

ATTN: LANNIE



# PORTLAND MAINE

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Jeff Levine, AICP, Director  
Director of Planning and Urban Development

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.

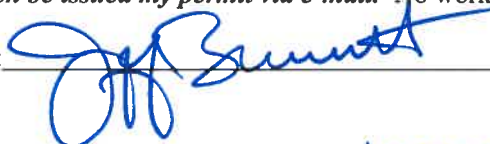
I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

Within 24-48 hours, upon receipt of an e-mailed invoice from Building Inspections, which signifies that my electronic permit application and corresponding paperwork have been received, determined complete, entered by an administrative representative, and assigned a permit number, I then have the following four (4) payment options:

- to provide an on-line electronic check or credit/debit card (we now accept American Express, Discover, VISA, and MasterCard) payment (along with applicable fees beginning July 1, 2014),
- call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone,
- hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall,
- or deliver a payment method through the U.S. Postal Service, at the following address:

City of Portland  
Inspections Division  
389 Congress Street, Room 315  
Portland, Maine 04101

Once my payment has been received, this then starts the review process of my permit. **After all approvals have been met and completed, I will then be issued my permit via e-mail.** No work shall be started until I have received my permit.

Applicant Signature:  Date: October 7, 2014

I have provided digital copies and sent them on: Wednesday Date: 10/9/14

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.

**Room 315 - 389 Congress Street- Portland, Maine 04101 (207) 874-8703 - Fax: 874-8716 - TTY: 874-8936**



# Administrative Authorization Application

Portland, Maine

Planning and Urban Development Department, Planning Division

**PROJECT NAME:** Mercy Hospital Fore River Campus Shuttle Bus Trailer

**PROJECT ADDRESS:** 175 Fore River Parkway **CHART/BLOCK/LOT:** 073 A001001

**APPLICATION FEE:** \$50 (\$50.00)

**PROJECT DESCRIPTION: (Please Attach Sketch/Plan of the Proposal/Development)**

Install trailer shelter for employees waiting for shuttle in inclement weather

**CONTACT INFORMATION:**

**OWNER/APPLICANT**

**Name:** Jeff Bennett C/O Mercy Hospital  
**Address:** 144 State Street  
Portland, ME 04101  
**Work #:** (207) 879-3865  
**Cell #:** \_\_\_\_\_  
**Fax #:** (207) 879-3701  
**Home #:** \_\_\_\_\_  
**E-mail:** bennettj@emhs.org

**CONSULTANT/AGENT**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Work #:** \_\_\_\_\_  
**Cell #:** \_\_\_\_\_  
**Fax #:** \_\_\_\_\_  
**Home #:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**Criteria for an Administrative Authorization:**  
(see section 14-523(4) on pg .2 of this appl.)

- a) Is the proposal within existing structures?
- b) Are there any new buildings, additions, or demolitions?
- c) Is the footprint increase less than 500 sq. ft.?
- d) Are there any new curb cuts, driveways or parking areas?
- e) Are the curbs and sidewalks in sound condition?
- f) Do the curbs and sidewalks comply with ADA?
- g) Is there any additional parking?
- h) Is there an increase in traffic?
- i) Are there any known stormwater problems?
- j) Does sufficient property screening exist?
- k) Are there adequate utilities?
- l) Are there any zoning violations?
- m) Is an emergency generator located to minimize noise?
- n) Are there any noise, vibration, glare, fumes or other impacts?

**Applicant's Assessment**  
Y(yes), N(no), N/A

No  
Yes, Replacement  
No  
No  
N/A  
N/A  
N/A  
N/A  
N/A  
N/A  
N/A  
N/A  
N/A  
N/A  
N/A

**Signature of Applicant:**

Jeff Bennett

**Date:**

October 7, 2014

**IMPORTANT NOTICE TO APPLICANT:** The granting of an Administrative Authorization to exempt a development from site plan review does not exempt this proposal from other required approvals or permits, nor is it an authorization for construction. You should first check with the Building Inspections Office, Room 315, City Hall (207)874-8703, to determine what other City permits, such as a building permit, will be required.

