

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

Location of Construction: 369 Forest Ave		Owner: D&J Weeks Properties, LLC	Phone: 772-0121	Permit No: <b>0155</b>
Owner Address:		Lessee/Buyer's Name: The Salvation Army, 369 Forest Ave 04101	BusinessName:	
Contractor Name: ***David Weeks		Address: *** 355 Forest Ave., Portland, ME 04101		Permit Issued:  MAR - 1 2001
Past Use:  Commercial / Retail		Proposed Use:  Commercial / Dance Hall	Phone: 772-0121	
Proposed Project Description:  Change of use  Chem-free coffee house/club		COST OF WORK: \$ <del>40,000.00</del>	PERMIT FEE: \$ 264.00	Zone: CBI-378x B-2 112-B-015
		FIRE DEPT. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: A-3 Type: 303	
		Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i>	Zoning Approval: <i>[Signature]</i> 2/20/01 Special Zone or Reviews: <input type="checkbox"/> Shoreland with conditions <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input checked="" type="checkbox"/> Site Plan maj <input type="checkbox"/> minor <input type="checkbox"/> mm <input type="checkbox"/> Received site plan Zoning Appeal exempt, <i>[Signature]</i> 2/23/01
		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied	Date:	
Permit Taken By: Gayle	Date Applied For: February 22, 2001 gg			

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..

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: February 26, 2001 PHONE: \_\_\_\_\_

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE \_\_\_\_\_ PHONE: \_\_\_\_\_

PERMIT ISSUED WITH REQUIREMENTS  
CEO DISTRICT

**THIS IS NOT A PERMIT/CONSTRUCTION CANNOT COMMENCE UNTIL THE PERMIT IS ISSUED**

**Minor/Minor Site Review for New Detached Single Family Dwelling,  
All Purpose Building Permit Application**

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: 369 Forest Ave Portland ME 04101

Total Square Footage of Proposed Structure <u>5044 H</u>	Square Footage of Lot <u>14,290</u>
----------------------------------------------------------	-------------------------------------

Tax Assessor's Chart, Block & Lot Number Chart# <u>112</u> Block# <u>B</u> Lot# <u>15</u>	Owner: <u>D&amp;J Weeks Properties, LLC</u>	Telephone#: <u>772-0121</u>
----------------------------------------------------------------------------------------------	------------------------------------------------	--------------------------------

Lessee/Buyer's Name (If Applicable) <u>The Salvation Army</u>	Owner's/Purchaser/Lessee Address: <u>369 Forest Ave Portland 04101</u>	Cost Of Work: Fee: <u>\$40,000.00 264.00</u>
------------------------------------------------------------------	---------------------------------------------------------------------------	----------------------------------------------------

Current use: Retail Proposed  
use: Restaurant / Dance Hall  
\* Change of use  
Project description: Chem-free coffeehouse/club

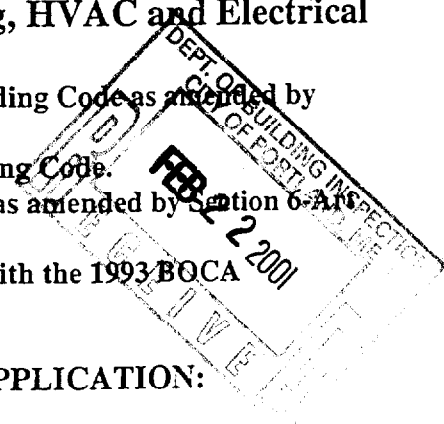
*Ma-X*  
Contractor's Name, Address & Telephone  
David Weeks 355 Forest Ave Portland 04101 772-0121  
Rec'd By: [Signature]

**Separate permits are required for Internal & External Plumbing, HVAC and Electrical installation.**

- All construction must be conducted in compliance with the 1999 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 1999 National Electrical Code as amended by Section 6-Art III.
- HVAC (Heating, Ventilation and Air Conditioning) installation must comply with the 1993 BOCA Mechanical Code.

**YOU MUST INCLUDE THE FOLLOWING WITH YOUR APPLICATION:**

- A Copy of Your Deed or Purchase and Sale Agreement if purchased in the last 365 days
- A Plot Plan (Sample Attached) ON PAPER NO LARGER THAN 11" x 17" if you are doing anything other than interior rehab work.



**THIS IS NOT A PERMIT/CONSTRUCTION CANNOT COMMENCE UNTIL THE PERMIT IS ISSUED**

**A PLOT PLAN INCLUDES THE FOLLOWING:**

- The shape and dimension of the lot, all existing buildings (if any), the proposed structure and the distance from the actual property lines. Structures include decks porches, a bow windows cantilever sections and roof overhangs, as well as, sheds, pools, garages and any other accessory structures.
- Scale and North arrow; Zoning District & Setbacks
- First Floor sill elevation ( based on mean sea level datum);
- Location and dimensions of parking areas and driveways;
- Location and size of both existing utilities in the street and the proposed utilities serving the building;
- Location of areas on the site that will be used to dispose of surface water.
- Existing and proposed grade contours

**A "minor/minor" site plan review is required for New Single Family Homes Only. The Site plan must be prepared and sealed by a registered land surveyor. FOUR COMPLETE PACKETS OF ALL SUBMISSIONS ARE REQUIRED FOR NEW SINGLE FAMILY HOMES SHOWING CONSTRUCTION AND SITE DETAILS ON 32" X 48". ALONG WITH ONE SET ON PAPER NO LARGER THAN 11" X 17".**

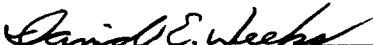
**ON ALL OTHER BUILDING PERMIT SUBMISSIONS ONE SET OF SUBMISSIONS IS REQUIRED ON 11' X 17" AND ONE SETS ON 32" X 48" with the below stated details. (Sample Attached) Please note that single family additions and alterations may be hand drawn on regular paper, however the below details will still apply.**

*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 damp proofing
- 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.

**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/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: 	Date: <u>2/16/01</u>
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Minor/Minor Site Review Fee: \$300.00/Building Permit Fee: \$30.00 for the 1st \$1000.cost plus \$6.00 per \$1,000.00 construction cost thereafter.

**ONE SET OF SUBMISSIONS INCLUDING CONSTRUCTION AND SITE PLAN DRAWINGS MUST BE SUBMITTED ON PAPER NO LARGER THAN 11" x 17" BEFORE ANY BUILDING PERMIT WILL BE ISSUED**

BUILDING PERMIT REPORT

DATE: 27 February 2001 ADDRESS: 369 Forest Ave. CBL: 112-B-915

REASON FOR PERMIT: Change of use From retail To Chem Free Coffee house/club

BUILDING OWNER: D. J. Weeks Properties L.L.C.

PERMIT APPLICANT: CONTRACTOR David Weeks

USE GROUP: A-3 CONSTRUCTION TYPE: 3B CONSTRUCTION COST: \$10,000/00 PERMIT FEES: \$269.00

The City's Adopted Building Code (The BOCA National Building Code/1999 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 shall be met: \*1, \*9, \*11, \*12, \*13, \*15, \*18, \*20, \*23, \*27, \*28, \*29, \*30, \*34, \*34, \*37, \*38

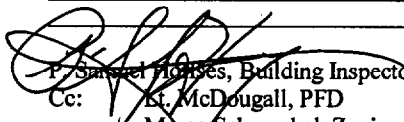
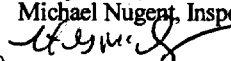
- 1. This permit does not excuse the applicant from meeting applicable State and Federal rules and laws.
2. Before concrete for foundation is placed, approvals from the Development Review Coordinator and Inspection Services must be obtained.
3. Foundation drain shall be placed around the perimeter of a foundation that consists of gravel or crushed stone containing not more than 10 percent material that passes through a No. 4 sieve.
4. Foundations anchors shall be a minimum of 1/2" in diameter, 7" into the foundation wall, minimum of 12" from corners of foundation and a maximum 6' O.C. between bolts.
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 and masonry.
7. It is strongly recommended that a registered land surveyor check all foundation forms before concrete is placed.
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.
9. All chimneys and vents shall be installed and maintained as per Chapter 12 of the City's Mechanical Code.
10. Sound transmission control in residential building shall be done in accordance with Chapter 12, Section 1214.0 of the City's Building Code.
11. Guardrails & Handrails: A guardrail system is a system of building components located near the open sides of elevated walking surfaces for the purpose of minimizing the possibility of an accidental fall from the walking surface to the lower level.
12. Headroom in habitable space is a minimum of 7'6".
13. Stair construction in Use Group R-3 & R-4 is a minimum of 10" tread and 7 3/4" maximum rise.
14. The minimum headroom in all parts of a stairway shall not be less than 80 inches.
15. 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.
16. Each apartment shall have access to two (2) separate, remote and approved means of egress.
17. All vertical openings shall be enclosed with construction having a fire rating of at least one (1) hour, including fire doors with self closure's.
18. The boiler shall be protected by enclosing with (1) hour fire rated construction including fire doors and ceiling, or by providing automatic extinguishment.

