

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK
CITY OF PORTLAND

Please Read
Application And
Notes, If Any,
Attached

BUILDING DIVISION

PERMIT

Permit Number 10106

PERMIT ISSUED

SEP 30 2009

This is to certify that CRANE LEONORE E /Craig erman

has permission to Replacement windows in unit 0

AT CLAIRMONT CT

CITY OF PORTLAND
125 J009C04

provided that the person or persons, firm or corporation accepting this permit shall comply with
of the provisions of the Statutes of Maine and of the Ordinances of the City of Portland regulat
the construction, maintenance and use of buildings and structures, and of the application on file
this department.

Apply to Public Works for street line
and grade if nature of work requires
such information.

Notification of inspection must be
given and written permission procured
before this building or part thereof is
lath or other work is used-in. 24
HOURS NOTICE IS REQUIRED.

A certificate of occupancy must be
procured by owner before this build
ing or part thereof is occupied.

OTHER REQUIRED APPROVALS

Fire Dept. _____
Health Dept. _____
Appeal Board _____
Other _____
Department Name

Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

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

Permit No: 09-1065		Issue Date:		CBL: 125 J009C04	
Location of Construction: CLAIRMONT CT		Owner Name: CRANE LEONORE E		Owner Address: C4 CLAIRMONT CT	
Business Name:		Contractor Name: Craig Weeman		Contractor Address: 258 Main Street Yarmouth	
Lessee/Buyer's Name		Phone:		Permit Type: Replacement windows	
Past Use: Single Family Condo		Proposed Use: Single Family Condo - Replacement windows in unit C-4		Permit Fee: \$50.00	
Proposed Project Description: Replacement windows in unit C-4		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied N/A Signature: _____		Cost of Work: \$2,500.00	
				CEO District: 3	
				INSPECTION: Use Group: R. 3 Type: 5B IBC 2003 Signature: _____	
				PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.): Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: _____ Date: _____	
Zone: R. 5					
Permit Taken By: Ldobson		Date Applied For: 09/25/2009		Zoning Approval	
<ol style="list-style-type: none">This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.Building permits do not include plumbing, septic or electrical work.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.. <div style="border: 2px solid black; padding: 10px; text-align: center; margin-top: 20px;">PERMIT ISSUED <div style="border: 1px solid black; padding: 5px; display: inline-block;">SEP 30 2009</div> CITY OF PORTLAND</div>		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"/> Date: 9/28/09		Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____	
		Historic Preservation <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: 9/20/09			

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

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

to schedule your inspections as agreed upon

Permits expire in 6 months, if the project is not started or ceases for 6 months.

The Owner or their designee is required to notify the inspections office for the following inspections and provide adequate notice. Notice must be called in 48-72 hours in advance in order to schedule an inspection:

By initializing at each inspection time, you are agreeing that you understand the inspection procedure and additional fees from a "Stop Work Order" and "Stop Work Order Release" will be incurred if the procedure is not followed as stated below.

A Pre-construction Meeting will take place upon receipt of your building permit.

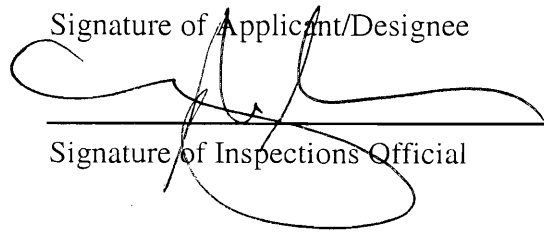
 X Final inspection required at completion of work.

Certificate of Occupancy is not required for certain projects. Your inspector can advise you if your project requires a Certificate of Occupancy. All projects DO require a final inspection.

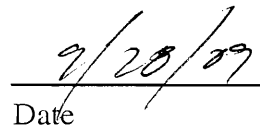
If any of the inspections do not occur, the project cannot go on to the next phase, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.

CERIFICATE OF OCCUPANICES MUST BE ISSUED AND PAID FOR, BEFORE THE SPACE MAY BE OCCUPIED.

Signature of Applicant/Designee



Date



Signature of Inspections Official

Date

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

Permit No: 09-1065		Date Applied For: 09/25/2009	CBL: 125 J009C04
Location of Construction: CLAIRMONT CT	Owner Name: CRANE LEONORE E	Owner Address: C4 CLAIRMONT CT	Phone:
Business Name:	Contractor Name: Craig Weeman	Contractor Address: 258 Main Street Yarmouth	Phone (207) 329-6780
Lessee/Buyer's Name	Phone:	Permit Type: Replacement windows	
Proposed Use: Single Family Condo - Replacement windows in unit C-4		Proposed Project Description: Replacement windows in unit C-4	
Dept: Zoning Status: Approved with Conditions Reviewer: Tammy Munson Approval Date: 09/28/2009 Note: Ok to Issue: <input checked="" type="checkbox"/> 1) This property shall remain a single residential condominium unit. Any change of use shall require a separate permit application for review and approval. 2) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.			
Dept: Building Status: Approved with Conditions Reviewer: Tammy Munson Approval Date: 09/28/2009 Note: Ok to Issue: <input checked="" type="checkbox"/> 1) Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.			



