

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that WILLIAM C. ROWELL FAMILY LP/
CATHOLIC CHARITIES

Located At 309 FOREST AVE

CBL: 112 - - F - 004 - 001 - - - -

Job ID: 2011-08-2117-ALTCOMM

has permission to Renovate the 2nd floor office for new tenant fit up, including new walls, doors and service window provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

Fire Prevention Officer

[Handwritten Signature] 9/13/14

Code Enforcement Officer / Plan Reviewer

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
PENALTY FOR REMOVING THIS CARD**

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, FAX: (207) 8716

Job No: 2011-08-2117-ALTCOMM	Date Applied: 8/29/2011	CBL: 112 - - F - 004 - 001 - - - -	
Location of Construction: 309 FOREST AVE/11 BAXTER BLVD.- 2nd floor	Owner Name: William C. Rowel Family LP -Michael E. Rowell	Owner Address: 122 Codman Street, Portland,, ME 04103	Phone: 772-3033
Business Name: Catholic Charities of ME	Contractor Name: Brian Hall Construction	Contractor Address: 655 Maine Street, Gorham, ME 04038	Phone: 899-6835
Lessee/Buyer's Name:	Phone:	Permit Type: Commercial alterations	Zone: B-2
Past Use: Ground floor retail with offices above	Proposed Use: Same: ground floor retail with offices above – to make tenant fit-up changes to 2nd floor offices	Cost of Work: \$12,000.00	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved w/conditions <input type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: B/m Type: IBC-2009 Signature: JMB
		Signature: <i>[Signature]</i> (50)	9/13/11
Proposed Project Description:		Pedestrian Activities District (P.A.D.)	
Permit Taken By: Lannie		Zoning Approval	

<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building Permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False informatin may invalidate a building permit and stop all work.</p>	<p>Special Zone or Reviews</p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetlands</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p>— Maj — Min — MM</p> <p>Date: <i>8/31/11</i></p>	<p>Zoning Appeal</p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date:</p>	<p>Historic Preservation</p> <p><input checked="" type="checkbox"/> Not in Dist or Landmark</p> <p><input type="checkbox"/> Does not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p>Date: <i>[Signature]</i></p>
	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 appication 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 (ONLY)

or email: buildinginspections@portlandmaine.gov

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

1. Close In Elec/Plmb/Framing
2. Final Inspection

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCU0PIED.



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Director of Planning and Urban Development
Penny St. Louis

Job ID: 2011-08-2117-ALTCOMM

Located At: 309 FOREST

CBL: 112 - - F - 004 - 001 - - - -

Conditions of Approval:

Zoning

1. This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
2. Separate permits shall be required for any new signage.
3. This property shall remain retail uses on the first floor with offices above. Any change of use shall require a separate permit application for review and approval.

Fire

1. All construction shall comply with City Code Chapter 10.
2. This permit is being approved on the basis of the plans submitted. Any deviation from the plans would require amendments and approval.
3. The Fire alarm and Sprinkler systems shall be reviewed by a licensed contractor[s] for code compliance. Compliance letters are required.
4. A separate Fire Alarm Permit is required for new systems; or for work effecting more than 5 fire alarm devices; or replacement of a fire alarm panel with a different model.
5. Fire Alarm system shall be maintained. If system is to be off line over 4 hours a fire watch shall be in place. Dispatch notification required 874-8576.
6. The fire alarm system shall comply with the City of Portland Standard for Signaling Systems for the Protection of Life and Property. All fire alarm installation and servicing companies shall have a Certificate of Fitness from the Fire Department.
7. A separate Suppression System Permit is required for all new suppression systems or sprinkler work effecting more than 20 heads.
8. Sprinkler protection shall be maintained. Where the system is to be shut down for maintenance or repair, the system shall be checked at the end of each day to insure the system has been placed back in service.
9. Fire extinguishers are required per NFPA 10.
10. Emergency lights and exit signs are required. Emergency lights and exit signs are required to be labeled in relation to the panel and circuit and on the same circuit as the lighting for the area they serve.
11. Any cutting and welding done will require a Hot Work Permit from Fire Department.
12. Walls in structure are to be labeled according to fire resistance rating. IE; 1 hr. / 2 hr. / smoke proof.
13. A single source supplier should be used for all through penetrations.

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Building

1. Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.
2. All penetrations through rated assemblies must be protected by an approved firestop system installed in accordance with ASTM 814 or UL 1479, per IBC 2009 Section 713.
3. Separate permits are required for any electrical, plumbing, sprinkler, fire alarm, HVAC systems, heating appliances, including pellet/wood stoves, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.



