

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

Permit No: 02-0690	Issue Date: 11/6/2002	CBL: 111 C005001
<div style="border: 2px solid black; padding: 5px; text-align: center;"> PERMIT ISSUED CITY OF PORTLAND </div>		Phone: 207-772-1906
Owner Name: University Credit Union	Owner Address: 391 Forest Ave	Phone: 2077742800
Contractor Name: North Shore Construction	Contractor Address: P.O. Box 2564 South Portland	Permit Type: Change of Use - Commercial
Lessee/Buyer's Name:	Phone:	Zone: B2b

Past Use: Vacant, was retail	Proposed Use: Office	Permit Fee: \$343.00	Cost of Work: \$34,800.00	CEO District: 2
Proposed Project Description: Change of Use to Office with interior renovations.		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: B Type: B 2/15/02	
		Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i>	
		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)		
		Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied		
		Signature: _____ Date: _____		

Permit Taken By: jmy	Date Applied For: 06/20/2002	Zoning Approval		
1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building permits do not include plumbing, septic or electrical work. 3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..		Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date: <i>2/3/02</i>	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____	Historic Preservation <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: _____

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 provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 to schedule your inspections as agreed upon

Permits expire in 6 months, if the project is not started or ceases for 6 months.

The Owner or their designee is required to notify the inspections office for the following inspections and provide adequate notice. Notice must be called in 48-72 hours in advance in order to schedule an inspection:

By initializing at each inspection time, you are agreeing that you understand the inspection procedure and additional fees from a "Stop Work Order" and "Stop Work Order Release" will be incurred if the procedure is not followed as stated below.

Pre-construction Meeting: Must be scheduled with your inspection team upon receipt of this permit. Jay Reynolds, Development Review Coordinator at 874-8632 must also be contacted at this time, before any site work begins on any project other than single family additions or alterations.

Footing/Building Location Inspection: Prior to pouring concrete

Re-Bar Schedule Inspection: Prior to pouring concrete

Foundation Inspection: Prior to placing ANY backfill

Framing/Rough Plumbing/Electrical: Prior to any insulating or drywalling

Final/Certificate of Occupancy: Prior to any occupancy of the structure or use. NOTE: There is a \$75.00 fee per inspection at this point.

Certificate of Occupancy is not required for certain projects. Your inspector can advise you if your project requires a Certificate of Occupancy. All projects DO require a final inspection

If any of the inspections do not occur, the project cannot go on to the next phase, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.

CERIFICATE OF OCCUPANICES MUST BE ISSUED AND PAID FOR, BEFORE THE SPACE MAY BE OCCUPIED

Shelut Robinson 7/16/02
Signature of applicant/designee Date
 [Signature] 7/16/02
Signature of Inspections Official Date

CBL: 111005 Building Permit #: 020690

Shelut Robinson

02-0690

All Purpose 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.

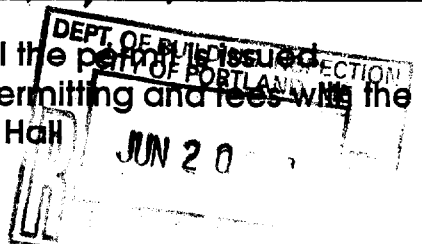
Location/Address of Construction: <u>415 FOREST AVE.</u>			<u>B2b</u>
Total Square Footage of Proposed Structure <u>Interior Fit Up 1200 Sqft +-</u>		Square Footage of Lot <u>12,000 +-</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>111</u> Block# <u>C</u> Lot# <u>005</u>	Owner: <u>UNIVERSITY CREDIT UNION</u>	Telephone: <u>207.772.1906</u>	
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone:	Cost Of Work: \$ <u>34,800.00</u> Fee: \$ <u>268.00</u>	
Current use: <u>RETAIL VACANT</u>			
If the location is currently vacant, what was prior use: <u>RETAIL (DRUMS) SALES</u>			
Approximately how long has it been vacant: <u>6 Mos. +-</u>			
Proposed use: <u>OFFICE (MORTGAGE CO.)</u> Change of use Project description: <u>interior fit up</u>			
Contractor's name, address & telephone: <u>NORTH SHORE CONSTRUCTION 207.774.2800</u> <u>P.O. Box 2564 So. Portland 04116</u>			
Who should we contact when the permit is ready: <u>HERB ROBINSON +-</u>			
Mailing address: <u>P.O. Box 2564 South Portland 04116</u>			
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: <u>207-650-2547(CELL)</u>			