**PROVISION OF PORTLAND CITY CODE  
14-523 (SITE PLAN ORDINANCE)  
RE: Administrative Authorization**

**Sec. 14-523 (b). Applicability**

No person shall undertake any development identified in Section 14-523 without obtaining a site plan improvement permit under this article. (c) Administrative Authorization. Administrative Authorization means the Planning Authority may grant administrative authorization to exempt a development proposal from complete or partial site plan review that meets the standards below, as demonstrated by the applicant.

1. The proposed development will be located within existing structures, and there will be no new buildings, demolitions, or building additions other than those permitted by subsection b of this section;
2. Any building addition shall have a new building footprint expansion of less than five hundred (500) square feet;
3. The proposed site plan does not add any new curb cuts, driveways, or parking areas; the existing site has no more than one (1) curb cut and will not disrupt the circulation flows and parking on-site; and there will be no drive-through services provided;
4. The curbs and sidewalks adjacent to the lot are complete and in sound condition, as determined by the public works authority, with granite curb with at least four (4) inch reveal, and sidewalks are in good repair with uniform material and level surface and meet accessibility requirements of the Americans with Disabilities Act;
5. The use does not require additional or reduce existing parking, either on or off the site, and the project does not significantly increase traffic generation;
6. There are no known stormwater impacts from the proposed use or any existing deficient conditions of stormwater management on the site;
7. There are no evident deficiencies in existing screening from adjoining properties; and
8. Existing utility connections are adequate to serve the proposed development and there will be no disturbance to or improvements within the public right-of-way.
9. There are no current zoning violations;
10. Any emergency generators are to be located to minimize noise impacts to adjoining properties and documentation that routine testing of the generators occur on weekdays between the hours of 9 a.m. to 5 p.m. Documentation pertaining to the noise impacts of the emergency generator shall be submitted; and
11. There is no anticipated noise, vibration, glare, fumes or other foreseeable impacts associated with the project.

- a. **Filing the Application.** An applicant seeking an administrative authorization under this subsection shall submit an administrative authorization application for review, detailing the site plan with dimensions of proposed improvements and distances from all property lines, and stating that the proposal meets all of the provisions in standards 1-11 of Section 14-423 (b)1. **The application must be accompanied by an application fee of \$50.**
- b. **Review.** Upon receipt of such a complete application, the Planning Authority will process it and render a written decision of approval, approval with conditions or denial, with all associated findings.
- c. **Decision.** If a full administrative authorization is granted, the application shall be approved without further review under this article, and no performance guarantee shall be required. In the event that the Planning Authority determines that standards a and b of Section 14-523 (b) (1) and at least four (4) of the remaining standards have been met, the Planning Authority shall review the site plan according to all applicable review standards of Section 14-526 that are affected by the standards in this subsection that have not been met. If an exemption or partial exemption from site plan review is not granted, the applicant must submit a site plan application that will undergo a full review by the Planning Board or Planning Authority according to the standards of Section 14-526.



P.O. Box 617
Portland, ME 04104
Phone (207) 775-3454 Fax (207) 878-5404

PROPOSAL #16260
SHEET NO. 1 of 2
DATE: 08/01/14

PROPOSAL SUBMITTED TO:
Mr. Mike Sperry
Director of Security and Parking
Mercy Hospital
144 State Street
Portland, ME 04101-3795
Phone: 879-3143 Fax: 879-3081
E-mail: sperrym@emhs.org

WORK TO BE PERFORMED AT:
Fore River Campus

We hereby propose to furnish the material and perform the labor necessary for the completion of...

- Supply 8' x 20' office trailer. \$7,900.00
Deliver, block level and build skirt around unit.
Re-install existing steps. \$1,500.00
Electrical, computer and security lines to be completed by Mercy Staff.