2/26

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/1999), 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

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 be installed and maintained to NFPA #72 Standard.
22. The Sprinkler System shall be installed and maintained to NFPA #13 Standard.
- X 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/1999)
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 and access shall meet the requirements of Chapter 12 Sections 1210.0 and 1211.0 of the City's Building Code. (Crawl spaces & attics).
- X 27. All electrical, plumbing and HVAC permits must be obtained by Master Licensed holders of their trade. **No closing in of walls until all electrical (min. 72 hours notice) and plumbing inspections have been done.**
- X 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.
32. Boring, cutting and notching shall be done in accordance with Sections 2305.3, 2305.3.1, 2305.4.4 and 2305.5.1 of the City's Building Code.
33. Bridging shall comply with Section 2305.16.
- X 34. Glass and glazing shall meet the requirements of Chapter 24 of the building code. (Safety Glazing Section 2406.0)
35. All flashing shall comply with Section 1406.3.10.
36. All signage shall be done in accordance with Section 3102.0 signs of the City's Building Code, (The BOCA National Building Code/1999).
- X 37. The basement area is not to be used by the public
- X 38. Food service equipment shall meet state and local codes and shall have both state and local licenses

  
Samuel Hedges, Building Inspector  
Cc: St. McDougall, PFD  
Marge Schmuckal, Zoning Administrator  
Michael Nugent, Inspection Service Manager  


PSH 10/1/00

**\*\*This permit is herewith issued, on the basis of plans submitted and conditions placed on these plans, any deviations shall require a separate approval.**

**\*\*\*THIS PERMIT HAS BEEN ISSUED WITH THE UNDERSTANDING THAT ALL THE CONDITIONS OF THE APPROVAL SHALL BE COMPLETED. THEREFORE, BEFORE THE WORK IS COMPLETED A REVISED PLAN OR STATEMENT FROM THE PERMIT HOLDER SHALL BE SUBMITTED TO THIS OFFICE SHOWING OR EXPLAINING THAT THE CONDITIONS HAVE BEEN MET. IF THIS REQUIREMENT IS NOT RECEIVED YOUR CERTIFICATE OF OCCUPANCY SHALL BE WITHHELD. ( You Shall Call for Inspections )**

**\*\*\*\*ALL PLANS THAT REQUIRE A PROFESSIONAL DESIGNER'S SEAL, (AS PER SECTION 114.0 OF THE BUILDING CODE) SHALL ALSO BE PRESENTED TO THIS DIVISION ON AUTO CAD LT. 2000, DXF FORMAT OR EQUIVALENT.**

**\*\*\*\*\*CERTIFICATE OF OCCUPANCY FEE \$50.00**

**APPLICATION FOR EXEMPTION FROM SITE PLAN REVIEW**

The Salvation Army

2/14/2001

Applicant

Application Date

P.O. Box 3575 Portland 04104

The Well

Applicant's Mailing Address

Project Name/Description

Captain Jim Guest 774-4172

369 Forest Avenue Portland 04101

Consultant/Agent/Phone Number

Address of Proposed Site

Description of Proposed Development:

Create a vanilla box with handicap accessible bathrooms and a small food preparation area. 5,044 sq. ft.

Change of use to non alcoholic music club w/ pool tables from retail

Please Attach Sketch/Plan of Proposal/Development

Applicant's Assessment  
(Yes, No, N/A)

Planning Office  
Use Only

Criteria for Exemptions:

See Section 14-523 (4)

a) Within Existing Structures; No New Buildings, Demolitions or Additions

Yes

✓

b) Footprint Increase Less Than 500 Sq. Ft.

Yes

✓

c) No New Curb Cuts, Driveways, Parking Areas

Yes

✓

d) Curbs and Sidewalks in Sound Condition/ Comply with ADA

Yes

✓

e) No Additional Parking / No Traffic Increase

Yes

✓

f) No Stormwater Problems

Yes

✓

g) Sufficient Property Screening

Yes

✓

h) Adequate Utilities

Yes

✓

Planning Office Use Only:

Exemption Granted ✓

Partial Exemption

Exemption Denied



# PALMER SPRING COMPANY

## Fax Transmission

DATE: 2/21/01

No. of pages including this one: 2

To: SARRAH HOPKINS  
CITY OF PORTLAND

Fax number: 756-8258

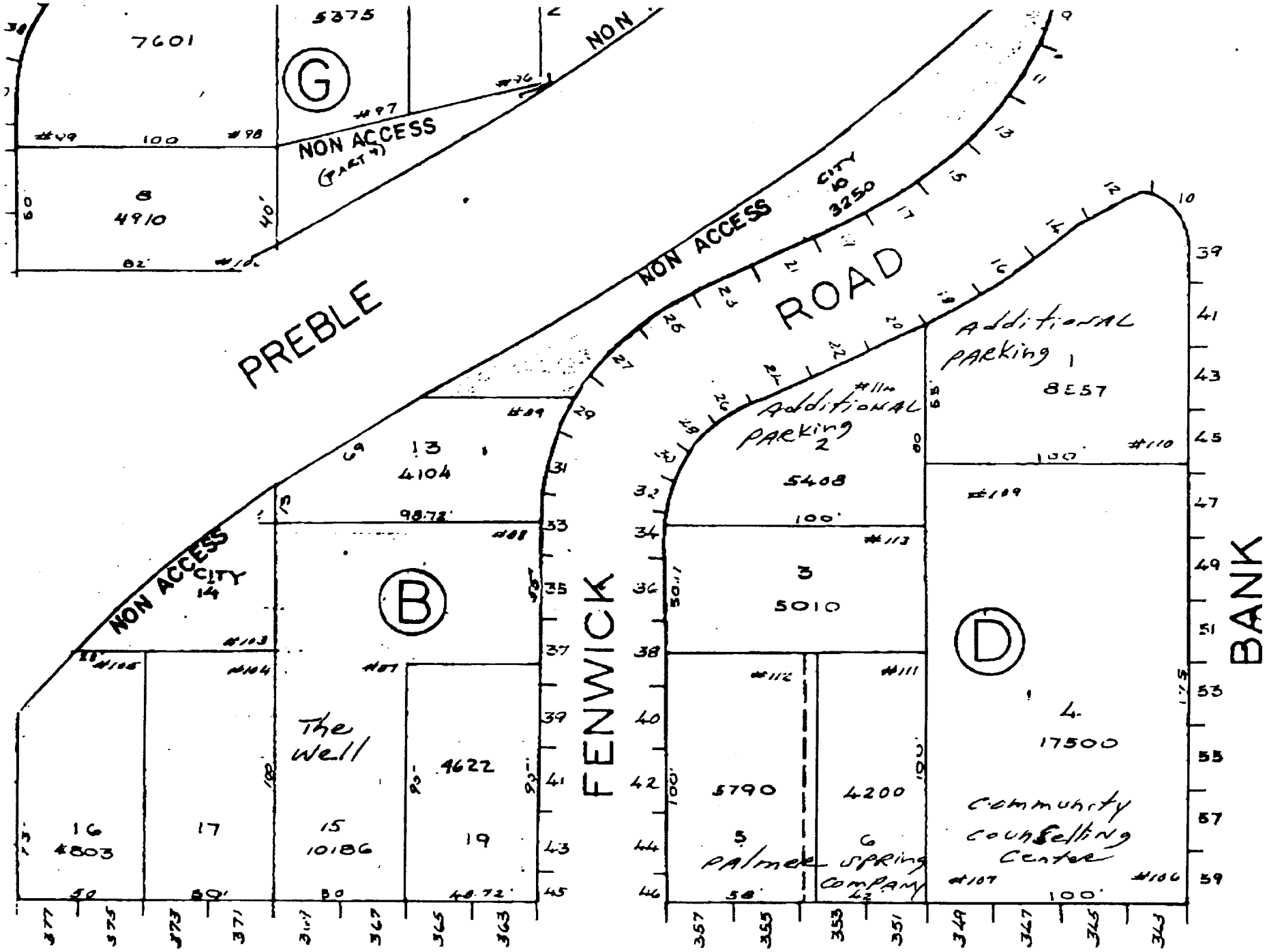
From: PALMER SPRING COMPANY  
355 FOREST AVE.  
P.O. BOX 8009  
PORTLAND, ME 04101-8009  
TEL # (207) 772-0121  
FAX # (207) 772-4699