General Building Permit Application

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>C-4 Clairmont Ct Portland, ME (exile st)</u>		
Total Square Footage of Proposed Structure/Area	Square Footage of Lot	Number of Stories <u>3</u>
Tax Assessor's Chart, Block & Lot Chart# <u>105</u> Block# <u>J</u> Lot# <u>009004</u>	Applicant * <u>must be owner, Lessee or Buyer</u> * Name <u>Lea Crane</u> Address <u>C-4 Clairmont Ct</u> City, State & Zip <u>Portland, ME 04103</u>	Telephone: <u>650-7604</u>
Lessee/DBA (If Applicable)	Owner (if different from Applicant) Name Address City, State & Zip	Cost of Work: \$ <u>2,500</u> C of O Fee: \$ Total Fee: \$
Current legal use (i.e. single family) <u>Single</u> Single family <u>Condo</u> Number of Residential Units <u>25</u> If vacant, what was the previous use? Proposed Specific use: <u>living</u> Is property part of a subdivision? <u>NO</u> If yes, please name Project description: <u>Anderson Conversion Kits - replacing sashes & jam liners without changing structure of building in any way.</u>		
Contractor's name: <u>Craig Weeman</u> Address: <u>28 Main St</u> City, State & Zip <u>Yarmouth ME 04096</u> Telephone: <u>339-6740</u> Who should we contact when the permit is ready: <u>Lea Crane</u> Telephone: <u>650-7604</u> Mailing address: <u>C-4 Clairmont Ct Portland, ME 04103</u>		

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

SEP 25 2009

Signature: [Signature]

Date: 9/25/09

Dept. of Building Inspections
City of Portland, Maine

This is not a permit; you may not commence ANY work until a permit is issued.


[Account](#) [Parts Catalog](#) [How To](#) [Caring For Your F](#)
[Awning](#) [Basement](#) [Casement](#) [Double-Hung](#) [Gliding](#) [I](#)

Browse by
Window Type

Search Keyword
or Part Number

What part do you need
for your Window?



Select Window Type
Select a Window Type

Select Model
Select a Model

And/Or Select Category
Select a Category

Search Now

Window Parts

All

Awning

Basement

Casement

Double-Hung

Gliding

Patio Doors

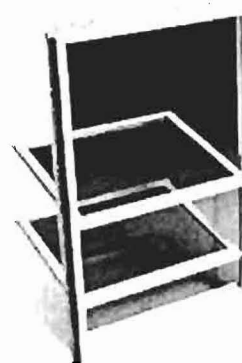
Roof/Skylight

Andersen Conversion Kits

What is a Conversion Kit?

Andersen Conversion Kits are designed for Narroline double-hung windows that were manufactured prior to 1990. Each kit includes two new windows, Performance glass, window jamb liners and hardware.

Once installed, this kit enables you to "tilt and wash" your windows for easy cleaning. In addition, the new Low-E glass provides energy efficiency for year round comfort.



Installing the Conversion Kit

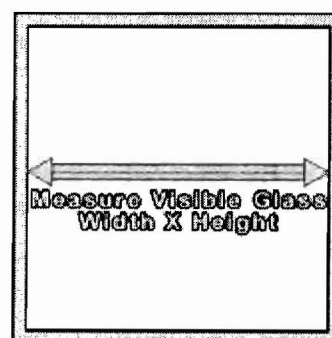
The installation of each conversion kit requires only basic hand tools and can be completed in about 1-2 hours per window. All of the work during the preparation and installation process takes place from inside the home. To learn more about this process, please review the installation guides below:

- [Installing Tilt-Wash Windows \(Popular Mechanic\)](#)
- [Conversion Kit Installation Instruction \(Andersen\)](#)

Determining Your Size

To order Andersen Conversion Kits for your windows, you must first determine the model number of your existing windows. To do this, simply measure the width and height of your existing windows. You will need to record these dimensions.

Upon determining these dimensions, please visit our pricing page to determine the pricing for your conversion kit.



