

Location of Construction: <b>375 Forest Avenue</b>		Owner: <b>Kaplan Company</b>		Phone: <b>773-0889</b>		Permit No: <b>95 0024</b>	
Owner Address: <b>66 Austin St. Portland 04103-4515</b>		Leasee/Buyer's Name: <b>U.S. Army Corp of Engineers</b>		Phone: <b>1-508-796-2793</b>		BusinessName: <b>2793</b>	
Contractor Name: <b>CCB Inc.</b>		Address: <b>630 Main St. So. Portland 04106</b>		Phone: <b>774-2626</b>		Permit Issued: <b>PERMIT ISSUED</b> <b>JAN 18 1995</b>	
Past Use: <b>Real Estate Offices</b>		Proposed Use: <b>Army Recru. Offices</b>		COST OF WORK: <b>\$ 16,427.00</b>		PERMIT FEE: <b>\$ 100.00</b>	
				FIRE DEPT. <input type="checkbox"/> Approved <input type="checkbox"/> Denied		INSPECTION: Use Group: - Type:	
				Signature:		Signature:	
Proposed Project Description: <b>to make interior renovations as per plans (2 sets)</b>				PEDESTRIAN ACTIVITIES DISTRICT (P.U.D.) Action: Approved <input type="checkbox"/> Approved with Conditions: <input type="checkbox"/> Denied <input type="checkbox"/>			
Permit Taken By: <b>Latini</b>		Date Applied For: <b>1/12/95</b>				Zoning Approval: <b>Zone: CBL: 112-B-01L</b>	

1. This permit application doesn't 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..

**Single Axle Dump to be used #00064 and #00085**

**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 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]* **1/12/95** **774-2626 ext 200**

SIGNATURE OF APPLICANT ADDRESS: DATE: PHONE:

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE PHONE:

- Zoning Appeal**
- Variance
  - Miscellaneous
  - Conditional Use
  - Interpretation
  - Approved
  - Denied

- Historic Preservation**
- Not in District or Landmark
  - Does Not Require Review
  - Requires Review

- Action:**
- Approved
  - Approved with Conditions
  - Denied

Date: **1/17/95**  
*[Signature]*

CEO DISTRICT

COMMENTS

1-21-95 Checked interior walls non heavy walls  
 in place sheetrocked up and  
 taping joints.  
 2/27/95 Final Inspection everything complete &  
 OK ready

Inspection Record

Type	Date
Foundation: _____	_____
Framing: _____	_____
Plumbing: _____	_____
Final: _____	_____
Other: _____	_____



CITY OF PORTLAND, MAINE  
Department of Building Inspection

# Certificate of Occupancy

LOCATION 375 Forest Ave

Issued to Kaplan Company

Date of Issue 28 Feb 95

This is to certify that the building, premises, or part thereof, at the above location, built — altered — changed as to use under Building Permit No. 95/0024, has had final inspection, has been found to conform substantially to requirements of Zoning Ordinance and Building Code of the City, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

APPROVED OCCUPANCY

Entire

Army/Navy Recruiting Office

Limiting Conditions:

This certificate supersedes  
certificate issued

Approved:

2/28/95  
11/9/95  
\_\_\_\_\_  
(Date)

*Inspector*

\_\_\_\_\_  
*Inspector of Buildings*

Notice: This certificate identifies lawful use of building or premises, and ought to be transferred from owner to owner when property changes hands. Copy will be furnished to owner or lessee for one dollar.

BUILDING PERMIT REPORT

DATE: 18/Jan/95 Address 375 Forest AVE. PTLD.

REASON FOR PERMIT: TO MAKE INTERIOR RENOVATIONS

BLDG. OWNER: Kaplan Company

CONTRACTOR: \_\_\_\_\_ APPROVED: \_\_\_\_\_

PERMIT APPLICATE: \_\_\_\_\_ DENIED: \_\_\_\_\_

CONDITION OF APPROVAL OR DENIAL:

