

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

Location of Construction: 53 Baxter Blvd 04102		Owner: Beck Bay Realty Inc		Phone: 773-1990		Permit No: 991403			
Owner Address: 544		Lessee/Buyer's Name: Mark Stinson/Dewolf		Phone:		BusinessName:			
Contractor Name: Commercial Prop. Maint. Assoc. Inc.		Address: P.O. Box 11302 Portland ME		Phone: **** 775-2828 *****		Permit Issued: DEC 21 1999			
Past Use: Real Estate/Commercial		Proposed Use: same		COST OF WORK: \$2,000		PERMIT FEE: \$ 36.00			
				FIRE DEPT. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied		INSPECTION: Use Group: B Type: 3/4			
				Signature: <i>[Signature]</i>		Signature: <i>[Signature]</i>			
Proposed Project Description:  Add interior wall for office				PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: Approved <input type="checkbox"/> Approved with Conditions: <input type="checkbox"/> Denied <input type="checkbox"/> Signature: _____ Date: _____				Zone: <i>R-2</i> CBL: <i>117-B-007</i> Zoning Approval: <i>[Signature]</i> 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"/>	
Permit Taken By: <i>K.</i>		Date Applied For: <i>Dec 17 1999 K</i>							

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..

**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: <i>Dec 17 1999</i>	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: \_\_\_\_\_

PERMIT ISSUED  
WITH REQUIREMENTS  
CEO DISTRICT

2

COMMENTS

12/27/99 - Pre-Con - on site - went over all req. - w/ contractor & owner - *TR*  
Interior non-bearing wall.  
12/30/99 Job complete. Close permit *TR*

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

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

**Building or Use Permit Pre-Application  
Attached Single Family Dwellings/Two-Family Dwelling  
Multi-Family or Commercial Structures and Additions Thereto**

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 (include Portion of Building): <i>53 Baxter Blvd, Portland Me</i>			
Total Square Footage of Proposed Structure <i>10'x11' office</i>		Square Footage of Lot <i>10,000±</i>	
Tax Assessor's Chart, Block & Lot Number Chart# <i>112</i> Block# <i>E</i> Lot# <i>007</i>		Owner: <i>Back Bay Realty Inc</i> <i>MARK STIMSON</i>	Telephone#: <i>773-1990</i>
Owner's Address: <i>53 Baxter Blvd. Portland Me</i>		Lessee/Buyer's Name (If Applicable) <i>De Wolfe Real Estate</i>	Cost Of Work: <i>\$2,000</i> Fee <i>\$30</i>
Proposed Project Description: (Please be as specific as possible) <i>Build a 5'6" wall with 36" x 70" door to enclose a portion of room off for a private office.</i>			
Contractor's Name, Address & Telephone <i>Commercial Property Maintenance Assoc. Inc.</i>			Rec'd By <i>10</i>
Current Use: <i>office</i>		Proposed Use: <i>office</i>	

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

- All construction must be conducted in compliance with the 1996 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 1996 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:

- 1) A Copy of Your Deed or Purchase and Sale Agreement
- 2) A Copy of your Construction Contract, if available
- 3) A Plot Plan/Site Plan

Minor or Major site plan review will be required for the above proposed projects. The attached checklist outlines the minimum standards for a site plan.

**4) Building Plans**

**Unless exempted by State Law, construction documents must be designed by a registered design professional.**

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 dampproofing
- 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**

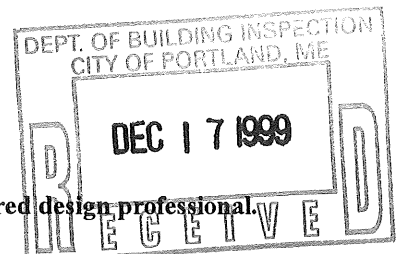
I hereby certify that I am the Owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, 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: <i>[Signature]</i>	Date: <i>12/15/99</i>
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Building Permit Fee: \$30.00 for the 1st \$1000. cost plus \$6.00 per \$1,000.00 construction cost thereafter.

Additional Site review and related fees are attached on a separate addendum

*[Signature]*  
Commercial Prop Maint Assoc Inc  
PO Box 11302 Portland Maine  
775-2828 Lester Evans



Inspection Services  
Michael J. Nugent  
Manager



Department of Urban Development  
Joseph E. Gray, Jr.  
Director

**CITY OF PORTLAND**

*congratulations !!!!!*

**Building or Use Permit Application  
Attached Single Family Dwellings/Two-Family Dwelling  
Multi-Family or Commercial Structures and Additions Thereto**

As an applicant for a building permit, you are about to enter into a relationship with our Office. We welcome any questions, comments or suggestions that will make the process more efficient. Attached you will find an application and some samples of the submissions you will provide at application time. Please read ***ALL*** of the information and if you need any further assistance please call 874-8703 or 874-8693.