[Click for sizes and pricing.](#)

[SHOP CONVERSION KITS](#)

Parts Included

- (1) Instruction Guide
- (1) Tilt-Wash Upper Sash
- (1) Tilt-Wash Lower Sash
- (1) Left Jamb Assembly
- (1) Right Jamb Assembly
- (1) Insect Screen Warning Label/Handle
- (1) Wash Instruction Label
- (2) Keeper Shims

Component Identification

Tilt Wash Upper Sash

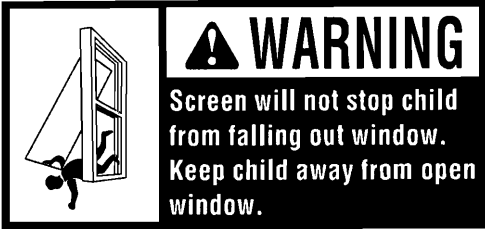
Tools and Supplies

- Safety Glasses
- Phillips and Flat Bladed Screwdriver
- Wood Block
- Utility Knife
- Tape Measure and Pencil
- Rigid Blade Putty Knife
- Caulk Gun and Silicone Sealant
- Diagonal Wire Cutters
- 2-1/2" Drywall Screws
- Hammer
- Silicone Lubricant
- Paper Towels

Tilt Wash Lower Sash

Left Jamb Assembly

Right Jamb Assembly



Insect Screen Warning Label/Handle



Wash Instruction Label

NOTICE	
<ul style="list-style-type: none">• Check size, glass type, color, and kit contents to verify that all components are correct.• Unit/sash opening must be plumb, level, square, and free of any bowed jambs.• With sash closed and locked, measure frame diagonally from corner to corner. Distances must be equal or $\pm 1/8"$.• Wood frame and outer frame member must be in good condition. Inspect frame, vinyl, sill, head, and side jambs for damage. Repair as needed.• If any of these requirements are not met, have a qualified carpenter/contractor determine whether the window frame can be removed and reinstalled to correct the problem, or if any structural problems require correction before the Double-Hung Conversion Kit can be installed.	

1. Prepare for Installation

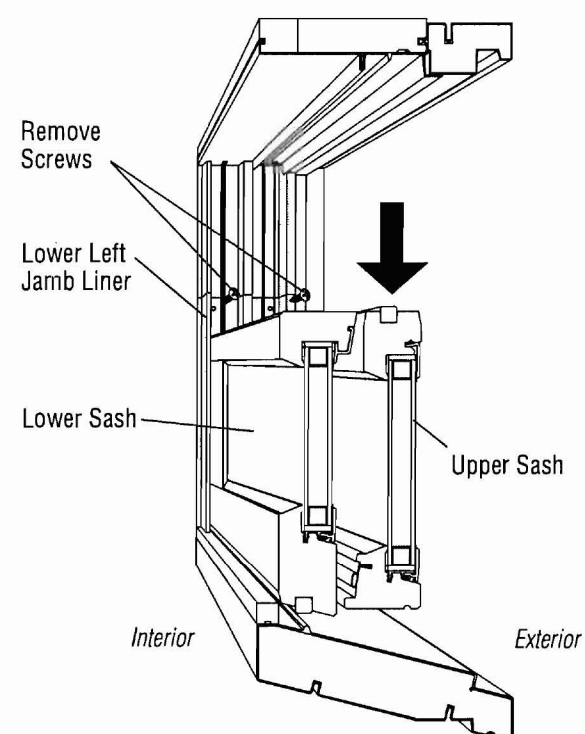
CAUTION

Kit components must be at room temperature before beginning installation procedure. Failure to have components at room temperature may result in product damage.

NOTICE

It may be necessary to loosen side Interior Casing, Extension Jambs, or break seal between gypsum board or plaster. This will allow the veneered portion of Jamb Retainer to fit between the interior finish and window frame. Follow appropriate procedure below according to type of interior trim or finish.

- Gently pry side *Interior Trim* slightly away from the frame, using a thin blade putty knife.
- Fully lower *Upper* and *Lower Sash*.
- Remove *Screws* in top of lower left *Jamb Liner*.