1. Before concrete for foundation is placed, approvals from Public Works and Inspection Service must be obtained. ( a 24 hour notice is required prior to inspection).
2. Precaution must be taken to protect concrete from freezing.
3. It is strongly recommended that a register land surveyor check all foundation forms before concrete is placed.
4. All vertical openings shall be enclosed with construction having a fire rating of at least one (1) hr., including fire doors with selfclosers.
5. Each apartment shall have access to (2) separate, remote and approved means of egress. A single exit is acceptable when its exits directly from the apartment to the building exterior with no communications to other apartment units.
6. The boiler shall be protected by enclosing with one (1) hour fire rated construction including fire doors and ceiling, or by providing automatic extinguishment. Sprinkler piping serving not more than six sprinklers may be connected to a domestic water supply system having a capacity sufficient to provide 0.15 gallons per minute, per square foot of floor throughout the entire area. An indication shut-off valve shall be installed in an accessible locations between the sprinkler and the connection to the domestic water supply. Minimum pipe size shall be 3/4 inch copper or 1 inch steel. Maximum coverage area of a residential sprinkler is 144 sq. ft. per sprinkler.
7. 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. The units must be operable from the inside opening without the use of special knowledge or separated tools. Where windows are provided as a means of egress or rescue , they shall have a sill height not more than 44 inches (1118mm) above the floor. All egress or rescue windows from sleeping room must have minimum net clear opening height dimension shall be 24 inches (610 mm). The minimum net clear opening width dimension shall be 20 inches (508 mm) and a minimum net clear opening of 5.7 sq.ft.
8. This permit does not preclude the applicant from obtaining any license needed from the City Clerk's office.

9. All single and multiple station smoke detectors shall be of an approved type and shall be installed in accordance with the provisions of the building code 919.3.2 (BOCA National Building Code 1993), and NFPA 101 Chapter 18 & 19. (smoke detectors shall be installed and maintained at the following locations):

1. In the immediate vicinity of bedrooms;
2. In all bedrooms;
3. In each story within a dwelling unit, including basements.

10. 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. Private garages attached side-by-side to rooms in the above occupancies shall be completely separated from the interior spaces and the attic area by means of 1/2 inch gypsum board or the equivalent applied to the garage side. (Chapter 4 section 407.0 of the BOCA/1993)

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. Minimum height all Use Group 42", except Use Group R which is 36". In occupancies in Use Group A, B, H-4, I1, I-2 M and R and public garages and open parking structures, open guards shall have balusters or be of solid material such that a sphere with a diameter of 4" cannot pass through any opening. Guards shall not have an ornamental pattern that would provide a ladder effect.

12. All exit signs, lights and means of egress lighting shall be done in accordance with Chapter 10, section & subsections 1023. & 1024.0 of the City's building code. (The BOCA National Building Code/1993)

13. Stair construction in Use Group R-3 & R-4 is a minimum of 9" tread and 8-1/4" maximum rise.

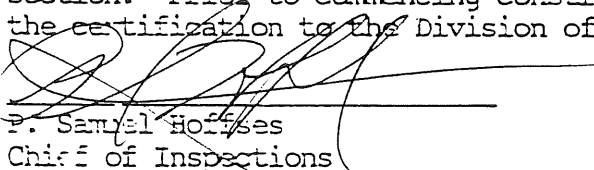
14. Headroom in habitable space is a minimum of 7'6".

15. The minimum headroom in all parts of a stairway shall not be less than 80 inches.

16. All construction and demolition debris must be disposed at the City's authorized reclamation site. The fee rate is attached. Proof of such disposal must be furnished to the office of Inspection Services before final Certificate of Occupancy is issued or demolition permit is granted.