General Building Permit Application

B-2

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.

2nd floor

Location/Address of Construction: <u>11 Baxter Blvd., Portland, Maine 04101</u>		
Total Square Footage of Proposed Structure/Area	Square Footage of Lot <u>22345</u>	Number of Stories <u>2</u>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>112-F-004-001</u>	Applicant * <u>must be owner, Lessee or Buyer*</u> Name <u>William C. Rowell Family LP</u> Address <u>122 Codman Street</u> City, State & Zip <u>Portland Maine 04103</u>	Telephone: <u>(207) 772-3033</u>
Lessee/DBA (If Applicable)	Owner (if different from Applicant) Name Address City, State & Zip	Cost Of Work: \$ <u>12,000.00</u> C of O Fee: \$ _____ Total Fee: \$ <u>140.00</u>
Current legal use (i.e. single family) <u>Office</u> Number of Residential Units <u>none</u> If vacant, what was the previous use? <u>Office</u> Proposed Specific use: <u>Office</u> <u>Catholic Churches of Maine - tenant</u> Is property part of a subdivision? <u>NO</u> If yes, please name _____ Project description:		
Contractor's name: <u>Brian Hall Construction</u> Address: <u>655 Main Street</u> City, State & Zip <u>Gorham, Maine 04038</u> Telephone: <u>(207) 899-6835</u> Who should we contact when the permit is ready: <u>Michael E. Rowell</u> Telephone: <u>(207) 772-3033</u> Mailing address: <u>122 Codman Street, Portland, Maine 04103</u>		

8-31-11

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

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.

RECEIVED
City of Portland Inspections
Dept. of Building Inspections
City of Portland Inspections

Signature: Michael E. Rowell Date: August 29, 2011

This is not a permit; you may not commence ANY work until the permit is issue



Commercial Interior & Change of Use Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

One (1) complete set of construction drawings must include:

Note: Construction documents for costs in excess of \$50,000.00 must be prepared by a Design Professional and bears their seal; you will need the City of Portland forms for the Certificate of Design, Certificate of Design application and Accessibility Building Code Certificate.

- A statement of special inspections as required per Chapter 17 of the IBC 2009
i.e.: http://www.acec.org/coalitions/CASE/case1004/statement_of_si.doc
- Cross sections w/framing details
- Detail of any new walls or permanent partitions
- Floor plans and elevations
- Window and door schedules
- Complete electrical and plumbing layout.
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review
- Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IEBC 2009
- Proof of ownership is required if it is inconsistent with the assessors records.
- Electronic files in pdf format are also required
- Per State Fire Marshall, all new bathrooms must be ADA compliant.

Separate permits are required for internal and external plumbing, HVAC & electrical installations.

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including:

- The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines.
- Location and dimensions of parking areas and driveways, street spaces and building frontage.
- Dimensional floor plan of existing space and dimensional floor plan of proposed space.

A Minor Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively within a 3-year period)

Fire Department requirements.

The following shall be submitted on a separate sheet:

- Name, address and phone number of applicant **and** the project architect.
- Proposed use of structure (NFPA and IBC classification)
- Square footage of proposed structure (total and per story)
- Existing and proposed fire protection of structure.
- Separate plans shall be submitted for
 - a) Suppression system
 - b) Detection System (separate permit is required)
- A separate Life Safety Plan must include:
 - a) Fire resistance ratings of all means of egress
 - b) Travel distance from most remote point to exit discharge
 - c) Location of any required fire extinguishers
 - d) Location of emergency lighting
 - e) Location of exit signs
 - f) NFPA 101 code summary
- Elevators shall be sized to fit an 80" x 24" stretcher.

For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405.

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost

This is not a Permit; you may not commence any work until the Permit is issued.

August 27, 2011
122 Codman Street
Portland, Maine 04103
Tel. (207) 772-3033
www.mrowell@maine.rr.com

Building Permits
City of Portland
Congress Street
Portland, Maine

Dear Sirs:

11 Baxter Boulevard is a two story steel frame building build in 1931 for industrial use. In 1987 and 1988 it was renovated from the bricks out, and the second floor was devoted to office use. At that time all the windows and electrical systems were replaced, insulation installed, air conditioning added, a hydraulic Otis elevator added and many other improvements made. Since then many further upgrades have been made all with city permits.