\*6-7 week delivery time from order

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for sum of Nine Thousand Four Hundred Dollars (\$9,400.00) with payments to be made upon completion.

Respectfully submitted John Kelly

Date 08/01/14

#01-0491283
Contractors Federal Identification Number

Note-This proposal may be withdrawn by
if not accepted within 30 days.

ALTERATIONS TO CONTRACT INVOLVING EXTRA COSTS:

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond the control of the Contractor. Contractor's workers are fully covered by Workers' Compensation Insurance and the Contractor carries Liability Insurance in the amount of \$1,000,000.00 and Property Damage Liability coverage in the amount of \$1,000,000.00

Seabreeze reserves the right to charge surcharges for landscapes/snow plowing services performed due to, or derived from elevated fuel costs. Cost of goods, materials, trucking, delivery associated with rising fuel prices will also be subject to surcharge. The benchmark for the surcharge is based on the average price per gallon of gas and diesel combined. A 5% surcharge will be applied as long as the benchmark is equal to or greater than \$4.00 per gallon. If the benchmark threshold continues to rise Seabreeze reserves the right to re-negotiate or revise the fuel surcharge rate/percentage.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined.

Date \_\_\_\_\_

Signature \_\_\_\_\_



Proposal #16260

SHEET NO. 2

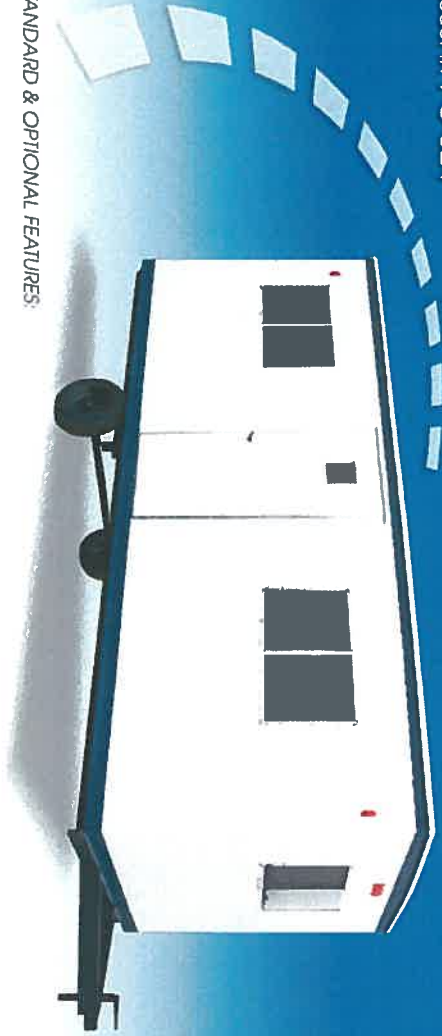
### BILLING INFORMATION

Billing Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Direct Extension: \_\_\_\_\_

Email: \_\_\_\_\_

Model #: FO-824



**STANDARD & OPTIONAL FEATURES:**

Standard furniture package includes (1) large plan table; (1) wall-mounted print rack; full-width built-in desk - across front end wall - with two-drawer file cabinet and knee wells for two work stations.

This rugged field office can be custom ordered to meet your specific job requirements. Popular options include custom interior configurations, exterior siding styles and trim colors, and plumbing such as half-baths, wash basins and showers.