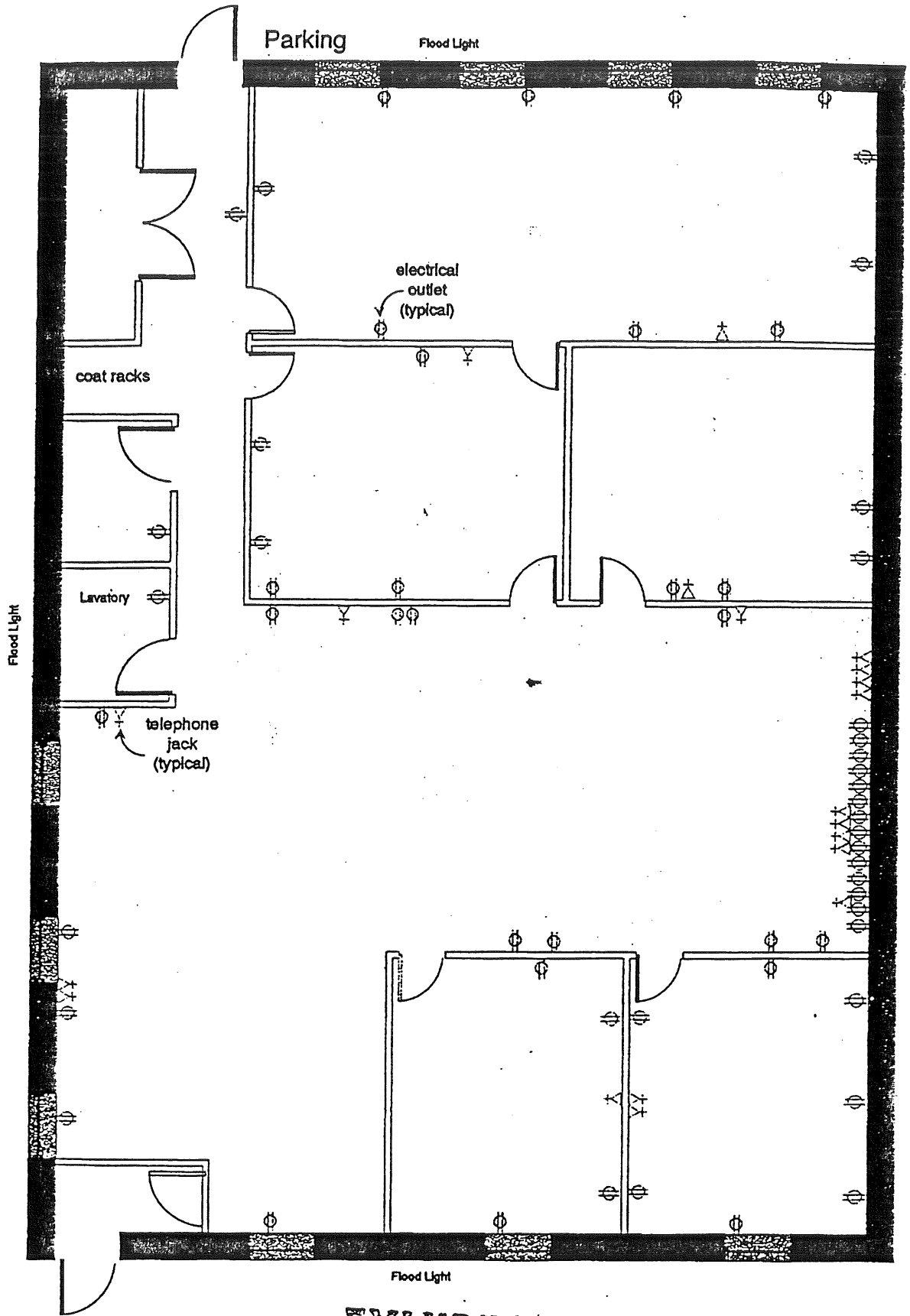
17. Section 25-135 of the Municipal Code for the City of Portland states "No person or utility shall be granted a permit to excavate or open any street or sidewalk from the time of November 15 of each year to April 15 of the following year".

18. 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 of the facility meet the standards of construction required by this section. Prior to commencing construction of the facility, the builder shall submit the certification to the Division of Inspection Services.

  
P. Samuel Hoffses  
Chief of Inspections

/cmm 01/14/94(redo w/additions)