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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 of applicant: <u>[Signature]</u>	Date: <u>6/20/02</u>
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This is NOT a permit, you may not commence ANY work until the permit is issued. If you are in a Historic District you may be subject to additional permitting and fees with the Planning Department on the 4th floor of City Hall



Application ID Number: 2-0690

Department: Zoning

Status: Approved with Conditions

Reviewer: Marge Schmuckal

Comments: 415 Forest Avenue

Approval Date: 07/03/2002

Open Date: 06/27/2002

OK to Issue Permits Name: Marge Schmuckal Date: 07/03/2002

Separate permits shall be required for any new signage.

No Drive thru or drive-up windows or ATM machines allowed without conditional use approvals thru the Planning Division. Any such future changes shall require such approvals.

Created Date: 06/24/2002 By: jmy Update Date: 07/03/2002 By: mes

Application ID Number:

Department: Status: Reviewer:

Comments: Approval Date:

Given On Date:

OK to Issue Permit Name: Date: Date 2:

Conditions Section:

Communication stairway must have a landing (36" square , Minimum) with 42" guards w/ openings less than 4 inches

Create Date: By: Update Date: By:

06/12/02

Ref.# Primary Mortgage 2

Primary Mortgage/University Credit Union
Attn Joe G.
415 Forest Ave.
Portland, ME 04101

RE: Office Fit up at address listed above.

