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Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 05/22/18

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

New Commercial Structure and Addition Checklist

(Including accessory structure, ramp, stair)

All applications shall include the following:

- ☑ **New Commercial Structures and Additions Checklist** (this form)
- ☑ **General Building Permit Application**
- ☑ **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 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:*** *All plans shall be drawn to a measurable scale (e.g., 1/4 inch = 1 foot) and include dimensions. Construction documents prepared and stamped by a licensed architect or engineer shall be required for certain projects in accordance with the stated Policy on Requirements for Stamped or Sealed Drawings.*

Applications for detached accessory structures 120 square feet or less (for storage only) 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

Applications for new structures and additions 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 Reviews** per 2009 IBC and 2009 NFPA 101 with project applicable details
- ☐ **Geotechnical report**
- ☐ **Structural load design criteria** per 2009 IBC
- ☐ **Statement of Special Inspections**
- ☐ **Certificate of Accessible Building Compliance**
- ☐ **ComCheck** https://www.energycodes.gov/comcheck/ or **ResCheck** https://www.energycodes.gov/rescheck/ with certificates of compliance for thermal envelope and MEP systems
- ☐ ***One complete set of construction drawings with the following:***
  - ☐ Life safety plan 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.
  - ☐ Foundation, floor and wall structural framing plans for each story and roof
  - ☐ Stair details with dimensions, direction of travel, handrails and guardrails
  - ☐ Wall/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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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 Address: _____

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**
- ☐ Existing Building Completion date:
  - ☐ Original Building: _____
  - ☐ Addition(s)/Alteration(s): _____
- ☐ 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
(This is a legal document and your electronic signature is considered a legal signature per Maine state law.)

Name: _____

Address: _____

_____

Phone: _____

Maine Registration #: _____

Owner:

_____
Signature
(This is a legal document and your electronic signature is considered a legal signature per Maine state law.)

Name: _____

Address: _____

_____

Phone: _____

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General Building Permit Application

Project Address: 15 Devonshire Street

Tax Assessor's CBL: 082 (Chart #) B (Block #) 024 (Lot #) **Cost of Work: $** $500.00

Proposed use (e.g., single-family, retail, restaurant, etc.):

Current use: 3 Unit Multi-Family **Past use, if currently vacant:**

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

Type of work (check all that apply):

☐ New Structure	☐ Fence	☐ Change of Ownership - Condo Conversion
☐ Addition	☐ Pool - Above Ground	☐ Change of Use
☐ Alteration	☐ Pool - In Ground	☐ Change of Use - Home Occupation
☑ Amendment	☐ Retaining Wall	☐ Radio/Telecommunications Equipment
☐ Shed	☐ Replacement Windows	☐ Radio/Telecommunications Tower
☐ Demolition - Structure	☐ Commercial Hood System	☐ Tent/Stage
☐ Demolition - Interior	☐ Tank Installation/Replacement	☐ Wind Tower
☐ Garage - Attached	☐ Tank Removal	☐ Solar Energy Installation
☐ Garage - Detatched		☐ Site Alteration

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

Add code conforming handrails to a previously existing metal fire escape (that only services Unit 3) that is accessed via a flat roof. No changes to the actual vertical fire escape are necessary. Just need to add approximately 8' of horizontal handrail that will sit on the flat roof. To access fire escape tenants need to walk the 8' across the flat roof. The new handrails will enclose that access area in order to conform to life safety code.

Applicant Name: KZBell Management, LLC, by Jonathan Bell, Its member **Phone:** (207) 619 - 2355

Address: PO BOX 10025, Portland, ME 04104 **Email:** kzbellmanagement@gmail.com

Lessee/Owner Name (if different): I-IV-V, LLC **Phone:** (207) 619 - 2355

Address: PO BOX 10025, Portland, ME 04104 **Email:** i.iv.v.llc@gmail.com

Contractor Name (if different): Mike Ingalls **Phone:** (207) 807 - 6757

Address: 583 Roosevelt Trail, Windham, ME 04062 **Email:** maingallsmanagement@gmail.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: KZBell Management, LLC, by Jonathan Bell, Its member Date: 02/23/2018

This is a legal document and your electronic signature is considered a legal signature per Maine state law.

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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Requirements for Electronic Submissions

In order to ensure the most expedient review of your application, please meet the requirements below for all submissions:

- **All applications must be submitted electronically via e-mail to permitting@portlandmaine.gov.** Paper applications will not be accepted.
- **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 exact same file name 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 permitting@portlandmaine.gov. 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: KZBell Management, LLC by Jonathan Bell, Its Member Date: 02/23/2018

I have provided electronic copies and sent them on: Date: 02/23/2018

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.