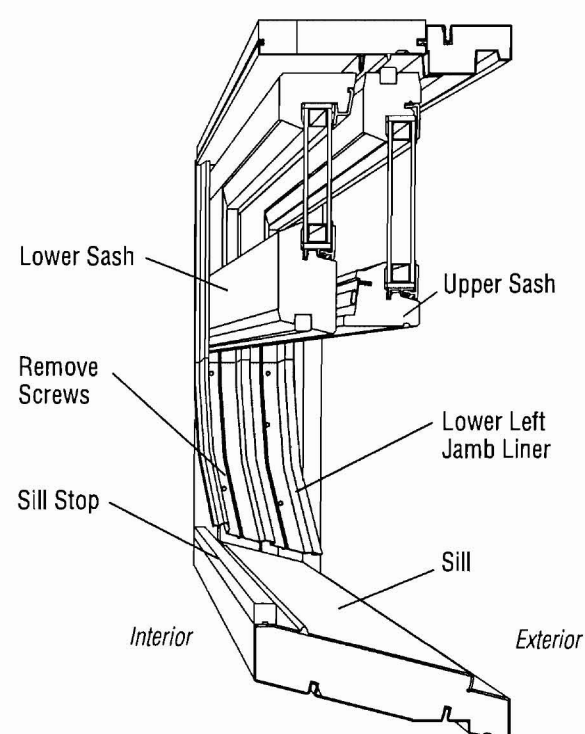


2. Remove Lower Left Hand Jamb Liner

CAUTION

Units joined side by side and units fastened to rough opening through the jamb are secured with screws longer than 1/2". When removing Jamb Liner Screws, if any screw removed is longer than 1/2", replace screw in former position after Jamb Liners are removed. Failure to do so may compromise structural integrity of the unit(s).

- Fully raise *Upper* and *Lower Sash*. Remove all screws from lower left *Jamb Liner*.
- Carefully remove lower left *Jamb Liner* from bottom by bending and sliding it toward center of the opening. Do not damage sill or *Sill Stop/Stool*, if equipped, when removing *Jamb Liner*.
- Replace *Screws* removed that are longer than 1/2" in former position.



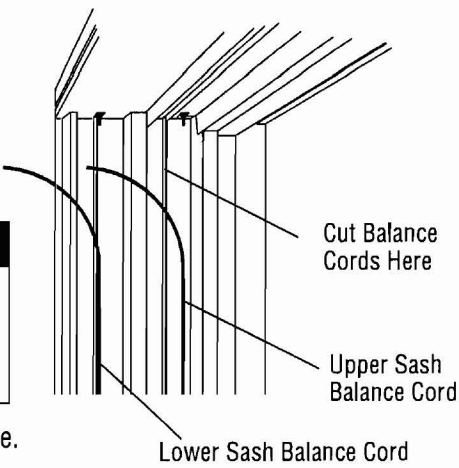
3. Remove Sash

- Fully lower both sash to the sill. Cut *Balance Cords* on both sides of unit as close to the head jamb as possible, using diagonal wire cutters.
- Carefully remove the *Lower Sash* by pulling it toward the right side of unit. Repeat procedure for removal of Upper Sash.

⚠ WARNING

Do not leave the window opening unattended, especially when small children are present. A fall from the window opening could cause death or serious injury.

- Discard sash and sash cord in Conversion Kit Box. Recycle where possible.

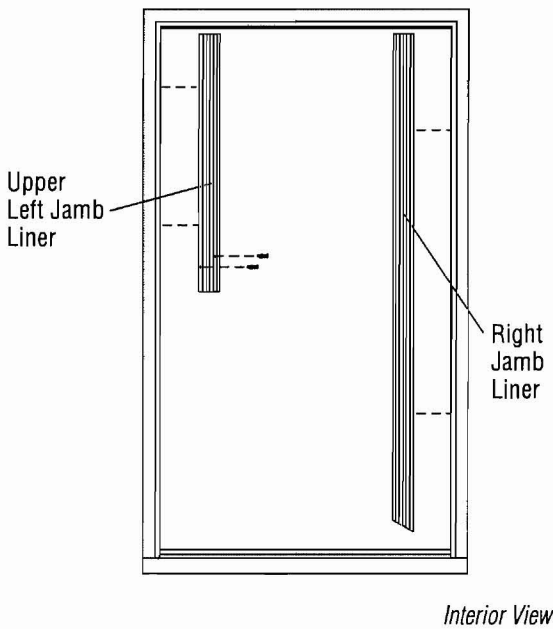


4. Remove Upper Left and Right Jamb Liners

CAUTION

Units joined side by side and units that are fastened to rough opening through the jamb are secured using Screws longer than 1/2". When removing Jamb Liner screws, if any screw removed is longer than 1/2", replace screw in former position after Jamb Liners have been removed. Failure to do so may compromise the structural integrity of the unit(s).

- Remove *Screws* securing upper left and right *Jamb Liners*. Grasp lower exterior edge of *Jamb Liners* and remove with a slight twisting motion towards center of the opening. Do not damage sill or Sill Stop/Stool if equipped, when removing *Jamb Liners*.
- Discard *Jamb Liners* in Conversion Kit Box. Recycle where possible.
- Replace *Screws* removed that are longer than 1/2" in former positions.

