

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT

This is to certify that Karen Gillis & William Stauffer

Located At 468 FOREST AVE

Job ID: 2011-11-2777-CH OF USE

CBL: 116- A-003-001

has permission to Change of use from retail to office

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes 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

Code Enforcement Officer / Plan Reviewer

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

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.**

REQUIRED INSPECTIONS:

Close In Elec/Plmb/Frame prior to insulate or gyp

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 OCCUPIED.



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: 2011-11-2777-CH OF USE

Located At: 468 FOREST AVE

CBL: 116- A-003-001

Conditions of Approval:

Zoning

1. Separate permits shall be required for any new signage.

Building

1. Separate permits are required for any electrical, plumbing, sprinkler, fire alarm HVAC systems, heating appliances, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.
2. Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.

City of Portland, Maine - Building or Use Permit Application

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

Job No: 2011-11-2777-CH OF USE	Date Applied: 11/15/2011	CBL: 116- A-003-001	
Location of Construction: 468 FOREST AVE	Owner Name: Karen Gillis & William Stauffer	Owner Address: 468 FOREST AVE PORTLAND, ME 04101	Phone: 207-650-6476
Business Name:	Contractor Name: Portland Glass	Contractor Address:	Phone:
Lessee/Buyer's Name:	Phone:	Permit Type: BLDG - Building	Zone: B-2b
Past Use: Commercial	Proposed Use: Professional Office - change of use and add exterior door (3452*)	Cost of Work: 3000.00	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved w/conditions <input type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: B Type: 2
		Signature: <i>Capt. Perrin 12/5/11</i>	Signature: <i>[Handwritten Signature]</i>
Proposed Project Description: Change of use to office - add door		Pedestrian Activities District (P.A.D.)	
Permit Taken By:		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 information 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>OK w/condition 11/29/11 ABM</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>ABM</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 application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

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

B-26



General Building Permit Application

TX ✓

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: <u>468 Forest Ave</u>		
Total Square Footage of Proposed Structure/Area <u>3652 sq</u>		Square Footage of Lot
Tax Assessor's Chart, Block & Lot Chart# <u>116</u> Block# <u>A</u> Lot# <u>3</u>	Applicant * must be owner, Lessee or Buyer * Name <u>Karen Gellis / William Stauffer</u> Address <u>468 Forest Ave 04101</u> City, State & Zip <u>PORTLAND ME</u>	Telephone: <u>207-650-6476</u>
Lessee/DBA (If Applicable)	Owner (if different from Applicant) Name Address City, State & Zip	Cost Of Work: \$ <u>50</u> C of O Fee: \$ <u>75</u> Total Fee: \$ <u>125</u>
Current legal use (i.e. single family) <u>mixed use business retail</u> If vacant, what was the previous use? Proposed Specific use: <u>Professional office</u> Is property part of a subdivision? <u>no</u> If yes, please name Project description: <u>Change of use retail to office. adding exterior door.</u>		
Contractor's name: <u>PORTLAND GLASS</u>		
Address:		
City, State & Zip		
Who should we contact when the permit is ready: <u>Bill Stauffer</u>		Telephone: <u>699-5727</u>
Mailing address: <u>468 Forest Ave Portland Ave 04101</u>		

RECEIVED
NOV 15 2011
City of Building Inspections
City of Portland, Maine

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.

Signature: [Signature] Date: 10/11/11

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

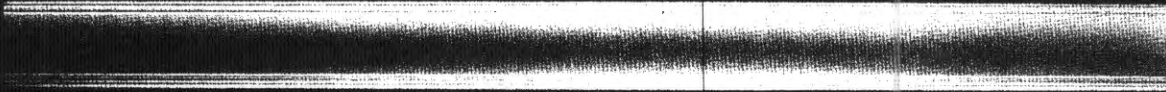
VISTAWALL

PB-21 PUSH BAR



DOR-O-MATIC 1690 CONCEALED ROD PANIC DEVICE

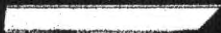
DOR-O-MATIC 1790 RIM PANIC DEVICE



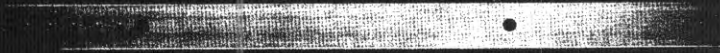
LCN 2030 OVERHEAD CONCEALED CLOSER WITH OFFSET ARM ASSEMBLY