Subject: plot plan showing parking lots behind  
Palmer Spring Co. and the community counselling  
center.

Special Instructions:

our hours at Palmer Spring Co. are  
7:30 to 5:00 Monday thru Friday.

The well will be open at night.



02-21-01 04:43 PM FROM PALMER SPRING TO 2077568258 P02

FOREST

SHEET 1147



**D & J WEEKS PROPERTIES, LLC**  
355 FOREST AVENUE  
P.O. BOX 8009  
PORTLAND, ME 04104

TO: SARAH HOPKINS  
CITY OF PORTLAND

FROM: DAVID WEEKS

DATE: 02/21/01

RE: PARKING FOR THE WELL

*36 spaces required  
to show ok*

~~WE PROPOSE TO DEDICATE 40 SPACES TOWARD THE PARKING FOR THE  
WELL - 20 SPACES ON EITHER SIDE OF FENWICK ROAD. PLEASE CALL ME  
AT 772-0121 IF YOU HAVE ANY QUESTIONS.~~

# WARRANTY DEED

**Know All Men By These Presents That** Stokes Brothers Investments  
of 369 Forest Avenue, Portland,  
County of Cumberland and State of Maine,  
for consideration paid, grant to D & J Weeks Properties, LLC  
of PO Box 8009, Portland,  
County of Cumberland and State of Maine

with **WARRANTY COVENANTS:**

A certain lot or parcel of land together with any buildings thereon situated in  
Portland County of Cumberland  
and State of Maine, more particularly described in Exhibit A attached hereto and  
incorporated herein by reference.

**In Witness Whereof,** I/we have hereunto set my/our hand(s) this 13th day of  
March, 2000.

Stokes Brothers Investments

Witness

By: 

Thornton L. Stokes, General  
Partner

By: 

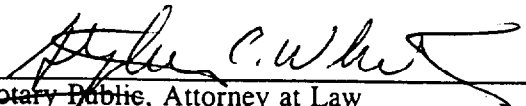
James I. Stokes, General Partner

State of Maine  
County of Cumberland

ss.

On this 13th day of March, 2000, personally appeared before me the  
above named Thornton L. Stokes, General Partner and James I. Stokes,  
General Partner, of Stokes Brothers Investments

and acknowledged the foregoing to be his/her/their free act and deed in his/her/their said capacity and the  
free act and deed of said Corporation.

  
Notary Public, Attorney at Law

Return to: D & J Weeks Properties, LLC

## Exhibit A - Deed

Three (3) certain lots or parcels of land, with the buildings thereon, situated in the City of Portland, County of Cumberland and State of Maine, and being Lots numbered 87, 88 and 89 in Block 6 as shown on Plan of Boulevard Park recorded in Cumberland County Registry of Deeds in Plan Book 12, Page 31.

Excepting and reserving however, so much thereof as was conveyed by Marjorie B. Sanders, et al. to the City of Portland, Maine, by Deed dated May 8, 1969 and recorded in said Registry of Deeds in Book 3085, Page 498.

Being the same premises conveyed to Russo Realty, Inc., by said Marjorie B. Sanders, et al., by Deed dated June 30, 1969, and recorded in said Registry of Deeds in Book 3092, Page 365.

Also hereby conveying a strip five (5) feet in width along the extreme easterly end of Lot No. 86 as shown on said Plan of Boulevard Park recorded in said Registry of Deeds in Plan Book 12, Page 31, to which Plan reference is had for a more particular description.

Thornton L. Stokes and James Stokes are sole partners in Stokes Brothers Investments.

Meaning and intending to convey and hereby conveying the same premises described in a deed from C F Associates, a Maine General Partnership, dated June 30, 1996 to Stokes Brothers Investments and recorded in the Cumberland County Registry of Deeds in Book 7249, Page 87.

# MORTGAGE LOAN INSPECTION PLAN

I HEREBY CERTIFY TO  
 COMPLETE TITLE SERVICES  
 FAMILY BANK, FSB AND  
 AS TITLE INSURER  
 THE BUILDING SETBACKS ARE  
 IN CONFORMITY WITH THE  
 TOWN ZONING REQUIREMENTS  
 THE DWELLING DOES NOT FALL  
 WITHIN THE SPECIAL FLOOD  
 HAZARD AREA AS DELINIATED BY  
 F.E.M.A.  
 THE LAND DOES NOT FALL  
 WITHIN THE SPECIAL FLOOD  
 HAZARD AREA AS DELINIATED  
 BY F.E.M.A. ON COMMUNITY/  
 PANEL # 230051 0013B