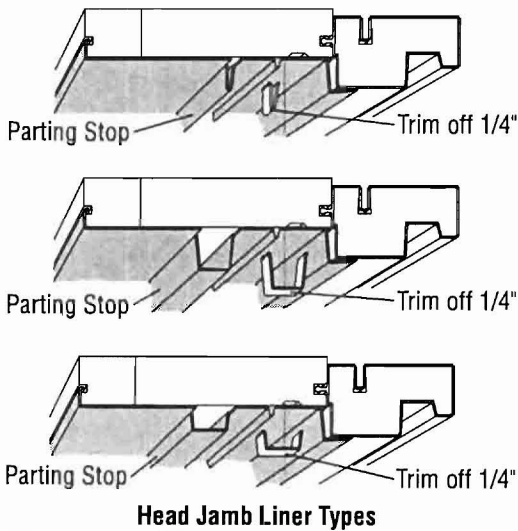


5. Trim Head Jamb Liner Parting Stop

- With utility knife, trim *Head Jamb Liner Parting Stop* back 1/4" at each end of *Head Jamb Liner*.

NOTICE

It may be necessary to loosen side Interior Casing, Extension Jambs, or break seal between gypsum board or plaster. This will allow the veneered portion of Jamb Retainer to fit between the interior finish and window frame. Follow appropriate procedure below according to type of interior trim or finish.



6. Prepare Frame Area

CAUTION

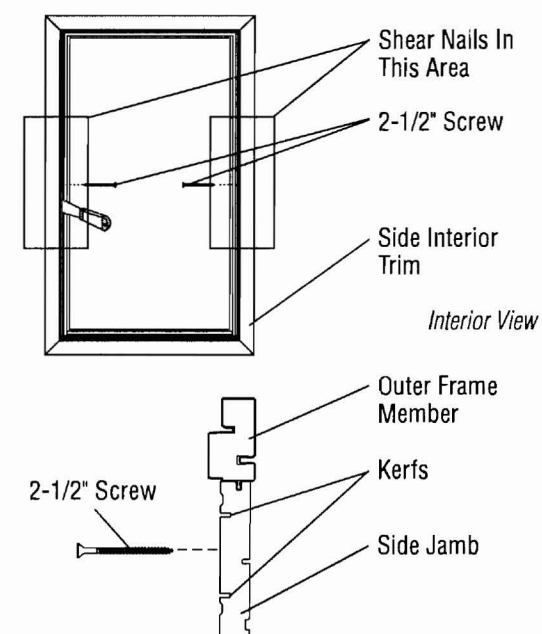
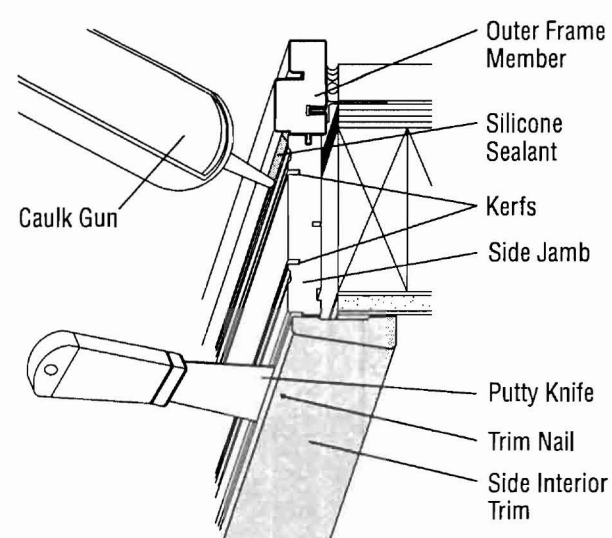
Remove all wood splinters and debris from kerfs in Side Jambs. Failure to do so may cause incorrect fit of Jamb Retainer.

- Clean any excess glue between *Jamb* and *Outer Frame Member* using a rigid blade putty knife. Incorrect fit of *Jamb Liner Retainer* will result if excess glue is not removed.
- Shear the center nails of the side interior trim using a rigid blade putty knife in area shown, to loosen Side Jamb before installing screws.