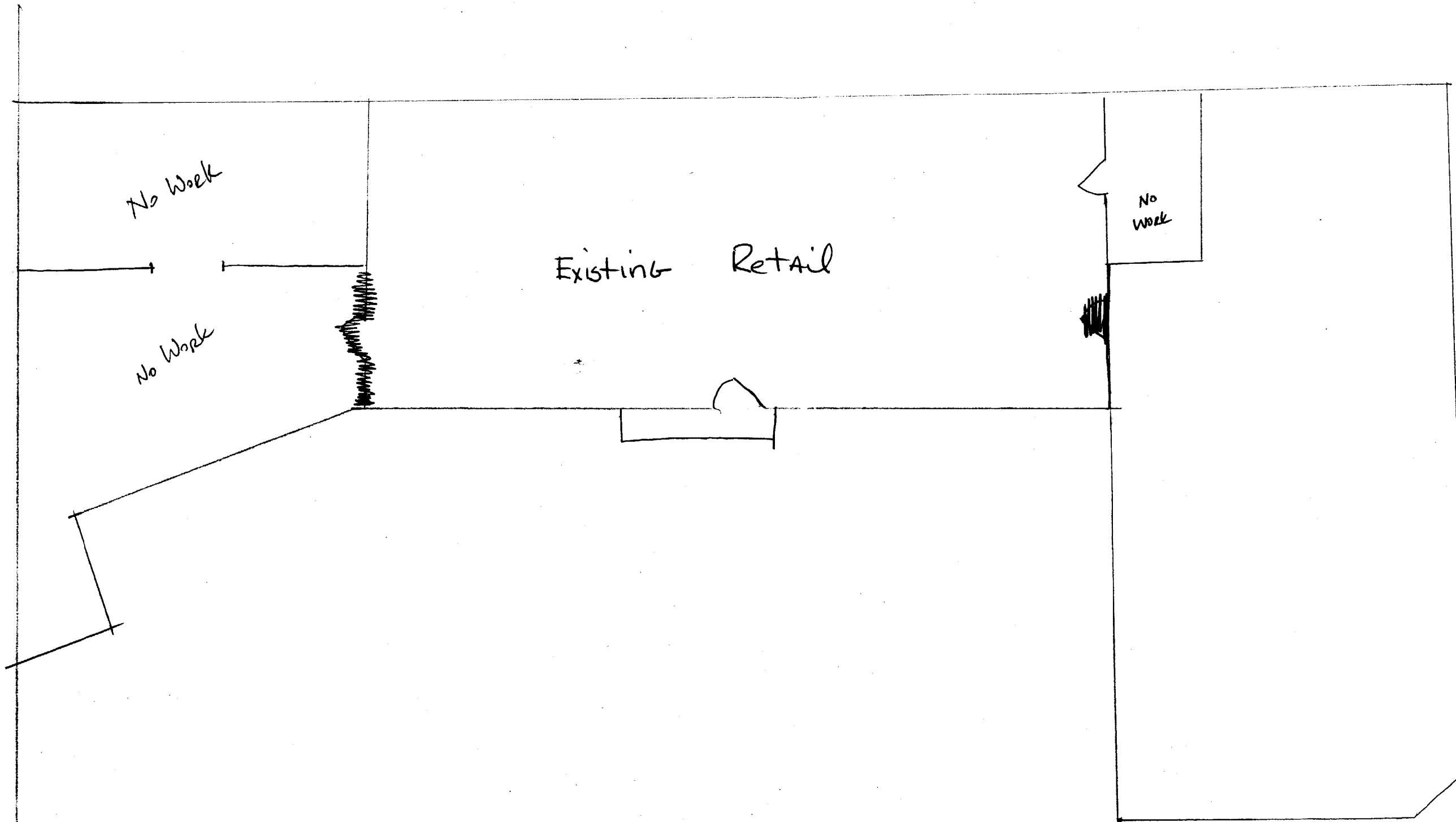
Cost of work Specified below: \$

Scope of work: Office fit up including the following- installing vinyl siding, installing new windows, rebuilding entry ramp, installing gypsum wall board on interior perimeter walls, electrical, ~~install wall mounted A/C units, install~~
~~acoustic ceiling units~~, installing an acoustic ceiling, 2'x4' lights, infilling penetrations in wall that are no longer being used, leveling a portion of the floor, installing carpet, installing vinyl base cove, installing new vinyl floor in the restroom, painting new GWB walls and new door trim, installing 3 new interior doors.

Specifications:

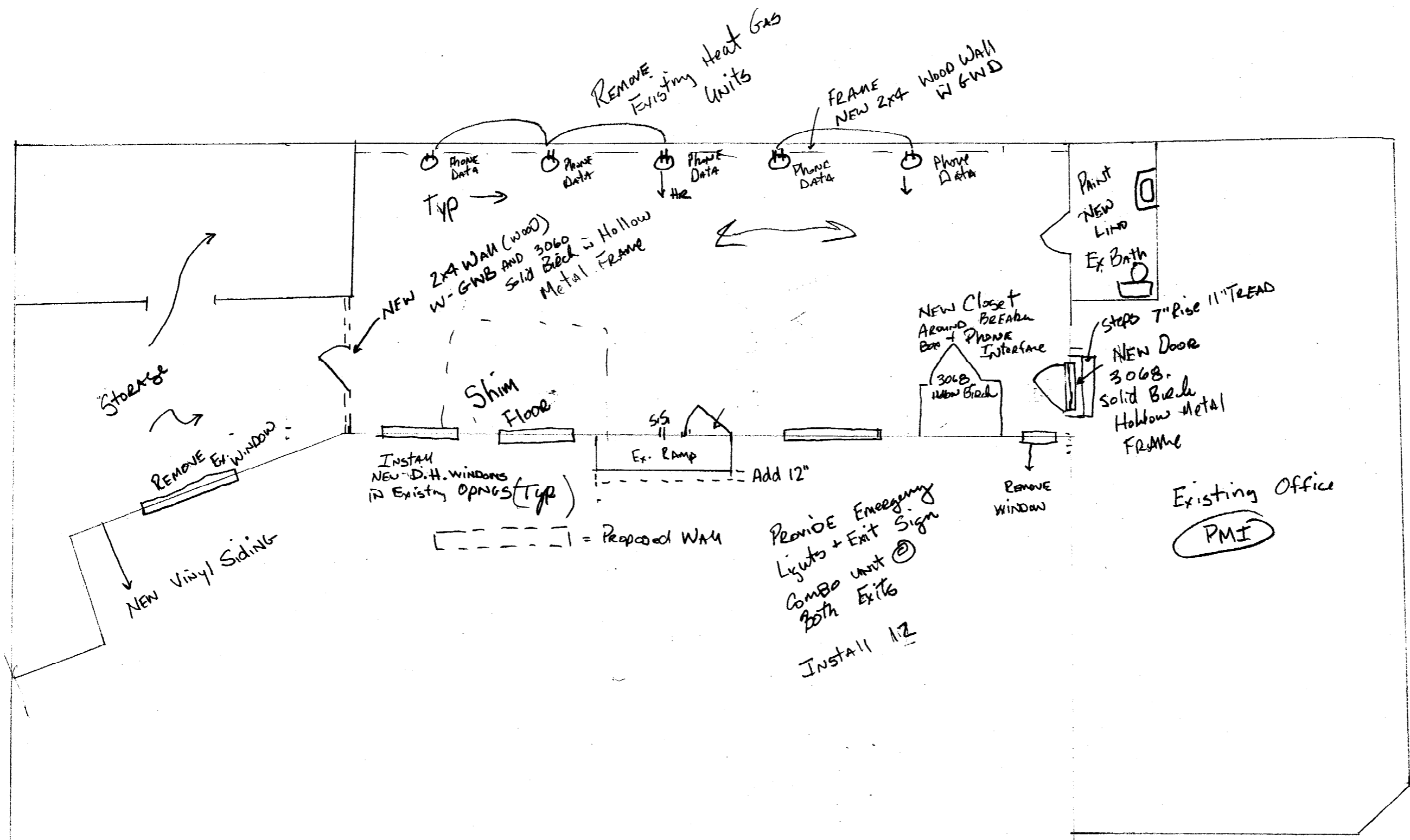
1. Acoustic ceiling: Armstrong Grid System with 769A Ceiling tiles.
2. Electrical: Install wiring and devices for 4 work stations and lighting. Install 12 2'x4' fluorescent light fixtures (2TG440-01-120). ~~Install wiring and devices for A/C units and heating units.~~ Run Cat. 5 cable for phone and data (phone and data tie in by others) (Fire alarm by others). All applicable code shall be followed.
3. Gypsum Wall Board: Install ½" GWB to a height of 9' in fit up area (160 lin. feet) Tape with joint compound and prepare for paint.