LOCUS ADDRESS

FOREST AVENUE  
 PORTLAND, MAINE

BUYER: D & J WEEKS

SELLER: STOKES BROTHERS  
 INVESTMENTS

NORTHEASTERN LAND  
 SURVEYING  
 134 SCHOOL STREET  
 GORHAM, MAINE 04038  
 PHONE (207) 839-2090  
 FAX (207) 839-6361

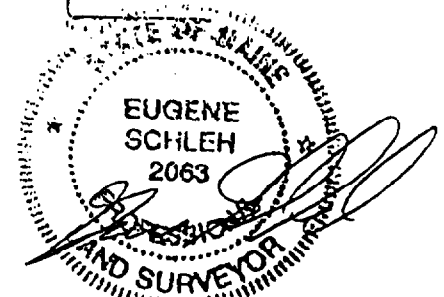
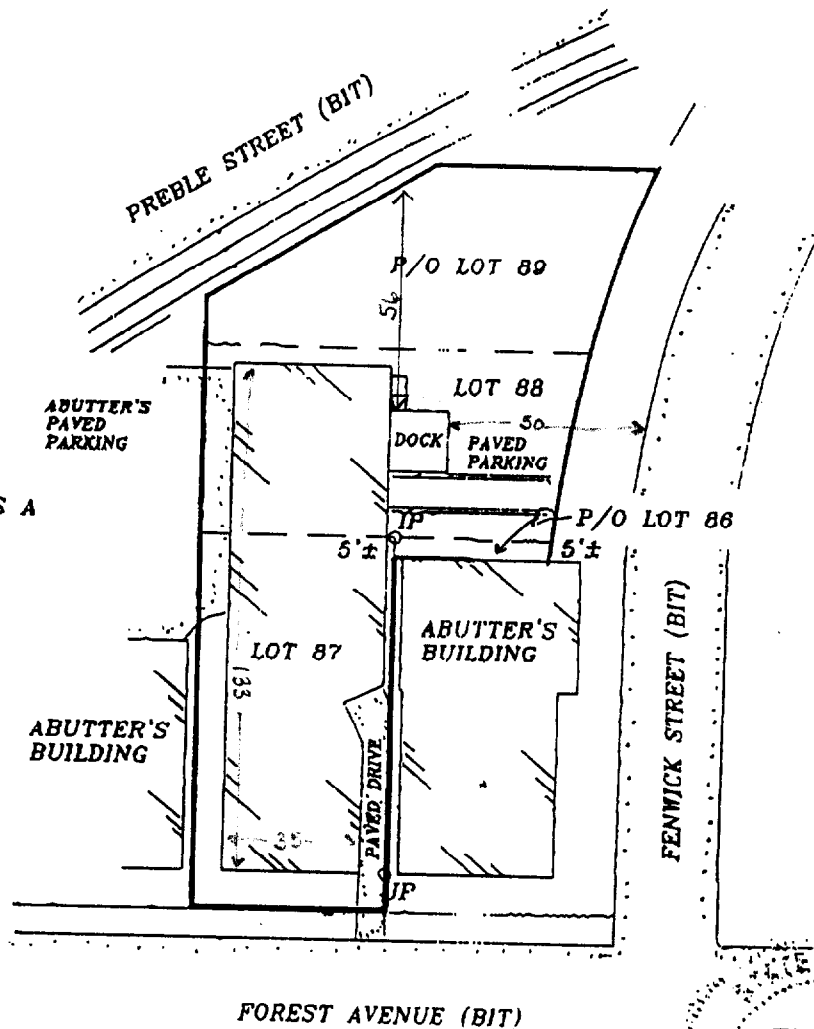
JOB NUMBER 122-65  
 INSPECTION DATE

3-9-00

SCALE: 1" = 50'

Plot Plan  
 With Existing  
 Building

NOTE: BUILDING IS A  
 1 STORY BRICK  
 STRUCTURE WITH  
 A CONCRETE  
 FOUNDATION



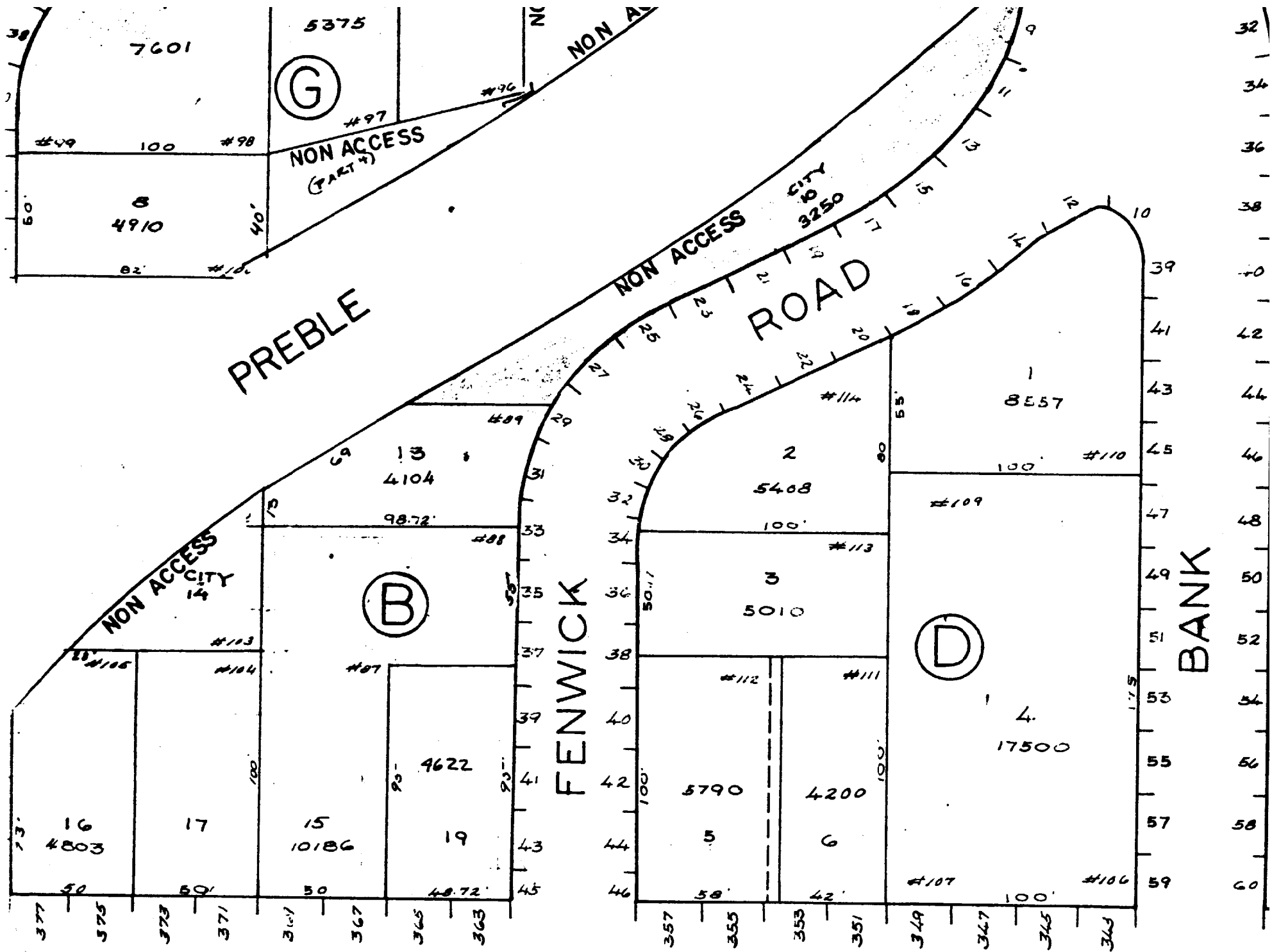
FOREST AVENUE (BIT)

## REFERENCES

PLAN BOOK 12 PAGE 31 LOT 87-89  
 DEED BOOK 7249 PAGE 87  
 COUNTY CUMBERLAND

THIS IS NOT A BOUNDARY SURVEY  
 AND IS NOT FOR RECORDING  
 PURPOSES. THIS PLAN MAY NOT  
 REVEAL CONFLICTS WITH ABUTTING  
 DEEDS. THE PROPERTY IS SUBJECT TO  
 ALL RIGHTS, COVENANTS, RESTRICTIONS,  
 AND EASEMENTS OF RECORD.

DRAWN BY GRS



FOREST

LOT DIMENSIONS

# MORTGAGE LOAN INSPECTION PLAN

I HEREBY CERTIFY TO  
 GRANITE TITLE SERVICES  
 FAMILY BANK, FSB AND  
 ITS TITLE INSURER

THE BUILDING SETBACKS ARE  
 IN CONFORMITY WITH THE  
 TOWN ZONING REQUIREMENTS  
 THE DWELLING DOES NOT FALL  
 WITHIN THE SPECIAL FLOOD  
 HAZARD AREA AS DELINIATED BY  
 F.E.M.A.