CAUTION

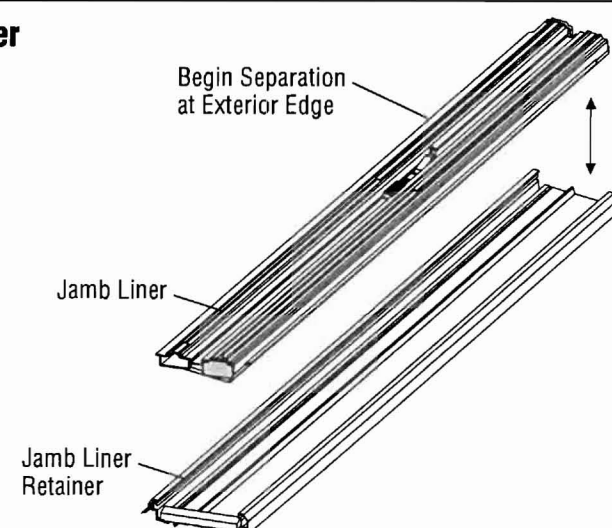
Do Not screw into Jamb Kerf. This will prevent Jamb Retainer from sealing properly into the Jamb and will prevent Sash from operating.

- Install (1) 2-1/2" screw at the center of each side jamb to draw frame slightly outwards. Side Jamb will have outward movement.
- Apply a 1/8" bead of silicone sealant between the *Jamb* and outer frame member along entire length of the *Jamb*.



7. Separate Jamb Liner from Jamb Liner Retainer

- Separate *Jamb Liner* by gently pulling exterior side away from the exterior edge of *Jamb Liner Retainer* or slide *Jamb Liner* out from *Jamb Liner Retainer*.

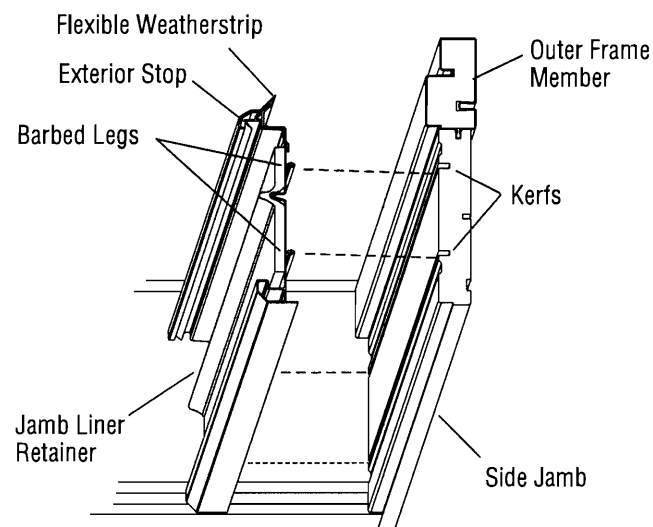


8. Apply Jamb Liner Retainer

NOTICE

Jamb Liner Retainers are left and right specific. Make sure angled end of Jamb Liner Retainer matches sill angle.

- Insert top of *Jamb Liner Retainer* against *Head Jamb*.
- Align barbed legs on back side of *Jamb Liner Retainer* with kerfs in *Side Jamb*.
- Push barbed legs into kerf along entire length making sure *Flexible Weatherstrip* on exterior edge is laying flat and not folded under outer frame member. If *Weatherstrip* is folded under, pull *Exterior Stop* outward to release *Weatherstrip*. *Jamb Liner Retainer* must fit tight against sill.
- Firmly seat *Jamb Liner Retainer* by tapping with a hammer and wood block along entire length. Barbed legs must be fully seated into jamb kerfs to avoid operational difficulties.
- Repeat above steps for opposite *Jamb Liner Retainer*.



9. Apply Jamb Liner

NOTICE

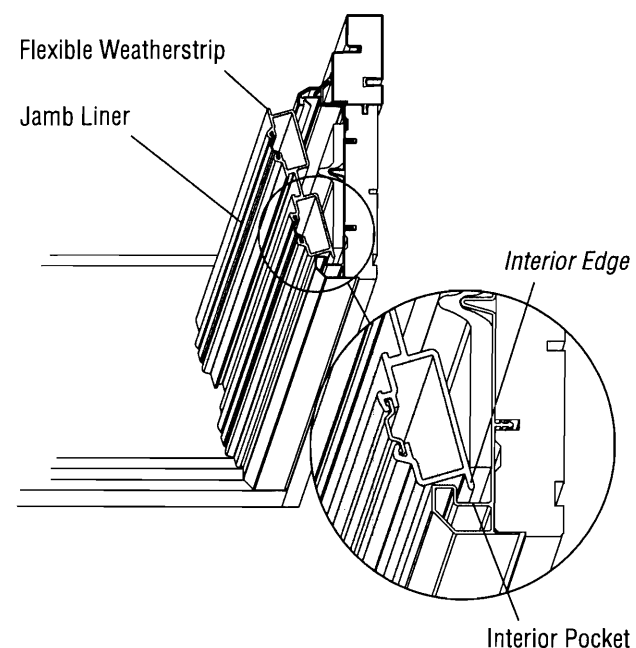
Jamb Liners are left and right specific. Make sure angled end of Jamb Liner matches sill angle.