NORTON 1604 OVERHEAD SURFACE CLOSER



JACKSON 20-330 OVERHEAD CONCEALED CLOSER



CY-3 THUMB TURN AND CY-1 CYLINDER



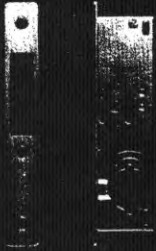
PH-21 OFFSET PANIC PULL



PH-20 STANDARD PULL HANDLE



ADAMS-RITE 1850 MS HOOKBOLT LOCK AND FP-1 FACE PLATE



BH-1 BUTT HINGE

OP-11 INTERMEDIATE PIVOT

OP-9 & 10 OFFSET PIVOTS

OP-6 & 7 OFFSET PIVOTS

THE VISTAWALL GROUP
BUTLER MANUFACTURING COMPANY

VISTAWALL
ARCHITECTURAL PRODUCTS

MODULINE
WINDOW SYSTEMS

NATURALITE
SKYLIGHT SYSTEMS

SKYWALL
TRANSLUCENT SYSTEMS

**MAINE COMMERCIAL ASSOCIATION OF REALTORS®
COMMERCIAL LEASE (GROSS/MODIFIED GROSS)**

1. PARTIES Storrey Property Management LLC with a mailing address of 468 Forest Avenue, Portland, ME 04101 ("LANDLORD"), hereby leases to Maine Association of Substance Abuse Programs Inc with a mailing address of _____ ("TENANT"), and the TENANT hereby leases from LANDLORD the following described premises:

2. PREMISES The Premises are deemed to contain 2,925+/- square feet. The Premises are located at 468 Forest Avenue, Portland, ME 04101 together with the right to use in common, with others entitled thereto, the hallways, stairways and elevators necessary for access to said leased premises, and lavatories nearest thereto. The leased premises are accepted in "as is" condition except if specifically set forth to the contrary in this lease.

3. TERM The term of this lease shall be for Five (5) Years unless sooner terminated as herein provided, commencing on the Commencement Date, that being Thirty (30) days after Tenant is issued a Change of Use permit, and shall terminate upon the 5th anniversary of the Commencement Date.

4. RENT The TENANT shall pay to the LANDLORD the following base rent:

<u>Lease Year(s)</u>	<u>Annual Base Rent</u>	<u>Monthly Rent</u>
<u>Year 1</u>	<u>\$30,000.00</u>	<u>\$2,500.00</u>
<u>Year 2</u>	<u>\$30,750.00</u>	<u>\$2,562.50</u>
<u>Year 3</u>	<u>\$31,518.75</u>	<u>\$2,626.56</u>
<u>Year 4</u>	<u>\$32,306.72</u>	<u>\$2,708.89</u>
<u>Year 5</u>	<u>\$33,114.39</u>	<u>\$2,759.53</u>

payable in advance in equal monthly installments on the first day of each month during the term, said rent to be prorated for portions of a calendar month at the beginning or end of said term, all payments to be made to LANDLORD or to such agent and at such place as LANDLORD shall from time to time in writing designate, the following being now so designated: 468 Forest Avenue, Portland, ME 04101. If TENANT does not pay base rent, supplemental and additional rents, or other fees and charges when due pursuant to the terms of this Lease, then LANDLORD, in its sole discretion, may charge, in addition to any other remedies it may have, a late charge for each month or part thereof that TENANT fails to pay the amount due after the due date. The late charge shall be equal to four percent (4%) of the amount due LANDLORD each month in addition to the rent then due.

5. RENEWAL OPTION So long as TENANT has not been in default of this lease during the term hereof, TENANT shall have the option to renew this lease for Two, Two (2) Year Options. In order to exercise TENANT's option, TENANT shall Notify LANDLORD in writing by Certified or Registered Mail of its intention to exercise its option on or before six (6) months prior to the end of the then current term, said renewal to be upon the same terms and conditions set forth in this Lease except for base rent which shall be as follows:

<u>Lease Year(s)</u>	<u>Annual Base Rent</u>	<u>Monthly Rent</u>
<u>Year 6</u>	<u>\$33,942.25</u>	<u>\$2,828.52</u>
<u>Year 7</u>	<u>\$34,790.80</u>	<u>\$2,899.23</u>
<u>Year 8</u>	<u>\$35,660.57</u>	<u>\$2,971.71</u>
<u>Year 9</u>	<u>\$36,552.09</u>	<u>\$3,046.58</u>

In the event that TENANT fails to perform its obligations under this Section, time being of the essence, the option shall be deemed not to have been exercised.

6. SECURITY DEPOSIT Upon the execution of this lease, the TENANT shall pay to the LANDLORD the amount of Two Thousand Five Hundred Dollars - (\$ 2,500.00), which shall be held as a security for the Tenant's performance as herein provided and refunded to the TENANT without interest at the end of this lease subject to the TENANT's satisfactory compliance with the conditions hereof.