THE LAND DOES NOT FALL  
 WITHIN THE SPECIAL FLOOD  
 HAZARD AREA AS DELINIATED  
 BY F.E.M.A. ON COMMUNITY/  
 PANEL # 230051 0013B

LOCUS ADDRESS

FOREST AVENUE  
 PORTLAND, MAINE

BUYER: D & J WEEKS

SELLER: STOKES BROTHERS  
 INVESTMENTS

NORTHEASTERN LAND  
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 134 SCHOOL STREET  
 GORHAM, MAINE 04038  
 PHONE (207) 839-2090  
 FAX (207) 839-6361

JOB NUMBER 122-65  
 INSPECTION DATE

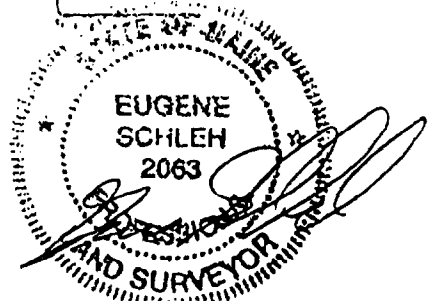
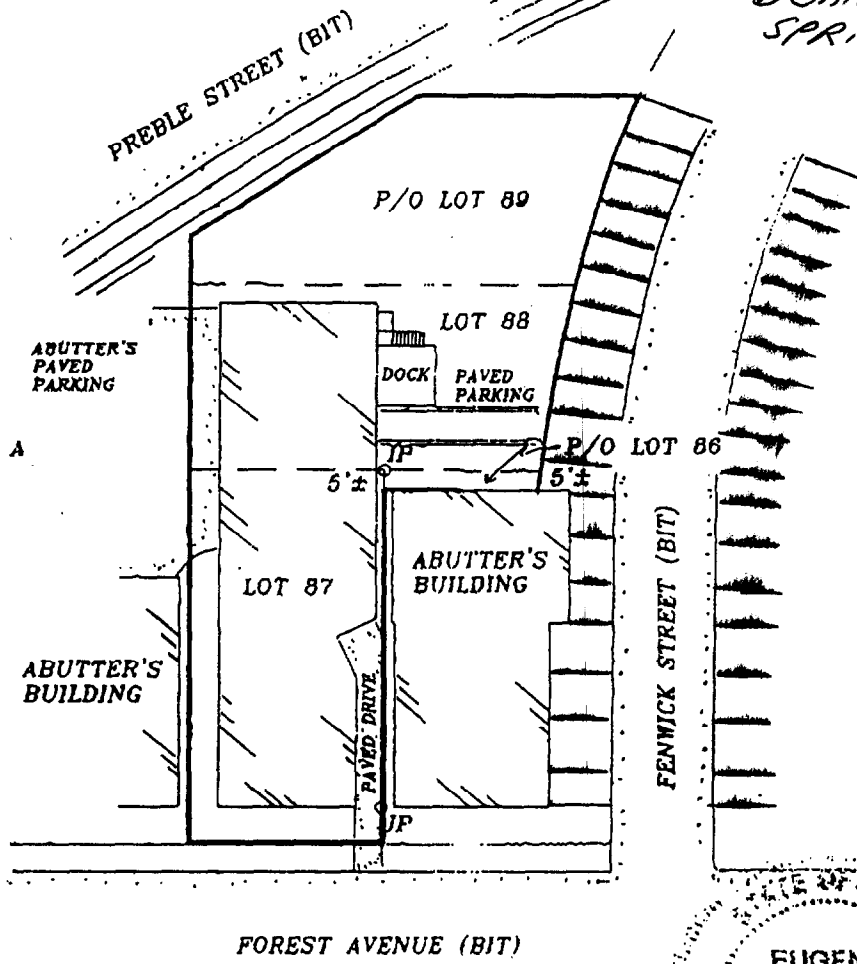
3-9-00

SCALE: 1" = 50'

~~Parking spaces~~

*Additional spaces  
 Behind Palmer  
 Spring if needed.*

NOTE: BUILDING IS A  
 1 STORY BRICK  
 STRUCTURE WITH  
 A CONCRETE  
 FOUNDATION



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REFERENCES

PLAN BOOK 12 PAGE 31 LOT 87-89  
 DEED BOOK 7249 PAGE 87  
 COUNTY CUMBERLAND

DRAWN BY GRS



369 Forest Avenue Portland, ME 04101  
Mailing Address: P.O. Box 3575 (04104)  
Phone: (207)650-9135 Fax: (207)774-3483  
Jennifer\_klemanski@use.salvationarmy.org  
Ruth\_klemanski@use.salvationarmy.org

February 21, 2001

Portland City Hall  
Code Enforcement Office  
Portland, ME 04101

Re: Building Permit & Change of Use Application

To Whom It May Concern:

Please accept the following documentation as application for a building permit and change of use for 369 Forest Ave. This location is owned by D & J Weeks Properties, LLC, and is leased by The Salvation Army for use as The Well.


Our mission statement reads: "As part of The Salvation Army in Greater Portland, The Well strives to serve and foster community by providing a physically safe yet spiritually and sensorially stimulating environment. Motivated by the love of God, The Well desires to relate the gospel of Jesus Christ through culturally relevant means." We want to provide a social alternative to what is currently available in the City of Portland. We are combining the dynamics of coffeehouses and clubs, to create a place that will draw people in.

The Well will be a smoke-free and chemical-free environment, consisting of tables and chairs, comfortable sofas, a dance area, and a couple of pool tables. The dance area will have a stage that will feature live music, poetry readings, open mike nights, as well as other artistic events that appeal to the public. We offer a wide style variety of music to incorporate the varied interests of the 20-30 year old age group that we are targeting. We plan to serve a range of beverages from flavored coffees and cappuccinos to milkshakes, along with a light food menu, consisting mostly of dessert-type items.

Our hours of operation are Wednesday and Thursday evenings from 7pm-12am; Friday and Saturday evenings from 7pm-3am; Sundays from 2pm-8pm. These hours were chosen to be competitive with other venues in the city, and to accommodate our parking situation. As owner of Palmer Spring Co., which is our neighbor, and 369 Forest Ave., David Weeks has agreed to allow us use of his parking area while Palmer Spring Co. is not open for business. There is documentation included to indicate that ample parking is available for this type of use at this location.

I trust that this information is helpful to you as you proceed through the approval process. We appreciate your prompt attention to this application.

Sincerely,

  
Jennifer J. Klemanski  
Director of The Well



369 Forest Avenue Portland, ME 04101  
Mailing Address: P.O. Box 3575 (04104)  
Phone: (207)650-9135 Fax: (207)774-3483  
Jennifer\_klemanski@use.salvationarmy.org  
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February 21, 2001

Portland City Hall  
Code Enforcement Office  
Portland, ME 04101

Re: Building Permit & Change of Use Application

To Whom It May Concern:

Please accept the following documentation as application for a building permit and change of use for 369 Forest Ave. This location is owned by D & J Weeks Properties, LLC, and is leased by The Salvation Army for use as The Well.


Our mission statement reads: "As part of The Salvation Army in Greater Portland, The Well strives to serve and foster community by providing a physically safe yet spiritually and sensorially stimulating environment. Motivated by the love of God, The Well desires to relate the gospel of Jesus Christ through culturally relevant means." We want to provide a social alternative to what is currently available in the City of Portland. We are combining the dynamics of coffeehouses and clubs, to create a place that will draw people in.

The Well will be a smoke-free and chemical-free environment, consisting of tables and chairs, comfortable sofas, a dance area, and a couple of pool tables. The dance area will have a stage that will feature live music, poetry readings, open mike nights, as well as other artistic events that appeal to the public. We offer a wide style variety of music to incorporate the varied interests of the 20-30 year old age group that we are targeting. We plan to serve a range of beverages from flavored coffees and cappuccinos to milkshakes, along with a light food menu, consisting mostly of dessert-type items.

Our hours of operation are Wednesday and Thursday evenings from 7pm-12am; Friday and Saturday evenings from 7pm-3am; Sundays from 2pm-8pm. These hours were chosen to be competitive with other venues in the city, and to accommodate our parking situation. As owner of Palmer Spring Co., which is our neighbor, and 369 Forest Ave., David Weeks has agreed to allow us use of his parking area while Palmer Spring Co. is not open for business. There is documentation included to indicate that ample parking is available for this type of use at this location.

I trust that this information is helpful to you as you proceed through the approval process. We appreciate your prompt attention to this application.