- Place interior edge of *Jamb Liner* into interior pocket of *Jamb Liner Retainer*. Slide *Jamb Liner* upwards against *Head Jamb* and behind *Parting Stop*.
- Beginning at top, carefully work *Jamb Liner* into place by pushing inward to compress and pushing outward on exterior edge of *Jamb Liner Retainer*. Continue down entire length making sure *Flexible Weatherstrip* on exterior edge is laying flat and not folded under *Jamb Liner Retainer*. If *Weatherstrip* is folded under, pull outermost track of *Jamb Liner* outward to release *Weatherstrip*.

NOTICE

Do Not apply Silicone Lubricant on unfinished wood.

- After *Jamb Liner* is installed, wipe entire *Jamb Liner* with paper towel sprayed with Silicone Lubricant.
- Repeat above steps for opposite *Jamb Liner*.



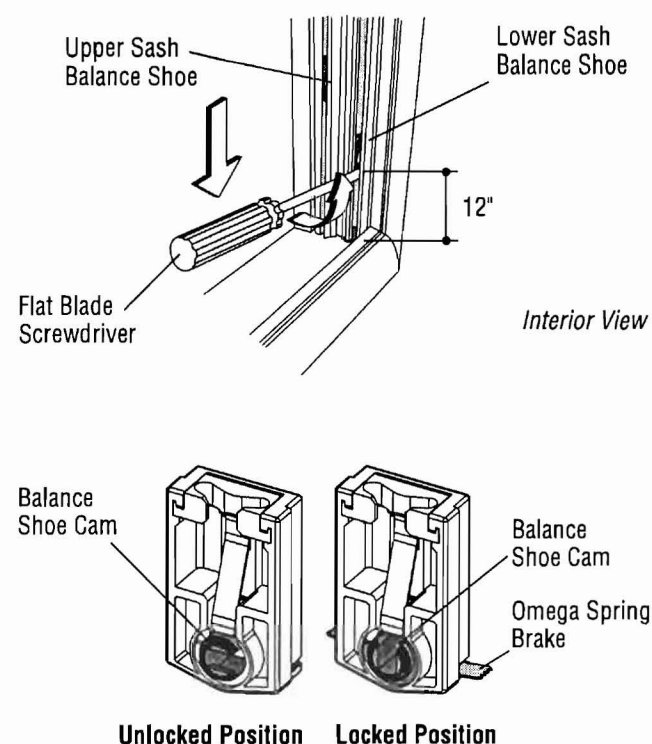
10. Position Balance Shoe Cam

⚠ WARNING

- Balance Shoes are under high tension. Use a long handled, flat bladed screwdriver so both hands can be used to release balance energy. Releasing Balance Shoe suddenly can cause personal injury or damage to unit.

CAUTION

- Level Balance Shoe alignment is critical. Damage to Sash or Jamb Liner can result.
- Position both *Lower* and *Upper Sash Shoes* in both side jambs by inserting a flat-bladed screwdriver into *Balance Shoe Cams*. Locate *Balance Shoes* twelve inches from sill. Lock *Balance Shoe Cams* by rotating 90° to locked position.
- Omega Spring Brake* engages side jamb to secure sash when sash is tilted in.