4. Paint (interior): Prime and Paint (1 coat) all new GWB, new wood trim and new metal door frames. Doors Shall have clear finish.
5. Wall Framing (interior): Frame new closet(2x4) around electrical load center. Frame 55' wall @ rear of new office space (2x4)
6. Insulation: Install R-11 fiberglass batt. insulation in new interior wall @ rear of new office space (55'x9')
7. Doors (interior): Install 2 solid core birch veneer doors with hollow metal frames. One into existing office one into proposed storage area. Install 1 hollow birch veneer door with split jamb and casing @ new electrical closet.
8. Wall repair: Repair old AC unit holes in existing walls with paint grade plywood Prime and paint (1 coat) new exposed wood on the exterior.
9. Floor: Shim a 10'x10' area of settled existing floor, install ¼" underlayment in new office area (1200 sq. feet). Install carpet (26 oz. Wall Street) in new office area (130 sq. yards). Install new vinyl floor in existing restroom. Install 4" vinyl base cove in new office area and in restroom.
10. Windows: Remove 3 Existing plate glass windows. Install 6 36"x60" Vinyl double hung windows @ front of office. Trim interior of windows with GWB and a painted wood sill.
11. Vinyl Siding: Install vinyl siding @ front of building cover facias with aluminum trim.
12. HVAC: Supply and install an American Standard or Trane 5 Ton Rooftop Unit with economizer, gas heat, roof curb, control wiring, duct above finish ceiling and grills.
14. Ramp: Enlarge entry ramp to 4' using pressure treated lumber.
- 15 Debris: Remove and dispose of debris from site.