**FO SERIES field offices are available in widths of 8, 10, 12, 14 and 24 feet / Overall lengths ranging from 20' to 64'.**



**8 x 24 ft.**

**SPECIFICATIONS:**

**FRAME:**

Outrigger Frame, Non-detachable Hitch/Single Axle/12 Ply Tires

**FLOOR:**

R-7 Unfaced Insulation, 2x4 Floor Joists/ 5/8" Plywood Decking T&G  
12"x12"x1/8" Vinyl Composition Tile

**WALLS:**

2x3 @ 16" O/C Exterior Studs 7'-0" High  
1 1/2" - 5" Open Office Area  
R-7 Unfaced Insulation  
5/32" Pre-finished Wood Grain Paneling  
0.19" Aluminum Siding

**ROOF / CEILING:**

Tapered 2x4 Rafter @ 16" O/C, 30 psf LL  
R-11 Unfaced Insulation  
1/2" Pre-finished Gypsum Ceiling  
30 Gauge Galvanized Steel Roofing

**EXTERIOR DOOR:**

3 1/2" x80" Aluminum M/H Type  
14"x14" Life/Keyed Knob Set/Stay Chain

**WINDOWS:**

46" or 30" x 27" Horizontal Slider, Mill Frame

**ELECTRICAL:**

120/240 Volt, 1 Phase Panel  
#14 AWG Romex / Fluorescent Strip Ceiling Lights

**PLUMBING:** Optional

**HEATING & AIR CONDITIONING:**  
Base Board Heat and thru-wall Air Conditioning

**SPECIALTIES:**

Standard Furniture Package  
**BUILDING SIZE:**  
824 Model (8'-0" x 20'-0" Box)

**"The Value Leader in High-quality Mobile Workspace!"**

**Mark Line Industries**

Corporate Offices  
51687 County Road 133  
Bristol, IN 46507

Contact Our Nearest Location... Toll Free!

Bristol, IN **888.627.5563**

Ephrata, PA **866.585.6597**

Roxboro, NC **866.433.1244**

Website: [marklineindustries.com](http://marklineindustries.com)

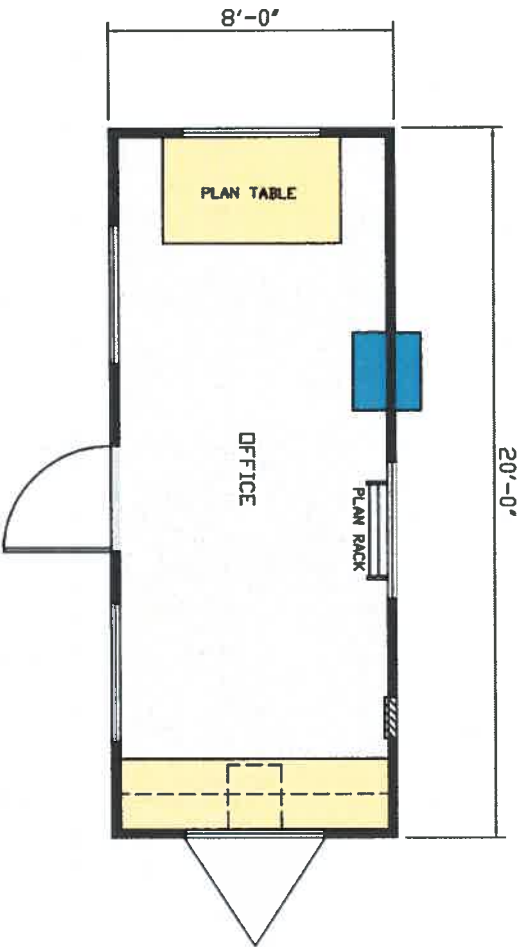


**Mark Line Industries**  
Building Green

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\* Specifications Subject to Change Without Notice

**FO-824**  
FIELD OFFICE



**Mark Line Industries**  
Corporate Offices  
51687 County Road 133  
Bristol, IN 46507

Contact Our Nearest Location... Toll Free!  
Bristol, IN 888.627.5563  
Ephrata, PA 866.585.6597  
Roxboro, NC 866.433.1244  
Website: [marklineindustries.com](http://marklineindustries.com)

Specifications Subject to Change Without Notice



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**Mercy**  
— EMHS MEMBER

144 State Street  
Portland, ME 04101  
(207) 879-3000  
www.mercyhospital.org

Name: Jeff Bennett

Address: 144 State Street Portland, Maine 04101

Telephone: (207) 879-3865

**Proposed stair structure:**

***IBC 1009.7.2 Riser height and tread depth:***

One (1) set of stairs for bus shelter trailer made from wood material 56" in width with rectangular tread not to exceed 11" (279mm) and risers not to exceed 7" (178mm), 3' landing with side guardrails and handrails for stairs.