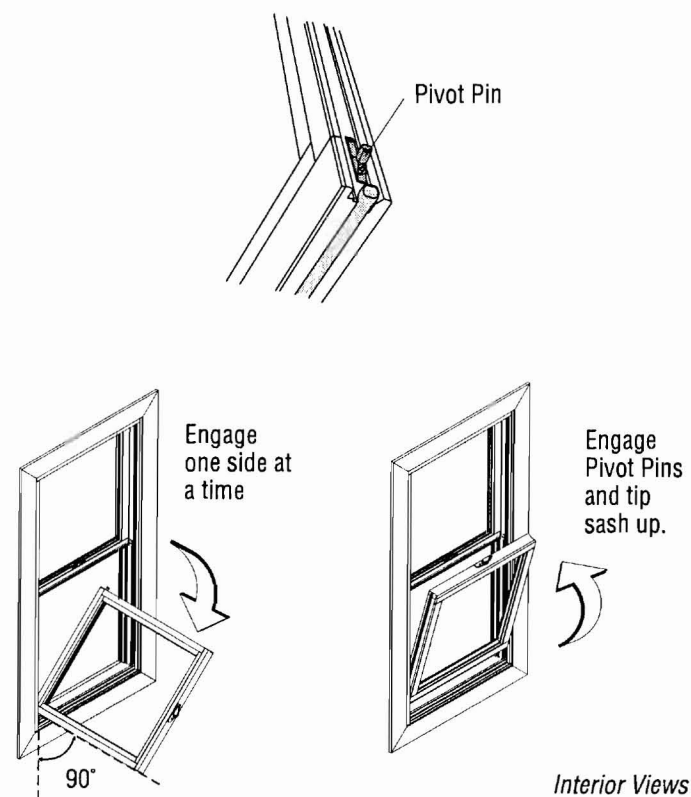
11. Install Sash

- With exterior side of *Upper Sash* facing up, place *Pivot Pins* in *Shoe Balance Cams* one at a time until *Retaining Clip* springs out to hold *Pivot Pin*. Make sure *Pivot Pins* are seated properly before tipping sash.

⚠ CAUTION

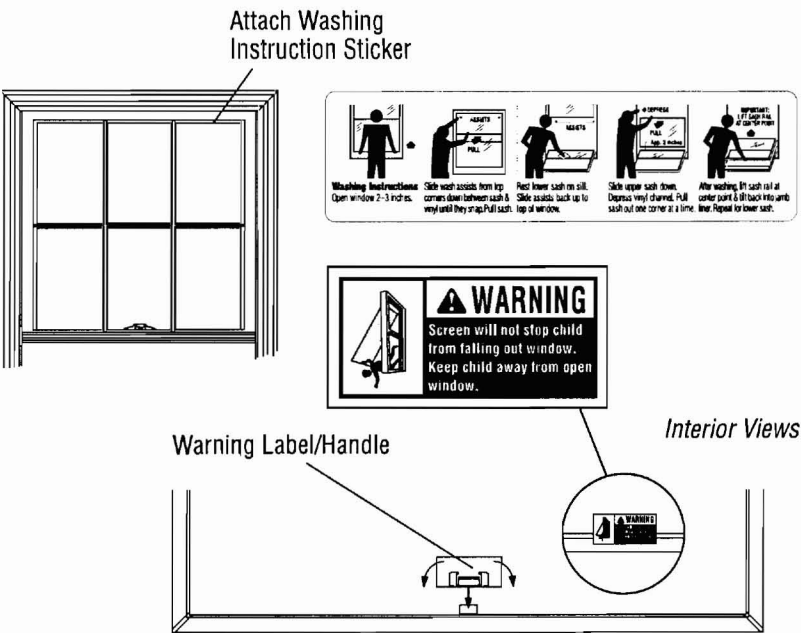
Use caution when tipping Lower Sash into opening to prevent pinching fingers between Upper and Lower Sash.

- When *Pivot Pins* are engaged, tip sash up into place until firmly engaged in *Jamb Liner*.
- Repeat this step for *Lower Sash*.



12. Attach Stickers/Labels

- Attach *Washing Instruction Sticker* to upper right hand corner of head jamb.
- Slide *Warning Label/Handle* over loop of the insect screen, snap it into place, and position to room side as shown.



Finishing, Cleaning, and Maintenance Instructions

CAUTION

DO NOT expose unfinished wood to high moisture conditions, excessive heat or humidity. Finish interior wood surfaces immediately after installation. Unfinished wood surfaces will discolor, deteriorate, and/or may bow and split.

INTERIOR FINISHING
Read and follow finishing manufacturer's instructions and warnings on each container of finish material for priming, painting, staining, and varnishing.

MAINTENANCE
Immediately sand and refinish any interior wood that becomes stained or mildewed to prevent further discoloration and/or damage. For further information, contact your local Andersen dealer. Dealers can be found in the Yellow Pages under Windows.

Trouble Shooting

SYMPTOM	SOLUTION
<ul style="list-style-type: none"> • Hard Locking • Lock and Keeper mis-aligned 	<ul style="list-style-type: none"> • Apply Keeper Shims to align • Relocate Lock and Keeper
<ul style="list-style-type: none"> • Sash hard to tilt inward • Sash hard to operate up and down 	<ul style="list-style-type: none"> • Make sure Center Trim nails were sheared before the Side Jambs were drawn outward using 2-1/2" screws • Draw Side Jamb outward more, if needed • Put Silicone Lubricant on Jamb Liners
<ul style="list-style-type: none"> • Sash are loose in Jamb Liners 	<ul style="list-style-type: none"> • Side Jambs many have drawn outward too far • Remove Sash, Liners, and Retainers. Loosen screws to release Side Jambs inward slightly
<ul style="list-style-type: none"> • Jamb Liner twisted or bent 	<ul style="list-style-type: none"> • Use hair dryer over the twisted/bent area to return Jamb Liner to original shape