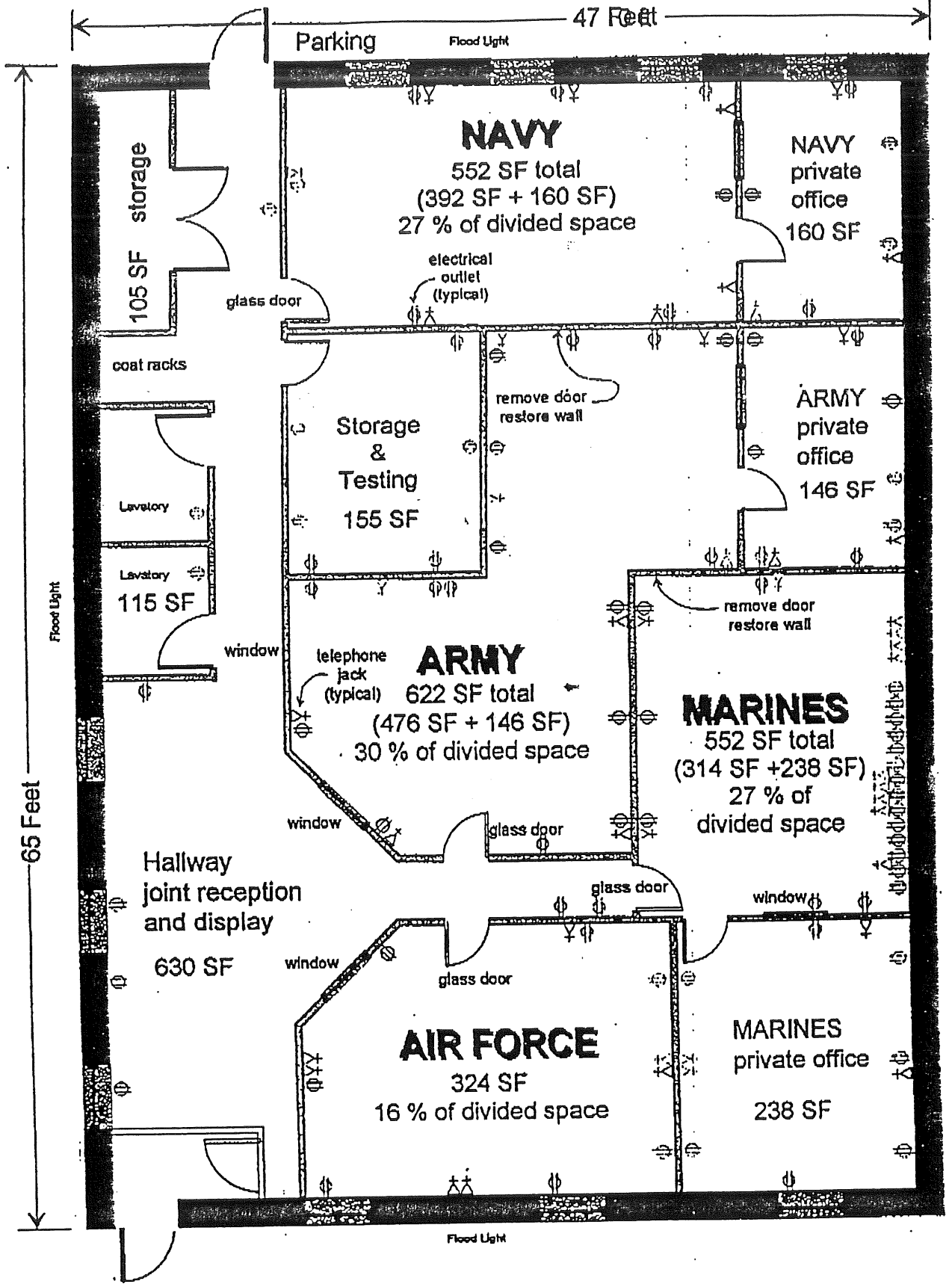
LT. McDougal PFD



# EXHIBIT A

Existing Conditions 375 Forest Avenue  
scale: 1/8" = 1'-0"

Preble Street Extention



Prepared for:  
Kaplan Company

Prepared by:

Pepperchrome

375 Forest Avenue

EXHIBIT B

Scale: 1/8" = 1'-0"

100072103772/ 4

Kaplan Company  
Michael Kaplan  
66 Austin Street  
Portland, Maine 04103-4515  
telephone 1-207-773-0889

December 3, 1994

U.S. Army Corps of Engineers  
Melissa Snow, Field Office Chief  
Real Estate Field Office  
Fort Devens  
P. O. Box 95  
Fort Devens, MA 01433-5950  
telephone 1-508-796-2793  
Fax 1-508-772-1637

To Melissa Snow:

After dealing with four general contractors, meeting their sub-contractors at 375 Forest Avenue, and meeting with the different HVAC contractors to try to choose the optimal system; I have decided to be the general contractor. I feel this renovation could be completed within four weeks of commencement. I have lined up the financing to do this renovation. I will hire the same HVAC company that did the previous HVAC installation. I will hire the same carpenters that did the previous renovation of the building. On Monday, December 5, 1994, I will send you samples of the tile and carpeting so that you will have plenty of time to check the quality and color. Also on Monday, I will meet with the fire inspector to show him the building and the approved plans for the renovation.

1. PERMITS. Contractor will be responsible for all permits.
2. DEMOLITION. Contractor will be responsible for any necessary demolition. Contractor will remove and dispose of any debris created by construction of project.
3. FRAMING. Wall studs will be construction grade KD spruce 2x4x10' - 16" O.C. with a single 2x4 shoe and double 2x4 top plate to match existing.
4. WINDOWS & DOORS. The existing interior doors will be re-used. Four (4) of the doors will be cut in order to install safety glass 24" x 36", which will be framed in pine. All existing door knobs will be re-used. The lavatory doors will have new lever latches which are handi-cap accessible. The doors will be keyed with the correct hierarchy. Six (6) dead light windows in 1/4" plate glass set in pine will be installed in the interior walls per plan. Four (4) mail slots, one (1) in each recruiter's glass door.