Sincerely,

  
Jennifer J. Klemanski  
Director of The Well



## Description of Interior Layout

When looking at the interior layout for 369 Forest Avenue, the left hand side is the front entrance/exit coming in from Forest Ave. The right side of the drawing then is the back of the building, with a rear entrance/exit indicated on the wall that faces Palmer Spring Co.'s building. Both doorways have been equipped with Exit lights, as indicated on the drawing. There are two other Exit lights in the building as you move from front to back. Emergency Lighting Packs have also been put in place and are marked on the drawing as well, near the Exit lights in most cases. It has been brought to our attention based on an initial walk through inspection, that the door swings for both our entrances/exits will need to change, and we are currently working to that end.

The front area will be used as a coffeehouse set up. The drawing shows some tables and chairs (not drawn to scale) to indicate a possible layout for this area. The handicap lift is also marked to show we have made the building ADA compliant.

The layout indicates stairs leading up to the next level. The stairs existed, but upon being advised that they do not meet code, we are having them fixed. The hand railing for the stairs has been put in place, as has a new railing along the wall. As written on the layout itself, the new railing does meet code at 44" high. A gate has also been incorporated into the railing to protect against possible injury when the lift is not in operation.

Once on the second level, the area to right hand side will have couches and coffee tables, creating a more relaxed seating area. On the left the stairs leading down to the basement are indicated. The door to that entrance is in compliance with fire code and will be locked at all times while this establishment is open. Next to that are two bathrooms. Although these existed, they have been sheet rocked and had all fixtures replaced. A new light/fan system has been installed. One of these bathrooms will be marked for men and one for women. After the second bathroom there is wall. This is the only wall that was constructed. All other walls already existed. At the end of that wall it turns a corner and a doorway leads into the kitchen area. This is labeled on the drawing, and a list of items that will be contained in this room is given. They include a commercial dishwasher, a commercial 2-bay sink, a hand sink, a commercial 2-door refrigerator, and a standard freezer chest. Outside of this doorway, along the side wall with the windows, we have indicated where cabinets are being built, as well as a bar that extends between 19-20' ft. This will be where our cash register will be located and all menu items can be purchased. Continuing past the bar, you will see indication of where we have put two pool tables. These are both coin operated.

Returning to the stairs, now looking at the right hand side of the building, couches and coffee tables have been sketched in to show where those seating

areas will be. After that section the drawing indicates office space, made up of two existing rooms that have been joined together by inserting a doorway.

Now in the back area of the building, there is a height variance in the ceiling. At this time the space is entirely open. The proposed area for the stage is drawn in and the proposed dance area is marked. There are two additional bathrooms in the rear of the building. The bathrooms were in existence prior to renovations, but have been remodeled to comply with ADA standards. The one bathroom previously had a shower stall, which was simply replaced with a toilet. Again, one of these will be designated for men and one for women. Along the corner in the back, across from the bathroom doors is a sketch of couches that will provide some seating for that area. Along the back wall and on the side walls, the drawing indicates the placement of 8 windows that previously existed. The areas where the windows once were, was insulated, and the entire wall sheet rocked.

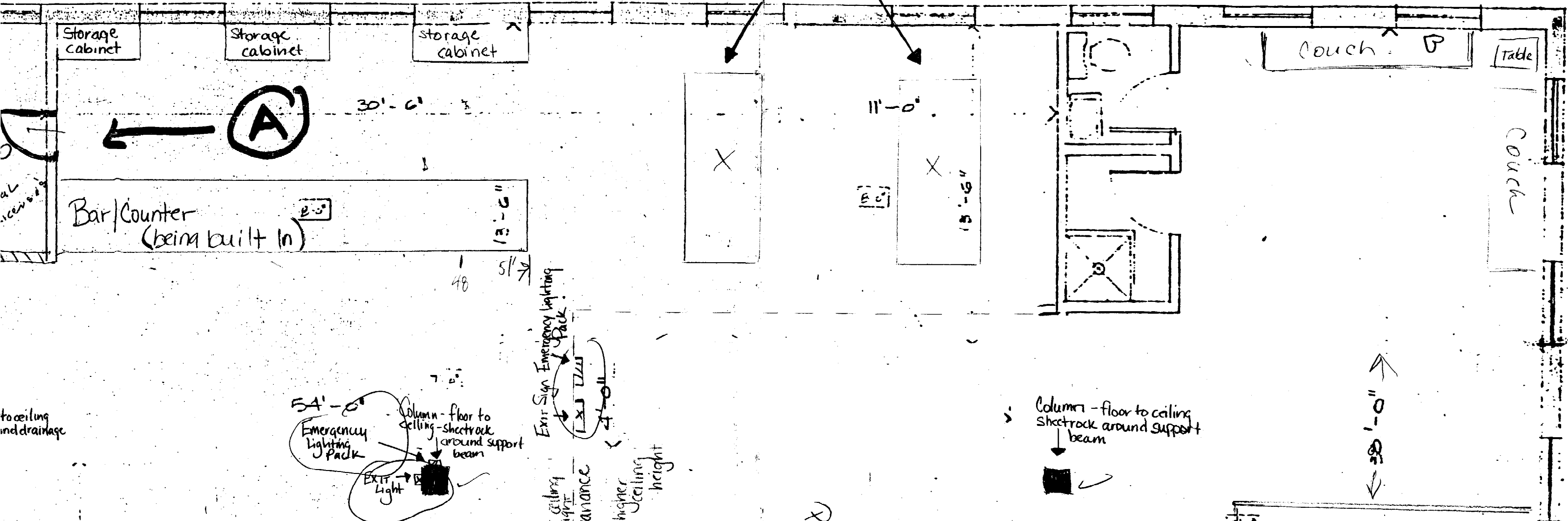
Throughout the building there are four columns, as indicated on the drawing. They all extend from floor to ceiling, and are simply sheet rock built around either pipes or structural support beams.

will include  
2-Bay Commercial  
Frigerator,  
standard (14.8 cu. ft.)

8 windows which  
were previously boarded up,  
were insulated and walls were  
covered with new sheetrock

Bathrooms made to  
be ADA compliant - new  
fixtures installed, doorways  
widened. (Shower stall replaced  
with toilet)

2 Pool tables  
(Coin-op)  
City  
16612L



to ceiling  
and drainage

5'-0"  
Emergency  
Lighting  
Pack  
Exit  
Light  
Column - floor to  
ceiling - sheetrock  
around support  
beam

Exit Sign  
Emergency Lighting  
Pack  
4'-0"  
lower ceiling  
height  
light variance  
higher  
ceiling  
height

Columns - floor to ceiling  
sheetrock around support  
beam

Approx

11'-0"  
5'-6"

Seating Area

scale

Railing replaced to meet code  
New railing 44" high

Stairs leading  
to Basement  
Fire code door installed  
to swing in  
NOT to be  
used for public