Primary Mortgage
University Credit Union
DRAWN BY HEBB
Scale 1/8" = 1 foot
~~ALB...~~

Flower Shop

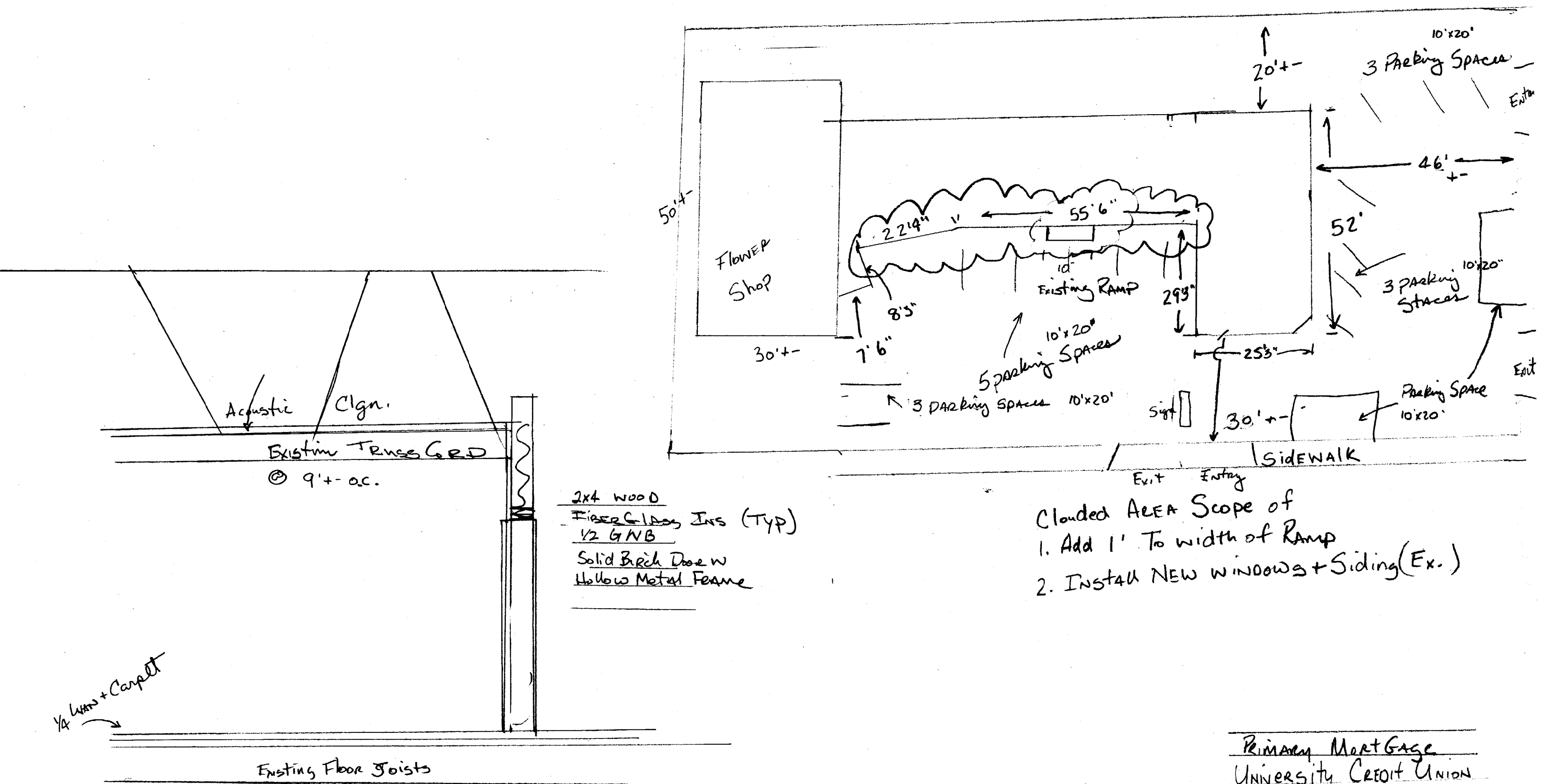


- - - - - = Proposed WALL

Provide Emergency
Lights + Exit Sign
COMBO UNIT @
BOTH Exits
INSTALL 12

Existing Office
PMI

University Credit Union
Primary Mortgage
DRAWN BY JHERB
SCALE 1/8" = 1 Foot
FLOOR PLAN