The current renovations are intended to prepare the space for the particular needs of Catholic Charities of Maine, and are relatively minor in nature. They do not involve any load bearing walls, exterior walls or structure.


First, at the Northern end of the space, it is proposed to install two small partitions and doors to control access between the waiting area and the offices. One of these will be a commercial glass door. In adjacent walls we will add two sliding glass windows. We will also add a door between the large reception office and a smaller office.

Second, In the middle of the space, it is proposed to remove a non load bearing wall between two ten by nine foot offices to create a larger single office.

Third, at the South end of the space, it is proposed to create two new offices in what is now a large open space.

All of this work will be consistent with the other structures in the space; and all of the new doors will be offer wheelchair access in accordance with Catholic Charities needs.

Sincerely,



Michael E. Rowell for
The William C. Rowell Family
Limited Partnership

PROPOSAL

Brian Hall
Hall Construction
655 Main St.
Gorham, Me. 04038
207-899-6835

DATE 8/12/11
JOB NAME
Catholic Charities Maine
P.O. Box 10660
Portland, Me. 04104

We hereby submit specifications and estimates for: Building a 21'x 19'6" conference room, moving one door and replacing a broken door at 11 Baxter Boulevard in Portland, Me.

Hammond Lumber Co. Materials for 3 walls, 2 doors, insulation and fasteners.	\$ 640.86
Brian Hall Construction: Labor for demo, framing, insulating, and installing doors.	\$ 2,850.00
Rick Williams Drywall: Labor and materials for taping sheet-rock 3 coats and sand ready for paint.	\$ 1,210.00
MLC Electric: Labor and materials for taking care of wires and switches in demoed walls Installing 2 outlets and 2 empty boxes for data, and 1 new circuit for new outlets. (Any extras will be billed at materials plus \$50.00 per man hour.)	\$ 1,400.00
Baxter Acoustics: Labor and Materilas for re-working the ceilings around the demoed walls.	\$ 450.00
	Sub total \$ 6,550.86
	Contractors 10% \$ 655.08

Not Included: Permitting, plumbing, heating/hvac, sprinklers, flooring, or painting.

Note: Any changes or deviations to the proposal due to city approval, landlords, or tenants will require a change order, and will be extra.

We Propose hereby to furnish material and labor -complete in accordance with the above specifications, for the sum of: Total \$7,205.94

Payment to be made as follows: 1/2 of the total for a down payment, and the rest upon completion of the.

All material is guaranteed to be as specified. All work to be copleted in a professional manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will be an extra charge above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance

Acceptance of Proposal- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance: _____

PROPOSAL

Brian Hall
Hall Construction
655 Main St.
Gorham, Me. 04038
207-899-6835

DATE 8/12/11
JOB NAME
Cardente Real Estate
322 Fore St.
Portland, Me. 04101

We hereby submit specifications and estimates for: Building a 21'x 19'6" conference room, moving one door and replacing a broken door at 11 Baxter Boulevard in Portland, Me.

Hammond Lumber Co. Materials for 2 walls, 2 doors, insulation and fasteners.	\$ 846.41
Brian Hall Construction: Labor for framing, insulating, and installing doors.	\$ 1,850.00
Rick Williams Drywall: Labor and materials for tapping sheet-rock 3 coats and sand ready for paint.	\$ 750.00
MLC Electric: Cost for re-locating 4 lights, installing 1 new outlet in each of the new walls and empty boxes for data wires. (Any extras will be billed at materials plus \$50.00 per man hour.)	\$ 700.00

Sub total	\$ 4,146.41
Contractors 10%	\$ 414.64

Not Included: Permitting, plumbing, heating/hvac, sprinklers, flooring, or painting.

Note: Any changes or deviations to the proposal due to city approval, landlords, or tenants will require a change order, and will be extra.

We Propose hereby to furnish material and labor -complete in accordance with the above specifications, for the sum of:

Total \$4,561.05

Payment to be made as follows: 1/2 of the total for a down payment, and the rest upon completion of the.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will be an extra charge above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance.