**EXHIBIT D**



5. INTERIOR TRIM. The dead light windows will be trimmed with 2 1/2" colonial casing with plinth blocks to match existing. The plinth blocks will be on the two (2) top corners of each side of the windows only. Four (4) per window. Baseboard will be 3 1/2" colonial on all new walls to match existing.

6. ELECTRICAL. All outlets and switches will be installed to code per final plan as submitted. There will be four (4) distribution boxes in wall for phones, run in conduit up to ceiling above the ceiling tiles. A box will be placed in the wall with conduit within the wall up to ceiling above the ceiling tiles for each of the new telephone per final plan as submitted. It will be the Army Corps of Engineers' responsibility to install their own telephone systems and telephone wiring.

7. SHEETROCK. All new walls and any areas that need patching to any existing wall, will have 1/2" sheetrock. Sheetrock will be taped three (3) coats and sanded to a finished, paintable surface.

8. FINISHED FLOORS. Carpet will be Philadelphia Capital II, 28 oz. with (run resistant) Unitary backing in carpeted areas of 229,5 square yards. There is 945 square feet of tile to be installed in Tarkett Basics and or Expressions "Thru-Chip" vinyl composition tile.

9. PAINT. Supply and install Benjamin Moore interior latex paint - China White - on the existing walls one (1) coat; all new walls will be primed one (1) coat with one (1) coat of finish. All wood trim and doors will have two (2) coats of poly to match existing.

10. CEILING. Any necessary repairs or new ceiling tiles were new partition arc, will be Tile-Armstrong 2x2 Tegular Edge, Lay-in Reveal Cortega Non Directional, Non Combustible #704 A. Grid is 2x2 white Chicago Metallic Suspension System #200-01.

11. HEATING/HVAC. Please see attached specifications from HVAC company.

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New Interior  
 Windows  
 30" wide x 52" tall  
 Contractor to resolve  
 Lighting, Light switch,  
 and HVAC conflicts  
 with new walls.  
 All new materials to  
 match existing materials  
 Contractor to resolve  
 glass entryway space conflict

Kaplan Company  
Michael Kaplan  
66 Austin Street  
Portland, Maine 04103-4515  
telephone 773-0889

December 1, 1994

Kane Associates  
Thomas Kane  
71 Chesley Avenue  
Portland, Maine 04103

To Tom Kane:

Enclosed is the final plans for 375 Forest Avenue.

The changes are that they spread out the electric plug boxes and telephone jack boxes. Please keep in mind that the electrical boxes should be finished as they are in the building. All of the telephone jacks will simply have conduit running from the ceiling to the box inside the wall ready for each recruiter to hire their own telephone company to install the wiring and face covers.

The lavatory doors should have levers instead of knobs to make them handicap accessible. Possibly we could use the lavatory door knobs on the new doors.

In the lavatories, 155 square foot storage and testing area, and throughout the hallway-joint reception and display area 630 square feet she would like *"very good quality"* V.C.T. square tiles.

This is not a change: remember there needs to be a hierarchy of door locking system with myself and the cleaning company having a master key to every door. We spoke about this initially.

There needs to be four mail slots to go into the doors under the windows for each of the recruiters.

6. Telephone: "A box will be placed in the wall with conduit within the wall up to ceiling above the ceiling tiles for each of the new telephone per final plan as submitted. It will be the Army Corps of Engineers' responsibility to install their own telephone systems and telephone wiring."

The Army Corps of Engineers has requested, but is not included into the lease:

Army: four (4) wire modular Jack feeding back to RJ21  
Air Force: three (3) location RJ14 with RJ 11 next to it. with one separate jack RJ11C  
Navy: 4 wire modular jack with wire feeding back to RJ21 in building  
Marines: 2 lines Bridge/ tip/ ring jacks.

The City of Portland Fire Inspector requires:

1. Two (2) electric exit signs with battery back up located near the front and back doors.
2. Two (2) portable fire extinguishes, multiply purpose ABC, must be tested and be able to be refilled.
3. Fire system on line with answering service.

*I will take CARE OF  
FIRE EXTINGUISHER RE CHECKED*

*209. up front  
109 ft of new walls*