7. RENT ADJUSTMENT If in any tax year commencing with the fiscal year 2012, the real estate taxes on the land and buildings, of which the leased premises are a part, are in excess of the amount of the real estate taxes thereon for the fiscal year 2011 (hereinafter called the "Base Year"), TENANT will pay to LANDLORD as additional rent hereunder, in accordance with subparagraph B of this Article, Eighty Two per cent (82%) of such excess that may occur in each year of the term of this lease or any extension or renewal thereof and proportionately for any part of a fiscal year in which this lease commences or ends. If the LANDLORD obtains an abatement of any such excess real estate tax, a proportionate share of such abatement, less the reasonable fees and costs incurred in obtaining the same, if any, shall be refunded to the TENANT.

A. TAX ESCALATION

B. OPERATING COST ESCALATION The TENANT shall pay to the LANDLORD as additional rent hereunder in accordance with subparagraph B of this Article, Eighty Two per cent (82%) of any increase in operating expenses over those incurred during the calendar year 2012. Operating expenses are defined for the purposes of this agreement as operating expenses per annum of the building and its appurtenances and all exterior areas, yards, plazas, sidewalks, landscaping and the like then (i.e. as of said last day of the calendar year concerned) located outside of the building but related thereto and the parcels of land on which they are located (said building, appurtenances, exterior areas, and land hereinafter referred to in total as the "building"). Operating expenses include, but are not limited to: (i) all costs of furnishing electricity, heat, air-conditioning, and other utility services and facilities to the building, (ii) all costs of any insurance carried by LANDLORD related to the building, (iii) all costs of common area cleaning and janitorial services, (iv) all costs of maintaining the building including the operation and repair of heating and air-conditioning equipment and any other common building equipment, non-capital roof repairs and all other repairs, improvements and replacements required by law or necessary to keep the building in a well maintained condition, (v) all costs of snow and ice removal, landscaping and grounds care, except the front walkway which TENANT is responsible for clearing (vi) cost for dumpster use unless TENANT needs additional waste removal in which case TENANT would need to contract its own dumpster service or reimburse LANDLORD for any additional costs in waste removal (vii) all other costs of the management of the building, including, without limitation, property management fees, and (viii) all other reasonable costs relating directly to the ownership, operation, maintenance and management of the building by LANDLORD. This increase shall be prorated should this lease be in effect with respect to only a portion of any calendar year.