Acceptance of Proposal- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance: _____

11 Baxter Blvd.

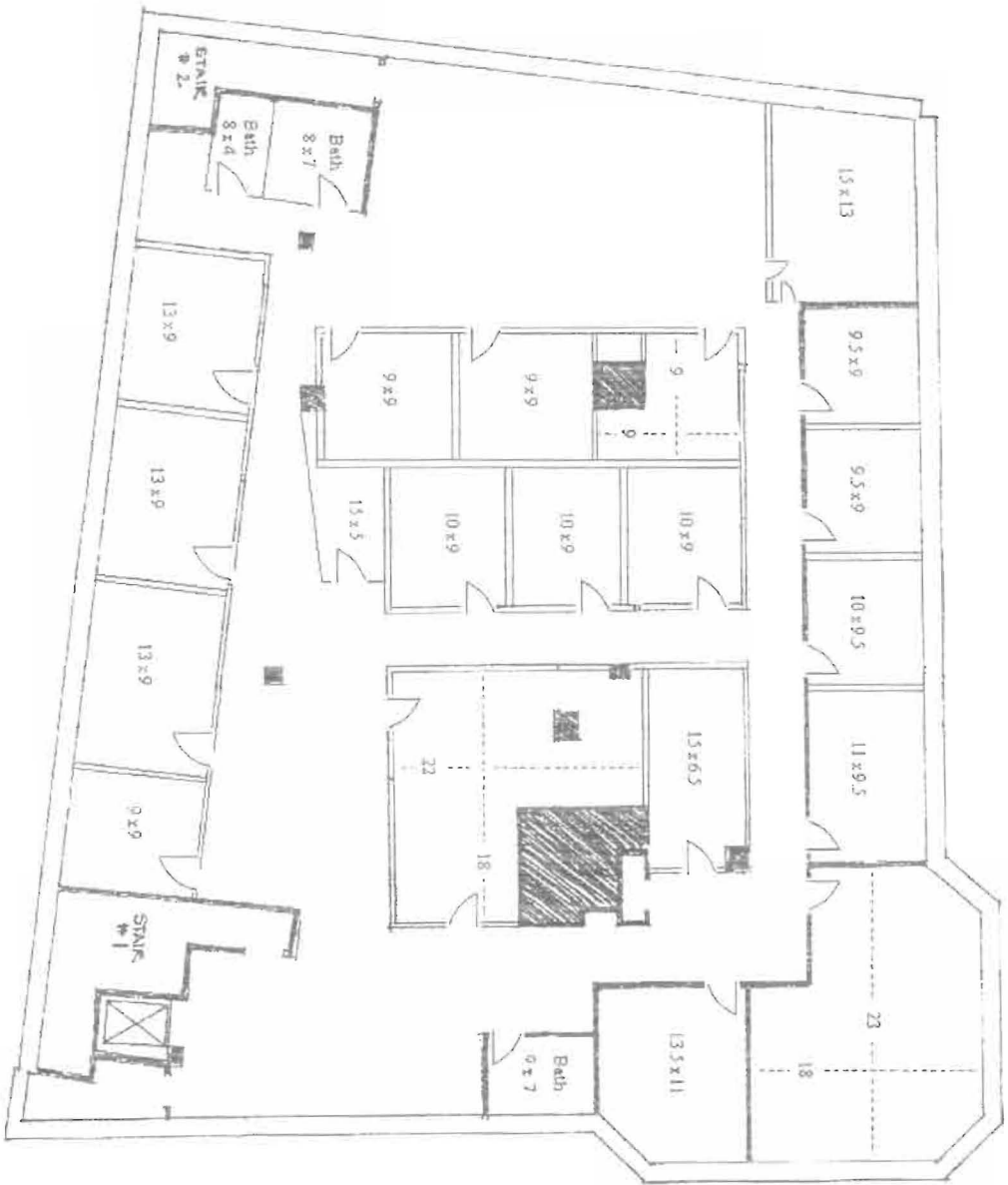
Build out



* Not to scale

11 Baxter Blvd.

Original/Current



* Not to scale

Fire Department

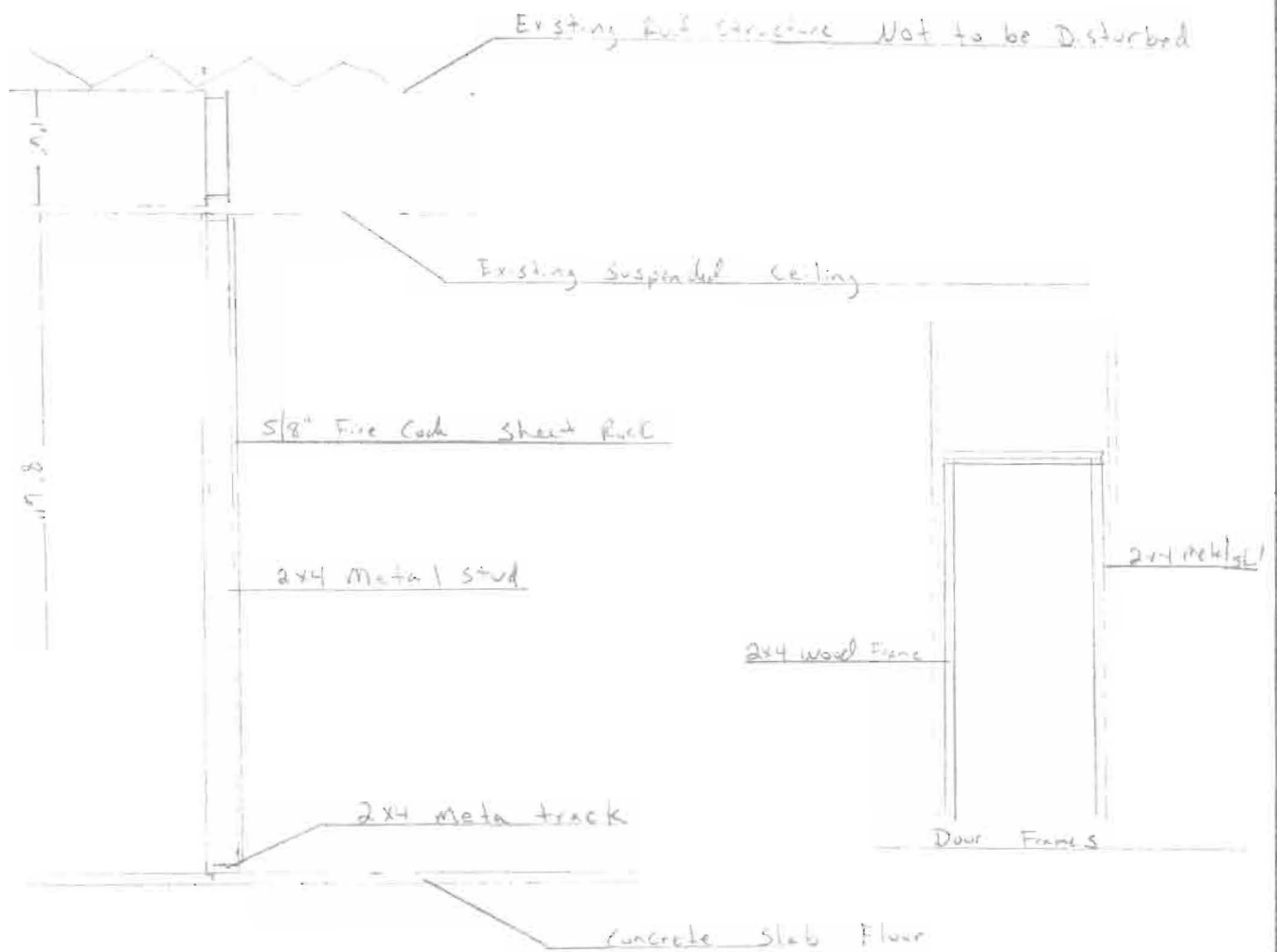
The proposed changes to 11 Baxter Boulevard are minor and should not involve safety issues. They involve installing entry doors to separate the waiting area from the general office space, removing a partition to convert two small offices into a single larger office, and adding two new offices in an open area. None of these changes affects the entry and exits.

The building currently has fire stairs at the northeast and southeast corners, fire extinguishers, emergency lights and exit signs as shown on the attached plan. I do not believe that any part of the second floor is more than 100 feet from a fire stairs. The second floor is also served by a 2500 lb. rated Otis hydraulic elevator that is fully inspected, registered and maintained.

Per agreement with the fire department in 1931 and confirmed in 1988, the second floor is not sprinkled.