Picture attached

**Skirting material:**

***Skirting shall meet the following:***

Skirting materials shall be manufactured vinyl material and intended for exterior use. Will be non-structural skirting and shall be adequately secured to assure stability and to minimize vibration and susceptibility to wind damage. Holes or gaps below the skirting shall be sealed to resist air and water infiltration. Skirting shall be designed to resist the entrance of moisture and rodents into the under-floor area.

**Trailer Wheels and Tow:**

Trailer wheels will remain on and in place. The unit has a non-detachable hitch and will remain on.







# 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.
- 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)

## **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.**

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 [www.portlandmaine.gov](http://www.portlandmaine.gov), or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

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.**



# General Building Permit Application

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> 175 Fore River Parkway Parking Lot A		
<b>Total Square Footage of Proposed Structure:</b>		160 sq. ft.
<b>Tax Assessor's Chart, Block &amp; Lot</b> Chart#      Block#      Lot# 073 A001001	<b>Applicant Name:</b> Jeff Bennett C/O Mercy Hospital Address 144 State Street City, State & Zip Portland, ME 04101	Telephone: (207) 879-3865 Email: bennettj@emhs.org
<b>Lessee/Owner Name :</b> Mercy Hospital (if different than applicant) Address: 144 State Street City, State & Zip: Portland, ME 04101 Telephone & E-mail:	<b>Contractor Name:</b> Seabreeze Property Services (if different from Applicant) Address: PO Box 617 City, State & Zip: Portland, ME 04104 Telephone & E-mail: (207) 775-3454	Cost Of Work: \$ 9,400.00 C of O Fee: \$ _____ Historic Rev \$ _____ Total Fees : \$ _____
<b>Current use</b> (i.e. single family) <u>Shuttle bus shelter</u>		
<b>If vacant, what was the previous use?</b> _____		
<b>Proposed Specific use:</b> <u>Temporarily house employees while waiting for shuttle bus</u>		
Is property part of a subdivision? <input type="checkbox"/> If yes, please name _____		
<b>Project description:</b> Installation of shelter for employees to temporarily wait for shuttle bus during inclement weather		
<b>Who should we contact when the permit is ready:</b> Jeff Bennett		
<b>Address:</b> 144 State Street		
<b>City, State &amp; Zip:</b> Portland, ME 04101		
<b>E-mail Address:</b> bennettj@emhs.org		
<b>Telephone:</b> (207) 879-3865		

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 [www.portlandmaine.gov](http://www.portlandmaine.gov), 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> 10/7/14
---	----------------------

This is not a permit; you may not commence ANY work until the permit is issued.



144 State Street  
Portland, ME 04101  
(207) 879-3000  
[www.mercyhospital.org](http://www.mercyhospital.org)

Name: Jeff Bennett

Address: 144 State Street Portland, Maine 04101

Telephone: (207) 879-3865

**Proposed Use of Structure:** (NFPA 101 - 39.1 Business Occupancies)

Bus Shelter will be used to temporarily allow employees to remain out of inclement weather while waiting for shuttle bus