Toesst the

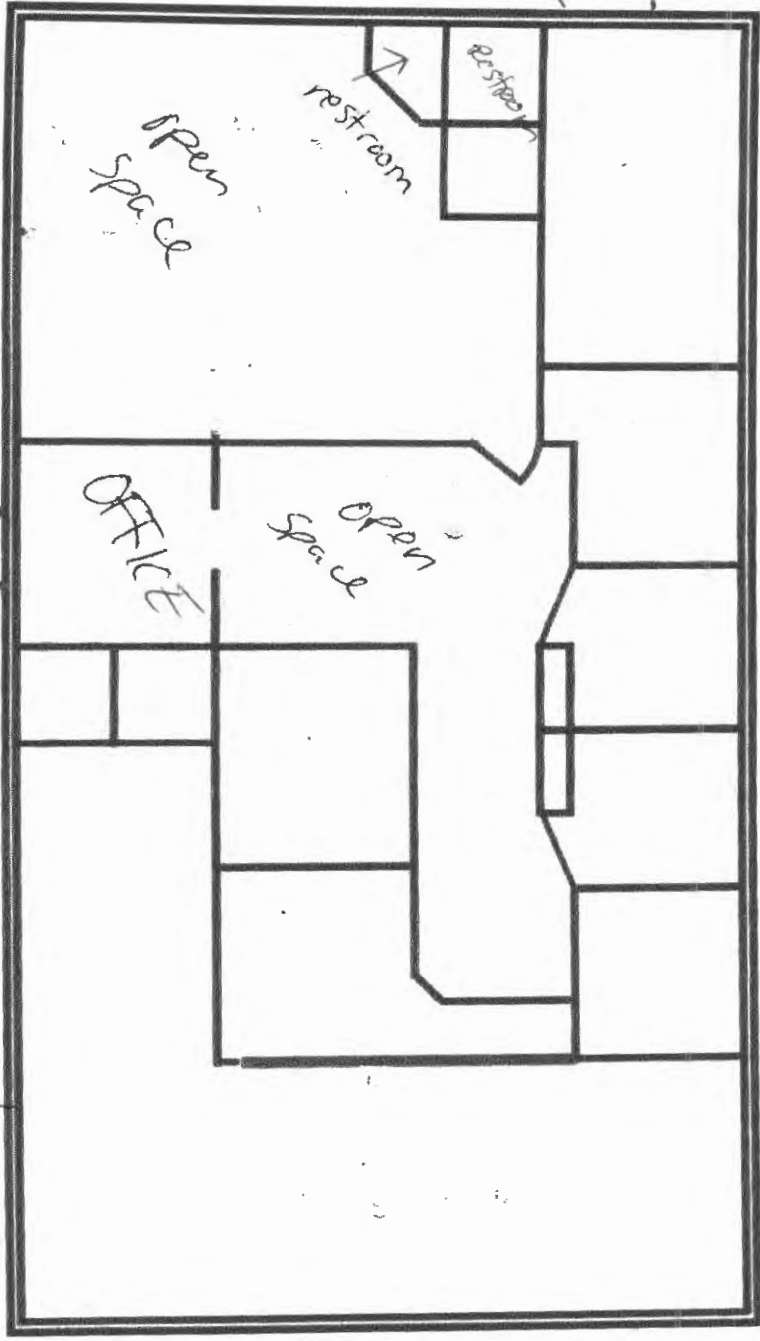
For down

INSTALL EXTERIOR DOOR

REMOVE X

DOOR

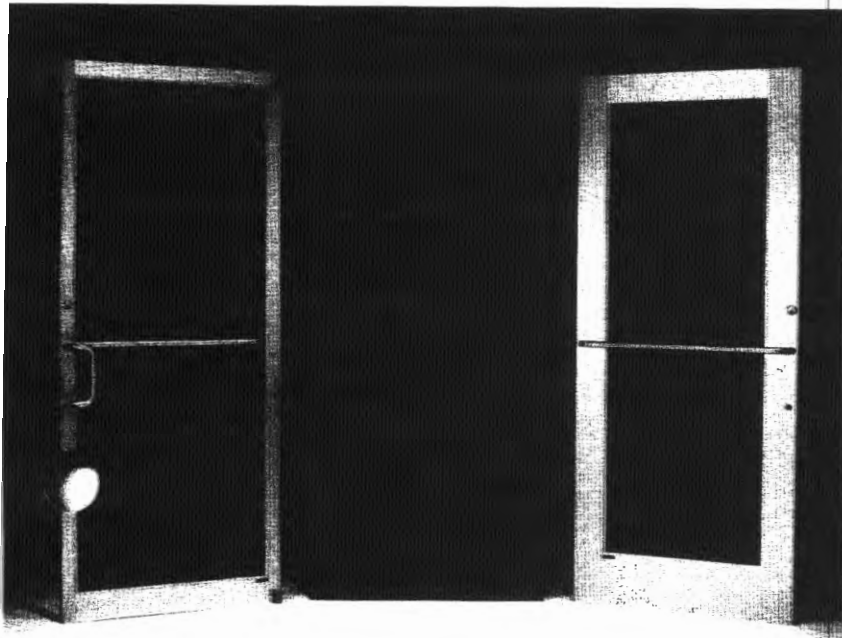
Parking



36528

B-26 - bus then
19,500 + charge
of use - parking
not required

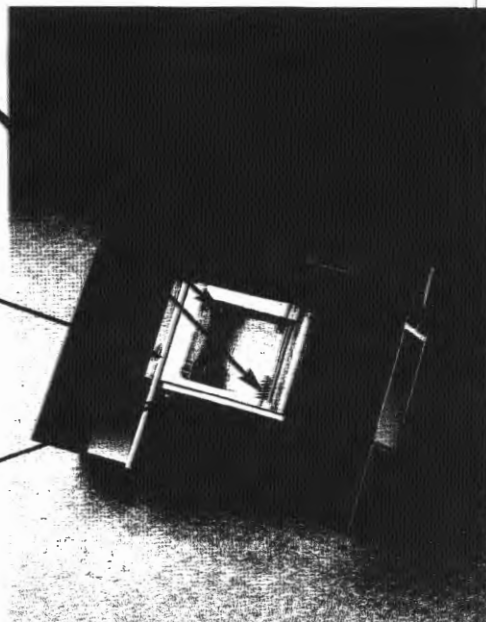
Standard Entrances



Mechanically Fastened Shear Block

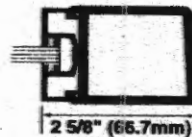
Heavy Duty Backup Plate

Welded Corner Connection

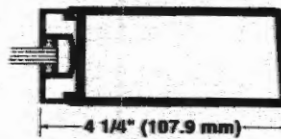


Vistawall offers standard narrow, medium and wide stile entrances to meet a wide range of traffic requirements. All standard Vistawall entrances (3'-0" wide) are ADA compliant and have built-in features that include:

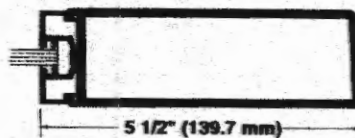
- Maximum security hook bolt locks
- 1" diameter push/pulls
- Adjustable astragal with dual weathering on pairs of doors
- Mechanically fastened shear blocks and welded corner construction
- Adaptable to virtually all hardware
- 4" to 10" one piece bottom rail options
- Glass stops with bulb gaskets
- 1/4", 3/8" 5/8" and 1" glazing options



Series 212 - Narrow Stile



Series 375 - Medium Stile



Series 500 - Wide Stile

- Adaptable to meet local building codes
- Limited lifetime warranty

Vistawall entrances are durable and virtually maintenance free.

Vistawall also offers a complete line of custom, specialty and all glass entrances. For more information on how Vistawall can meet or exceed your design ideas, call your local sales representative or contact the customer service department in Terrell, Texas.

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Vistawall locations:

Headquarters

P.O. Box 629, Terrell, TX 75160

972-551-6100

www.vistawall.com

Atlanta, GA	Houston, TX	Seattle, WA
Chicago, IL	Los Angeles, CA	St. Louis, MO
Cincinnati, OH	Minneapolis, MN	Tampa, FL
Cleveland, OH	Modesto, CA	Terrell, TX
Dallas, TX	Newnan, GA	Warwick, RI
Denver, CO	Sacramento, CA	Washington, DC
Detroit, MI	San Francisco, CA	

10-3-2011
Storrey Property Management
Attn: Bill
Jobsite: 468 Forest Avenue
Portland, Maine 04101



Marianne Russell -- Store Manager
832 Congress St
Portland, ME 04102
(207) 774 -9851 phone
(207) 774 -9855 fax
Marianne.russell@portlandglass.com

This is a Proposal:

We propose to furnish and install the following materials in accordance with the outline below:

Price is for (1) entrance with a narrow stile door and (2) punched openings. Framing is Vistwall FG-3000 (2" x 4 1/2") in dark bronze finish. Hardware for door includes 1 1/2" pair of butt hinges, Norton 1604 surface mounted closer with a parallel arm drop plate bracket, rim panic, sweep and threshold. All glass is figured as 1" lowe insulated glass.

Price for the entrance door only installed with tax would be \$2104.15.

Each punched opening is based on an approximate size of 36 x 60. These openings do not exist and Portland Glass will discuss with customer the rough opening sizes needed to accommodate these frames. Price for the (2) punched openings only 1391.85 installed with tax.

Estimated delivery time is 2-3 weeks from the receipt of a signed proposal.

For the above we are pleased to quote the following:

**\$3496.00 installed
with tax**

*Price good for 30 days from above date.

*Please sign and return one copy, at that time material will be ordered

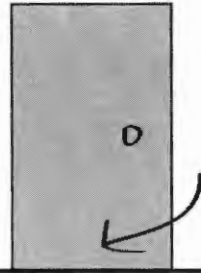
*Term Net 30 for account holders, COD upon completion of work for others

Accepted: _____
Printed: _____
Date: _____
Title: _____

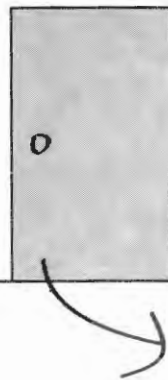
By Portland Glass Co.

OUTSIDE FACING SIDE OF BUILDING

DOOR TO SWING OUT ONTO PAVEMENT
(THERE IS NO PARKING AREA HERE JUST
PAVEMENT) THE OPENING DOOR WILL NOT OBSTRUCT ANYTHING



INSIDE FACING DOOR
Door will open into an open
space.





CITY OF PORTLAND, MAINE

Department of Building Inspections

Original Receipt

11.15 20 11

Received from Storreyline Maine Assoc.

Location of Work 468 Forest Ave

Cost of Construction \$ 3000 Building Fee: 50

Permit Fee \$ _____ Site Fee: _____

Certificate of Occupancy Fee: 75

Total: 125

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

Other _____

CBL: 116-A3

Check #: 84296308 Total Collected \$ 125

**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