**Minor or Major site plan review will be required for the most of the above proposed projects.**

\_\_\_\_ COMMERCIAL PROPERTY \_\_\_\_  
MAINTENANCE ASSOCIATES, INC.

P.O. BOX 11302 • PORTLAND, MAINE 04104  
(207) 775-2828

Code Enforcement Office  
City Hall  
389 Congress Street  
Portland, Maine

December 15, 1999

Ref: 53 Baxter Blvd.  
Portland, Maine

We propose to construct a wall 5'6," long and 8' high to enclose an area of the existing office space for a private office. It will be 2x4 construction, 16" on center with ½ inch sheet-rock and appropriate trim. A door unit with a 36"x70" inch door will be installed to match the existing solid core doors in the office. Hardware will be a close match to the existing hardware. The wall will be secured to the walls and floor with nails so that at a future date it can be removed. A plastic strip will be installed along the top to seal along the suspended ceiling. As with the other sides this will make it possible for the wall to be removed without damaging the ceiling tiles

*John Lyons*  
President

COMMERCIAL PROPERTY  
MAINTENANCE ASSOCIATES, INC.

P.O. BOX 11302 • PORTLAND, MAINE 04104  
(207) 775-2828

Lucille Holt  
DeWolfe Real Estate  
53 Baxter Blvd.  
Portland, Maine

December 15, 1999

Ref: 53 Baxter Blvd.  
Portland, Maine

We propose to construct a wall 5'6," long and 8' high to enclose an area of the existing office Space for a private office. It will be 2x4 construction, 16" on center with ½ inch sheet-rock and appropriate trim. A door unit with a 36"x70" inch door will be installed to match the existing solid core doors in the office. Hardware will be a close match to the existing hardware. The wall will be secured to the walls and floor with nails so that at a future date it can be removed. A plastic strip will be installed along the top to seal along the suspended ceiling. As with the other sides this will make it possible for the wall to be removed without damaging the ceiling tiles

This wall will be off set from the existing office wall so that the wall will be aligned with the straight walls in the other office. The walls will be painted with a coat of similar off-white color paint. Semi-glosses finish on the trim and door. Eggshell finish paint will be used on the walls.

We will apply for the appropriate building permit. Construction will begin within a reasonable time after the permit is issued

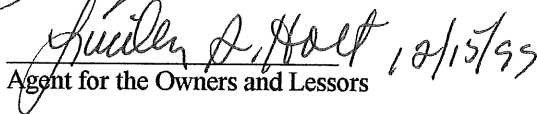
It may be necessary to have the thermostat in the office moved to the right. If so we need to have your HVAC people do this. We will gladly make the arrangements if you give them permission. The price of the project does not include this service work

This estimate is for completing the job as described above. It is based on evaluation December 15, 1999. It does not include material price increases or additional labor and materials should unforeseen problems arise. Contractor reserves to review this estimate if the work does not begin within 30 days.

Payment is to be 50% to begin project and balance upon completion.

Labor and materials \$1611

 President, Commercial Property Maintenance Associates Inc.  
Contractor

 12/15/99  
Agent for the Owners and Lessors

**BUILDING PERMIT REPORT**

DATE: 17 Dec. 99 ADDRESS: 53 Baxter Blvd. CBL: 112-E-007

REASON FOR PERMIT: Add interior wall for office

BUILDING OWNER: Back Bay Realty Inc.

PERMIT APPLICANT: \_\_\_\_\_ CONTRACTOR Commercial Prop. Maint.

USE GROUP: B CONSTRUCTION TYPE: 5B CONSTRUCTION COST: \$2,000.00 PERMIT FEES: \$36.00

The City's Adopted Building Code (The BOCA National Building code/1996 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 are met: \*1, \*23, \*27, \*29, \*34