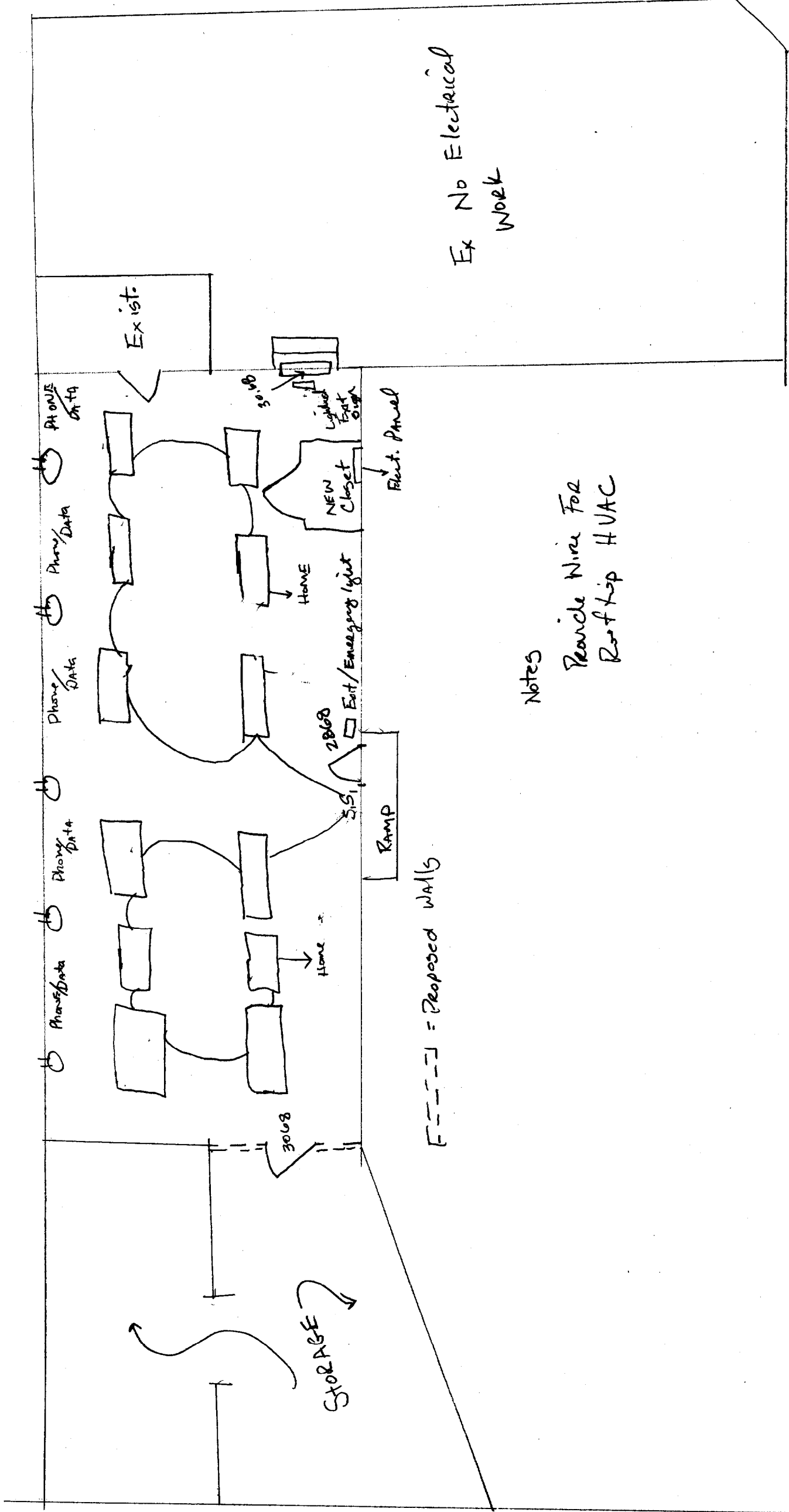


2x4 WOOD
 FIBER GLASS INS (TYP)
 1/2 GNB
 Solid Birch Door w
 Hollow Metal Frame

- Clouded Area Scope of
1. Add 1' To width of Ramp
 2. Install NEW windows + Siding (Ex.)

Section @ NEW WALLS + DOORS
1/2" Scale

Primary Mortgage
 University Credit Union
 415 Forest Ave
 DRAWN BY HERB
 SCALE 1" = 20"
 Plot PLAN



Notes
 Runable Wire For
 Rooftop HVAC

--- = Proposed walls

Ex No Electrical
 Work

Primary Mortgage
 University Credit Union
 Deacons By HIRB
 Scale 1/8" = 1'-0"
 Electrical Plan

Flowline
 Stop