Bathrooms fitted w/ new  
fixtures + walls sheetrocked

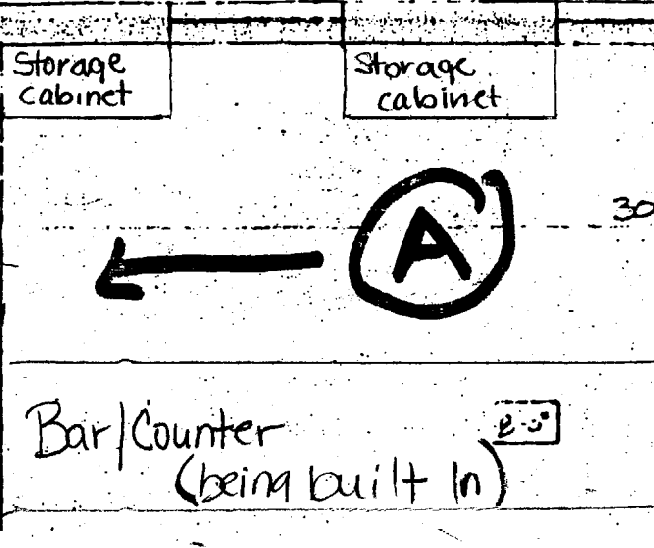
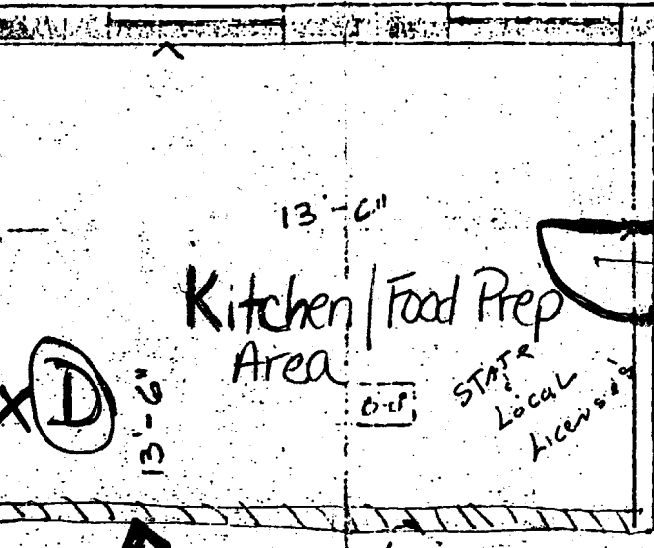
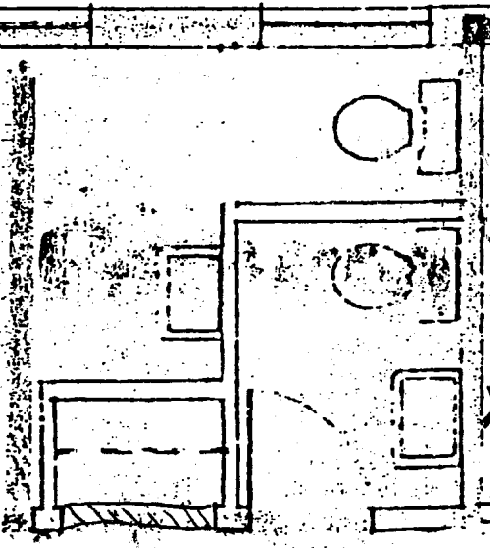
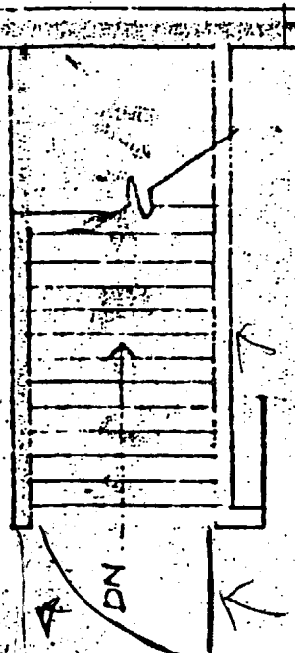
Kitchen/Food Prep Area will include  
a commercial dishwasher, 2-Bay Commercial  
sink, 2-Door Commercial Refrigerator,  
handsink, and Freezer (standard 14.8cu.ft)

Handicap  
Lift  
to meet  
ADA Compliance

Handrail  
sec. 1021.4  
STAIRS  
sec. 1014

Existing stairs - will be  
replaced to meet code.  
handrails are in place

Railing replaced to meet code  
New railing 44" high



0'-6" ↓

UP

3'-0"

DN

10'-0"

12'-3"

7'-6"

(D)

13'-0"  
Kitchen / Food Prep  
Area

(B)

6'-0" STATE  
Local  
licensing

Bar/Counter  
(being built in) 2'-0"

Storage cabinet

Storage cabinet

(A)

Column - Floor to ceiling  
sleeve track around drainage  
pipe

5'-0" Emergency  
Lighting  
Pack

10'-0"

6"

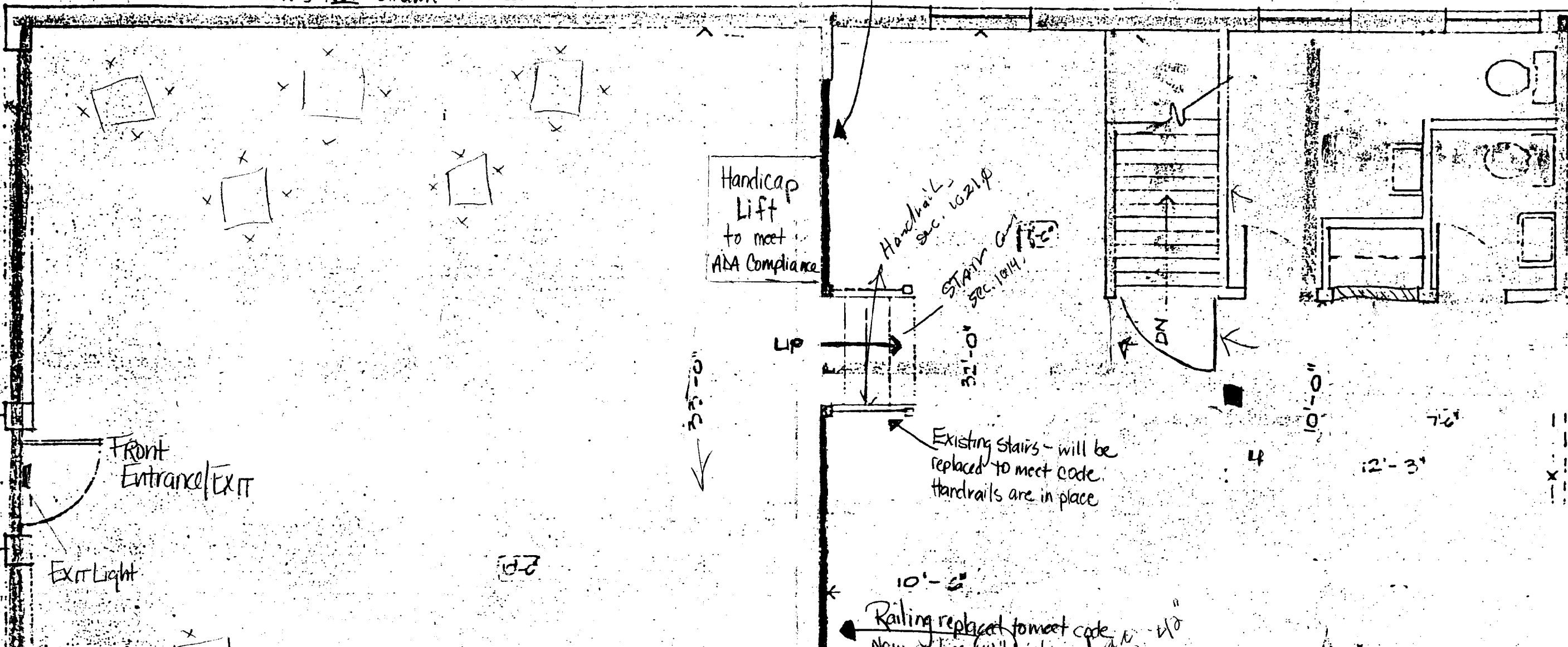
6"

6"

# Coffeehouse/Seating Area

Tables + chairs Not drawn to scale

Forest Ave | front entrance



Railing replaced to meet code  
New railing 44" high

Stairs leading to Basement  
Fire code door installed to swing in  
NOT to be used for public

Bathrooms fitted with fixtures + walls sheet rock

Handicap Lift to meet ADA Compliance

Handrail - sec. 1021.4  
STAIR - sec. 1014

Existing stairs - will be replaced to meet code. Handrails are in place

Railing replaced to meet code  
New railing 44" high

Exit Light

Front Entrance/Exit

10'-0"