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. (A 24 hour notice is required prior to inspection) **"ALL LOT LINES SHALL BE CLEARLY MARKED BEFORE CALLING."**
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. The drain shall extend a minimum of 12 inches beyond the outside edge of the footing. The thickness shall be such that the bottom of the drain is not higher than the bottom of the base under the floor, and that the top of the drain is not less than 6 inches above the top of the footing. The top of the drain shall be covered with an approved filter membrane material. Where a drain tile or perforated pipe is used, the invert of the pipe or tile shall not be higher than the floor elevation. The top of joints or top of perforations shall be protected with an approved filter membrane material. The pipe or tile shall be placed on not less than 2" of gravel or crushed stone, and shall be covered with not less than 6" of the same material. Section 1813.5.2
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. Section 2305.17
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 from freezing. Section 1908.0
7. It is strongly recommended that a registered land surveyor check all foundation forms before concrete is placed. This is done to verify that the proper setbacks are maintained.
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. 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 means of 1.2 inch gypsum board or the equivalent applied to the garage side. (Chapter 4, Section 407.0 of the BOCA/1996)
9. All chimneys and vents shall be installed and maintained as per Chapter 12 of the City's Mechanical Code. (The BOCA National Mechanical Code/1993). Chapter 12 & NFPA 211
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. Minimum height all Use Groups 42", except Use Group R which is 36". In occupancies in Use Group A,B,H-4, I-1, 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. (Handrails shall be a minimum of 34" but not more than 38". Use Group R-3 shall not be less than 30", but not more than 38"). Handrail grip size shall have a circular cross section with an outside diameter of at least 1 1/4" and not greater than 2". (Sections 1021 & 1022.0). Handrails shall be on both sides of stairway. (Section 1014.7)
12. Headroom in habitable space is a minimum of 7'6". (Section 1204.0)
13. Stair construction in Use Group R-3 & R-4 is a minimum of 10" tread and 7 3/4" maximum rise. All other Use Group minimum 11" tread, 7" maximum rise. (Section 1014.0)
14. The minimum headroom in all parts of a stairway shall not be less than 80 inches. (6'8") 1014.4
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. The units must be operable from the inside without the use of special knowledge or separate tools. Where windows are provided as 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 rooms shall have a minimum net clear opening height dimension of 24 inches (610mm). The minimum net clear opening width dimension shall be 20 inches (508)mm, and a minimum net clear opening of 5.7 sq. ft. (Section 1010.4)
16. Each apartment shall have access to two (2) separate, remote and approved means of egress. A single exit is acceptable when it exits directly from the apartment to the building exterior with no communications to other apartment units. (Section 1010.1)
17. All vertical openings shall be enclosed with construction having a fire rating of at least one (1) hour, including fire doors with self closer's. (Over 3 stories in height requirements for fire rating is two (2) hours. (Section 710.0)
18. The boiler shall be protected by enclosing with (1) hour fire rated construction including fire doors and ceiling, or by providing automatic extinguishment. (Table 302.1.1)

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/1996), 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 maintained to NFPA #72 Standard.
22. The Sprinkler System shall maintained to NFPA #13 Standard.
- \* 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/1996)
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 shall meet the requirements of Chapter 12 Sections 1210.0 of the City's Building Code. (Crawl spaces & attics).
- \* 27. All electrical, plumbing and HVAC permits must be obtained by a Master Licensed holders of their trade. No closing in of walls until all electrical (min. 72 hours notice) and plumbing inspections have been done.
28. All requirements must be met before a final Certificate of Occupancy is issued.
- \* 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).
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.
- \* 34. Glass and glazing shall meet the requirements of Chapter 24 of the building code. (Safety Glazing Section 2405.0)
35. All signage, shall be done in accordance with Section 3102.0 signs of the City's Building Code, (The BOCA National Building Code/1996).

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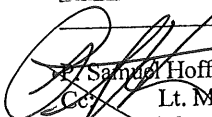
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 Samuel Hoffses, Building Inspector  
 Lt. McDougall, PFD  
 Marge Schmuckal, Zoning Administrator