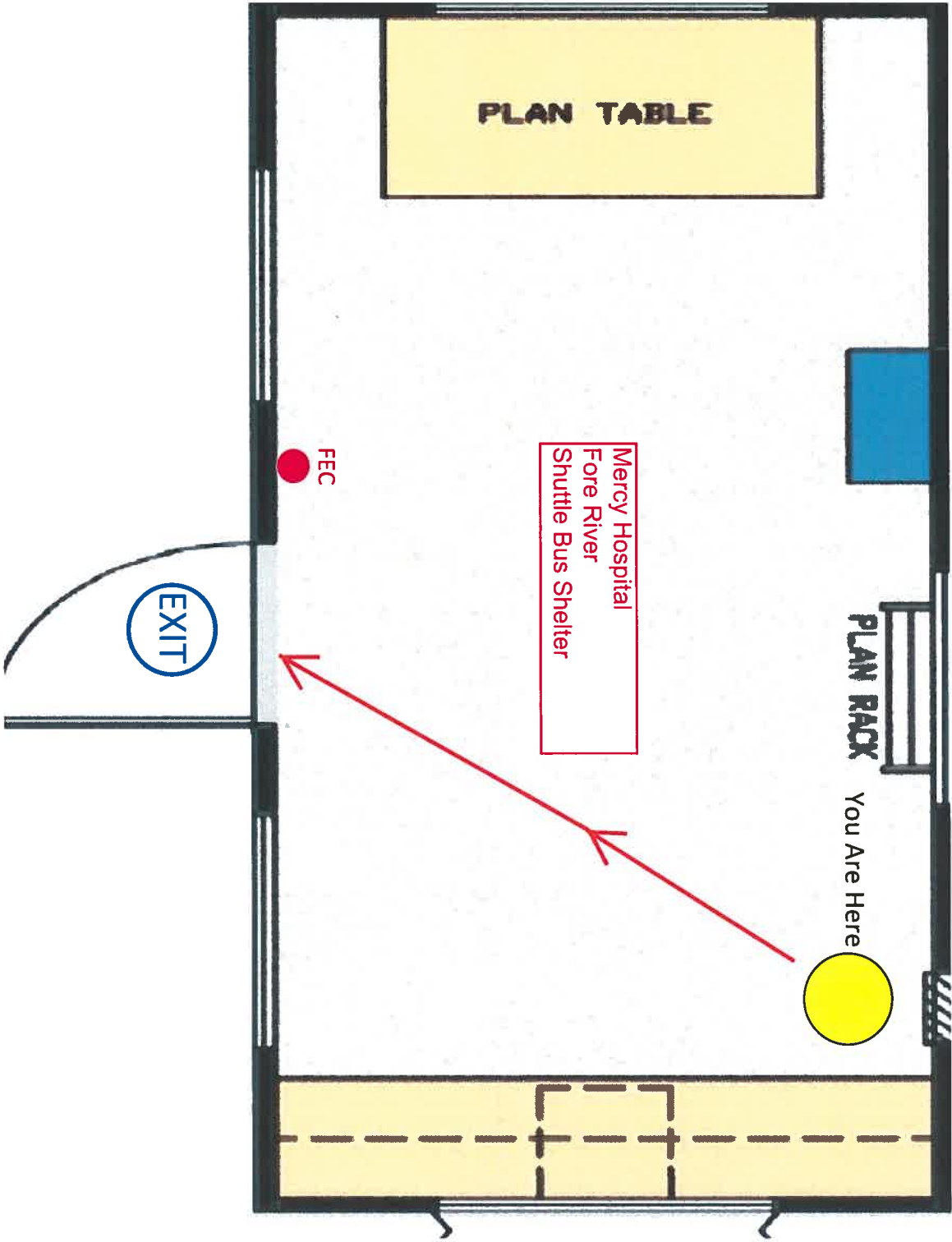
**Square Footage of Proposed Structure:** 160 sq. ft.

**Existing and proposed fire protection of structure:**

Powered lights and exit signage with battery backup

Fire extinguisher located at the exit

**Life Safety Plan:** Included in package



PLAN TABLE

PLAN RACK

You Are Here

Mercy Hospital  
Fore River  
Shuttle Bus Shelter

FEC

EXIT