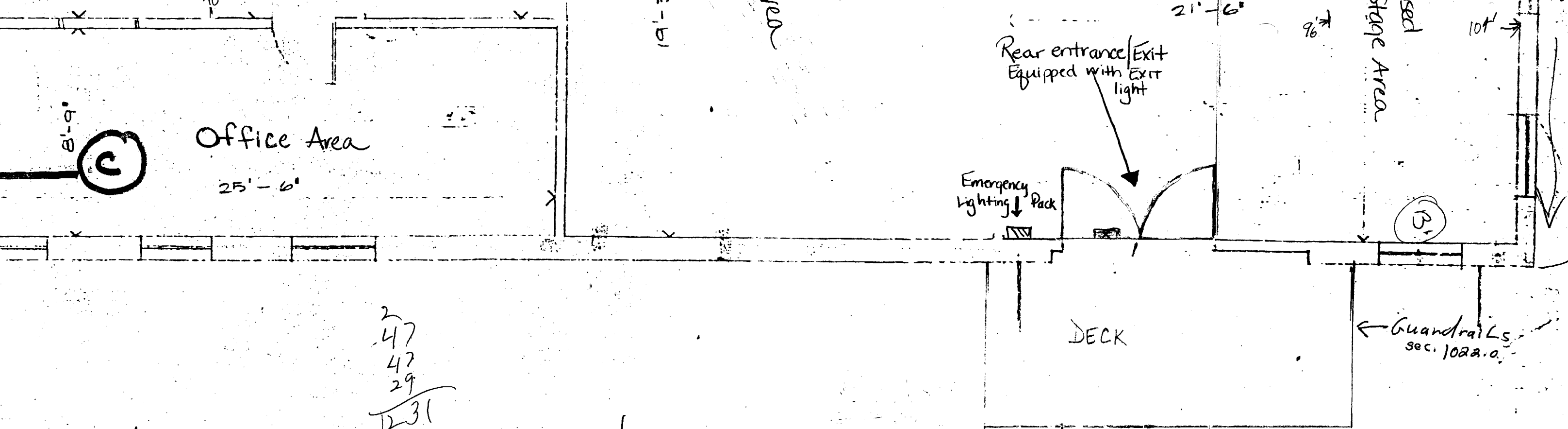
10'-0"

10'-0"

12'-3"

7'-6"

20



$\begin{array}{r} 2 \\ 47 \\ 47 \\ 29 \\ \hline 1231 \end{array}$

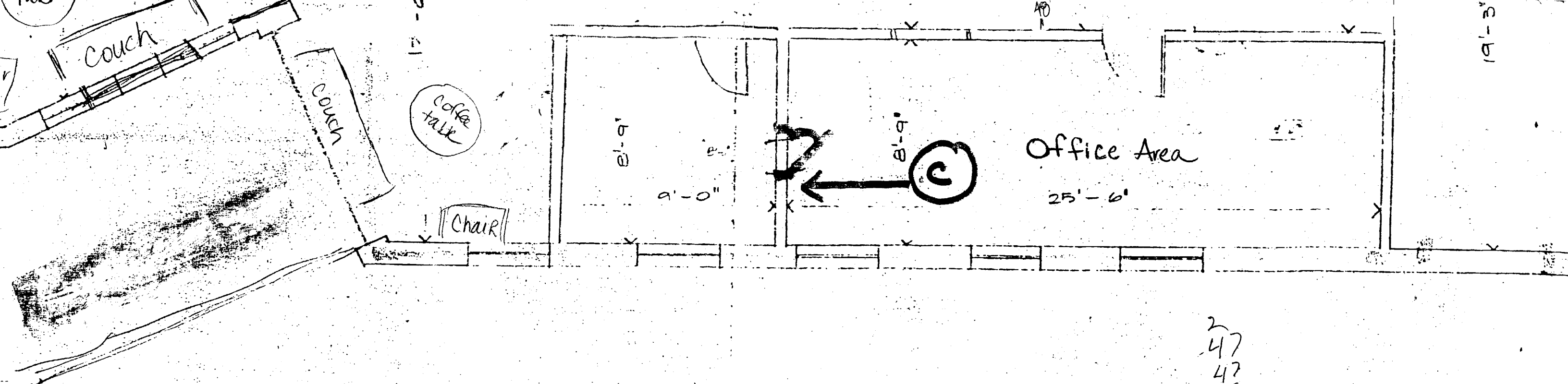
SECOND FLOOR PLAN  
 $\frac{1}{4}'' = 1' - 0''$   
 STAIR CONST. Sec. 1014.0  
 Handrails sec. 1121.0  
 Guardrails sec. 1022.0

38 X

SALVATION ARMY  
 369 Forest Ave  
 Construction Drawing

$38 \times 104 = 3952$   
 $13 \times 18 = 234$   
 $9.5 \times 36.5 = 347$   
 $10 \times 45 = 450$

Restaurants = 1 pkg spec @ 150<sup>sq</sup>  
 Assembly Area = 1 pkg spec @ 100<sup>sq</sup>  
 $29.5 \times 33 = 973.5 \div 150 = 6.49 \approx 6$   
 $2806 \div 100 = 28.06 \approx 29$



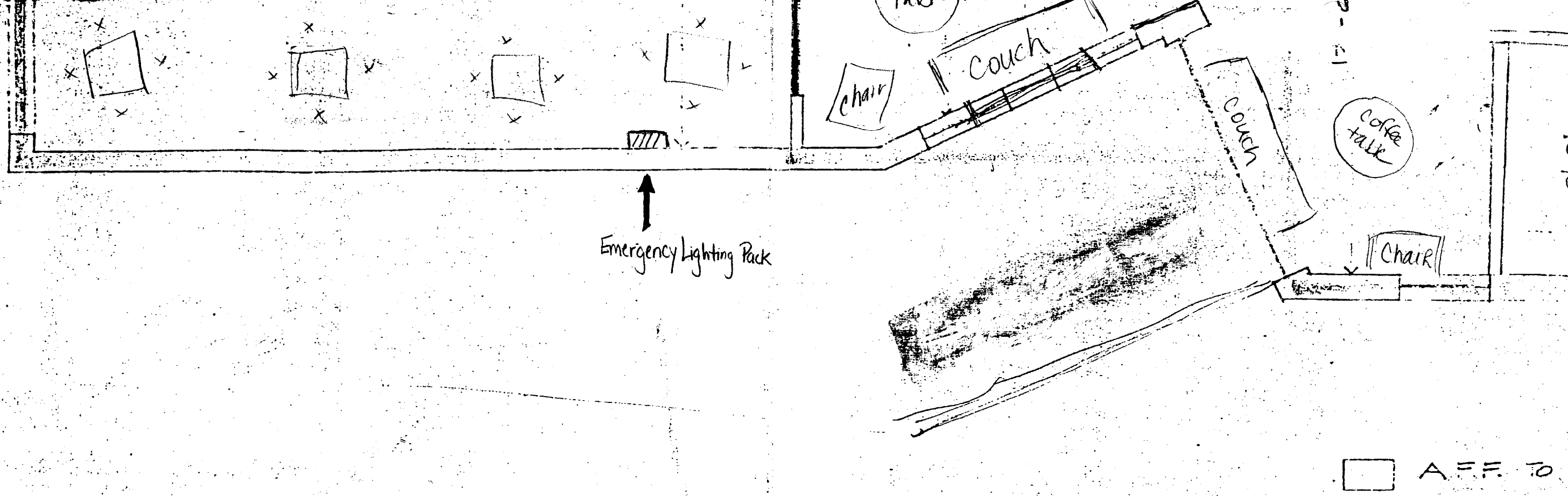
☐ A.F.F. TO CEILING.

2  
47  
47  
29  
-----  
1231

125'

- A) Have a standard door frame put in wall ✓
- B) Have new wall constructed. (standard construction/new sheetrock)
- C) Have a standard door frame put in wall to join the two rooms ↓
- D) "Roughed In" Plumbing per exhibit A for commercial grade sink and dishwasher

38 x 104 = 3952  
13 x 18 = 234  
95 x 36.5 = 347



- (A) Have a standard door frame put in wall ✓
- (B) Have new wall constructed. (standard construction) / new
- (C) Have a standard door frame put in wall to join the
- (D) "Roughed In" Plumbing for exhibit for commercial grade sink and dis