PSH 11/25/99

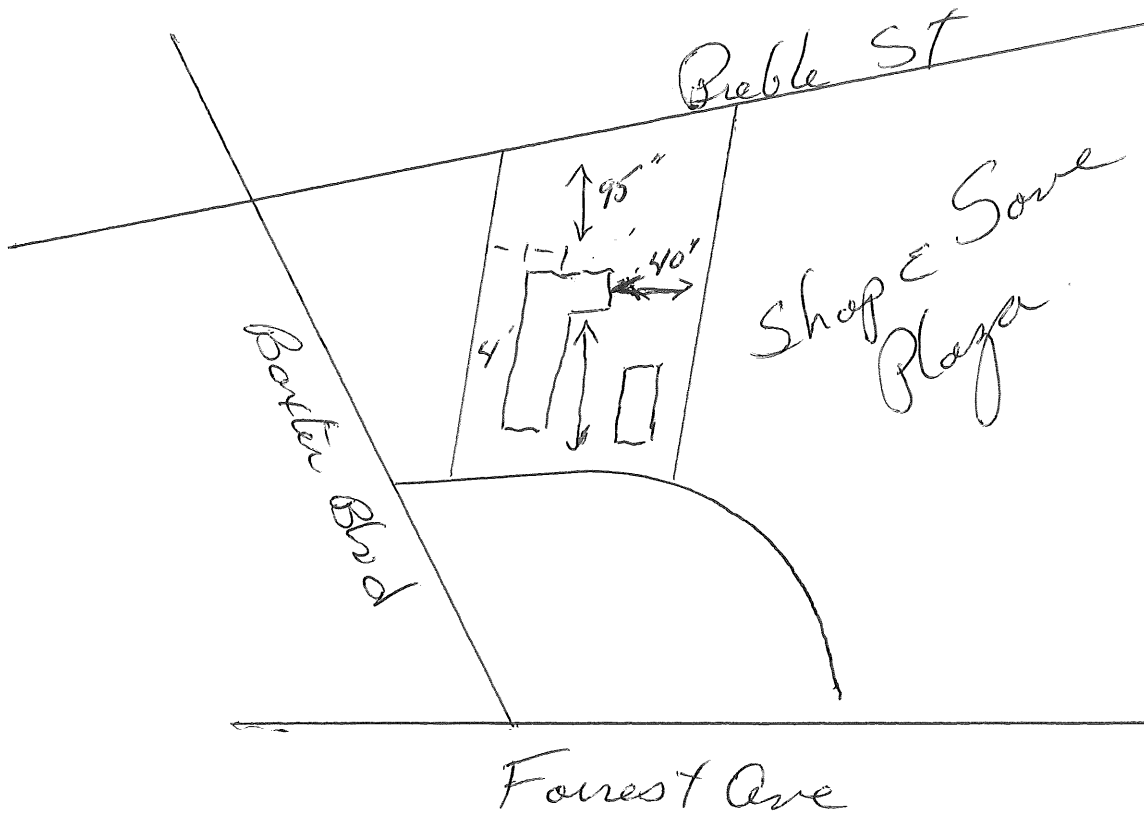
\*\*On the basis of plans submitted and conditions placed on these plans any deviations shall require a separate approval.

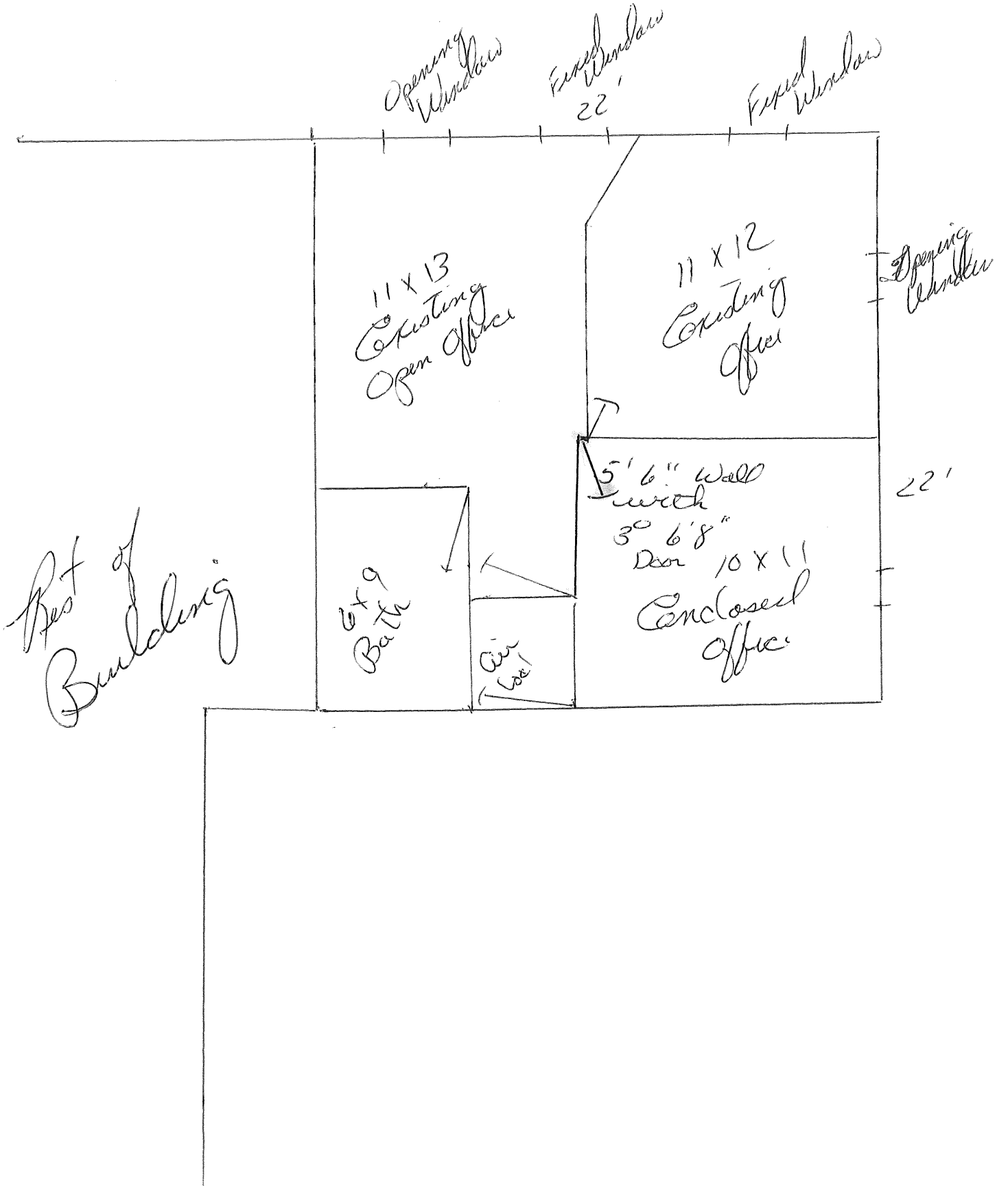
**\*\*\*THIS PERMIT HAS BEEN ISSUED WITH THE UNDERSTANDING THAT ALL THE CONDITIONS OF THE APPROVAL SHALL BE COMPLETED. THEREFORE, BEFORE THE WORK IS COMPLETED A REVISED PLAN OR STATEMENT FROM THE PERMIT HOLDER SHALL BE SUBMITTED TO THIS OFFICE SHOWING OR EXPLAINING THAT THE CONDITIONS HAVE BEEN MET.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