Cross section for 11 Baxter Boulevard 2nd Floor
Separation Walls only Existing Structure not to be disturbed

Notes: 2 single service windows to be installed in
existing metal frame wall with new wood frame only (see Door
Elevation 12712)
Windows are 42" wide x 48" Tall

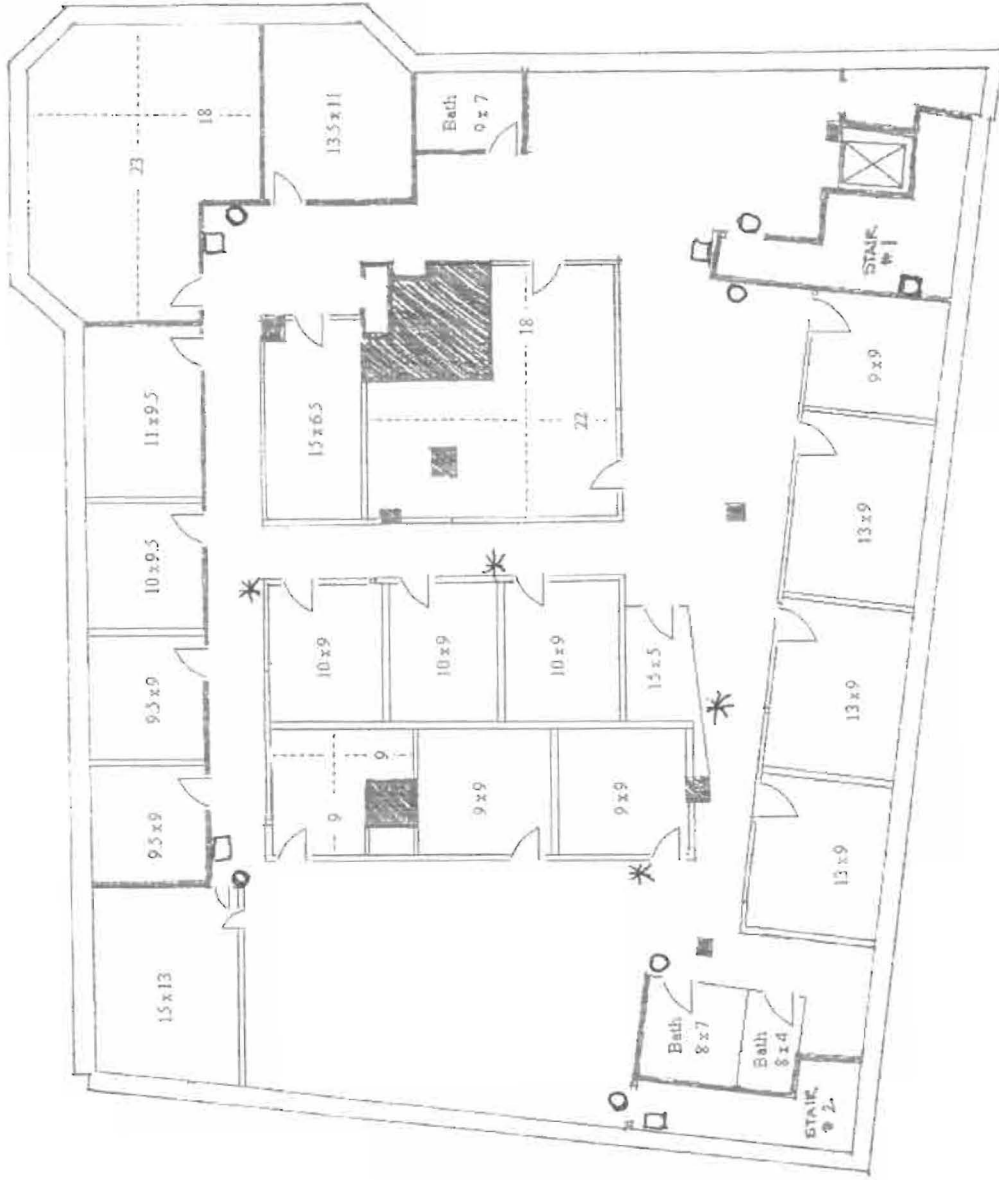


Current exit signs, emergency lights and extinguishers

Original/Current

11 Baxter Blvd.

- exit signs
- emergency lights
- * extinguishers



* Not to scale



CITY OF PORTLAND, MAINE

Department of Building Inspections

Original Receipt

2.29. 20 11

Received from William Smith

Location of Work 11 Boxer Blvd

Cost of Construction \$ _____ Building Fee: _____

Permit Fee \$ _____ Site Fee: _____

Certificate of Occupancy Fee: _____

Total: 110

Building (IL) Plumbing (I5) _____ Electrical (I2) _____ Site Plan (U2) _____

Other _____

CBL: 112-F4

Check #: 2954 Total Collected \$ 110

**No work is to be started until permit issued.
Please keep original receipt for your records.**

Taken by: [Signature]

WHITE - Applicant's Copy
YELLOW - Office Copy
PINK - Permit Copy