provide ADA entrances.

**Applicant Name:** Scott Simons Architects **Phone:** (207) 772 - 4656

**Address:** 75 York Street, Portland ME 04101 **Email:** julia@simonsarchitects.com

**Lessee/Owner Name** (if different): Waynflete School **Phone:** (207) 774 - 5721

**Address:** 360 Spring Street, Portland ME 04102 **Email:** ahagstrom@waynflete.org

**Contractor Name** (if different): William Scotsman **Phone:** (207) 783 - 3200

**Address:** 325 Rodman Road, Auburn ME 04210 **Email:** Mark.Kelley@as.willscot.com

*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.*

Signature: Date: 24 April 2017

**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.**

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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: Waynflete Lower School Temporary Classroom Relocation - Modular Units

Project Address: 360 Spring Street, Portland, ME 04102

Classification: ○ Title II (State/Local Government) ● Title III (Public Accommodation/Commercial Facility)

○ **New Building**
- ☐ Americans with Disabilities Act (ADA)
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Barrier Free Certification ($75,000+ scope of work)
  - ☐ State Fire Marshal Plan Review Approval

● **Alteration/Addition** (temporary alteration of site)
- ☐ Existing Building Completion date:
  - ☐ Original Building: n/a
  - ☑ Addition(s)/Alteration(s): August 2017
- ☑ Americans with Disabilities Act (ADA)
  - Path of Travel ● Yes ○ No
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Exceeds 75% of existing building replacement cost
  - ☐ Barrier Free Certification ($75,000+ scope of work)
  - ☐ State Fire Marshal Plan Review Approval

○ **Occupancy Change/Existing Facility**
- ☐ New Ownership – Readily Achievable Barrier Removal: _____

○ **Residential**
- ☐ Americans with Disabilities Act (ADA)
- ☐ Fair Housing Act (4+ units, first occupancy)
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Covered Multifamily Dwelling (4+ units)
  - ☐ Public Housing (20+ units)
- ☐ Uniform Federal Accessibility Standards (UFAS)
- ☐ None, explain: _____

**Contact Information:**

Design Professional:

Signature

Name: Scott Simons Architects

Address: 75 York Street
Portland, ME 04101

Phone: 207 772 4656

Maine Registration #: 2034

Owner:

Signature

Name: Anne Hagstrom

Address: 360 Spring Street
Portland, ME 04012

Phone: 207 774 7863

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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: _____ Date: 28 April 2017

I have provided electronic copies and sent themon: Date: 28 April 2017

**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.**