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

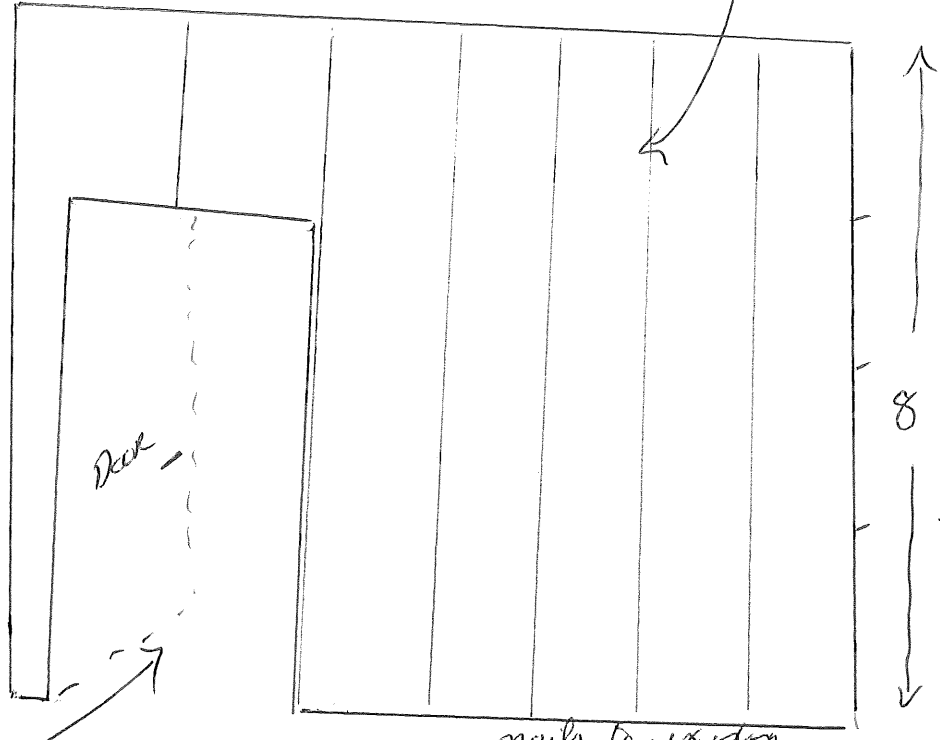


# Plot Plan





4 - 2x4 with opening for center door  
width 1/2 sheet rock



nails to existing wall

30 68"  
Door unit to be installed to match existing class in building  
Metal frame solid core construction

nails to existing floor