


 Permitting and Inspections Department  
 Michael A. Russell, MS, Director

## Commercial Interior Alteration Checklist

(Including change of use, tenant fit-up\*, amendment and/or interior demolition)

All applications shall be submitted online via the Citizen Self Service portal. Refer to the attached documents for complete instructions. The following items shall be submitted (please check and submit all items):

- Commercial Interior Alterations Checklist** (this form)
- Plot plan/site plan** showing lot lines, shape and location of all structures, off-street parking areas and noting any dedicated parking for the proposed business
- Proof of Ownership or Tenancy** (If tenant, provide lease or letter of permission from landlord. If owner, provide deed or purchase and sale agreement if the property was purchased within the last 6 months.)
- Key plan** showing the location of the area(s) of renovation within the total building footprint and adjacent tenant uses
- Life Safety Plan** drawn to scale, showing egress capacity, any egress windows, occupancy load, travel distances, common path distance, dead end corridor length, separation of exits, illumination and marking of exits, portables fire extinguishers, fire separations and any fire alarm or fire sprinklers systems
- Existing floor plans/layouts** drawn to scale, including area layout, removals, exits and stairs
- Proposed floor plans/layouts** drawn to scale, including dimensions, individual room uses and plumbing fixtures

*Please note: All plans shall be drawn to a measurable scale (e.g., 1/4 inch = 1 foot) and include dimensions. Construction documents prepared and stamped by a licensed architect or engineer shall be required for certain projects in accordance with the stated [Policy on Requirements for Stamped or Sealed Drawings](#).*

**Additional plans may also require the following** (As each project has varying degrees of complexity and scope of work for repairs, alterations and renovations, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project.):

- Code information** including use classifications, occupant loads, construction type, existing/proposed fire alarm, smoke and sprinkler protection systems, egress (exits and windows), fire separation areas and fire stopping
- Demolition plans and details for each story** including removal of walls and materials
- Construction and framing details** including structural load design criteria and/or non-structural details
- New stairs** showing the direction of travel, tread and rise dimensions, handrails and guardrails
- Wall and floor/ceiling partition types** including listed fire rated assemblies
- Sections and details** showing all construction materials, floor to ceiling heights, and stair headroom
- New door and window schedules** (include window U-factors)
- Accessibility features and design details** including the Certificate of Accessible Building Compliance
- Project specifications manual**
- A copy of the State Fire Marshal construction and barrier free permits.** For these requirements visit:

[http://www.maine.gov/dps/fmo/plans/about\\_permits.html](http://www.maine.gov/dps/fmo/plans/about_permits.html)

**Food service occupancies** require additional plans and details for review, such as occupant load per square foot area for tables and chairs, number of fixed bar, banquet and booth seating, equipment and plumbing fixture plans with schedule, hood location and interior finish materials. Accessible seating and counter details shall be included, please refer to this site: [http://www.alphaonenow.org/userfiles/resto\\_access\\_sheet.pdf](http://www.alphaonenow.org/userfiles/resto_access_sheet.pdf)

**Separate permits are required for internal and external plumbing, electrical installations, heating, ventilating and air conditioning (HVAC) systems, appliances and commercial kitchen hoods.**

\*Tenant fit-up: construction necessary within the demising walls of a leased space, including partitions, finishes, fixtures, lighting, power, equipment, etc. making the interior space suitable for the intended occupation.



## ALTERED WINDOWS AND DOORS – SCHEDULE INCLUDING U FACTOR

1. SOUTH WALL:  
THREE windows 3' x 4', two of which are operable. Above them is one 30" x 9' window inoperable; storefront framing, 1" annealed IGU w SOLARBAN60
2. WEST WALL:  
3'x3' commercial window, storefront framing, 1" annealed IGU w SOLARBAN60
3. WEST WALL:  
TWO doors, 3' x 7', door framing, storefront framing 1" tempered IGU w SOLARBAN60



03/12/2019

**QUITCLAIM DEED WITH COVENANT**  
(Maine Statutory Short Form)

KNOW ALL PERSONS BY THESE PRESENTS that **Church Corporation**, a Maine Corporation, of South Portland, County of Cumberland, Maine, for value received, grants to **Flatbush Ventures LLC**, a Maine Limited Liability Company, with a mailing address of 298 Mitchell Road, Cape Elizabeth, Maine, 04107, with **QUIT CLAIM COVENANTS**, the property described in **Schedule A** attached hereto and incorporated herein by reference.

IN WITNESS WHEREOF the said Church Corporation has caused this instrument to be signed by an authorized officer as a sealed instrument this 28<sup>th</sup> day of July, 2016.

Church Corporation

Witness

By:

Craig S. Church, President

STATE OF MAINE  
COUNTY OF CUMBERLAND, ss.

July 28, 2016

Personally appeared the above named Craig Church, President and acknowledged the foregoing to be his free act and deed in said capacity and the free act and deed of said corporation.

Before me,

Name: Drew A. Anderson

Notary Public/Attorney at Law



03/12/2019

### SCHEDULE A

A certain lot or parcel of land with the buildings thereon situated on the Southerly corner of Forest Avenue and Revere Street in the City of Portland, County of Cumberland and State of Maine bounded and described as follows:

BEGINNING at an iron bolt on the Southerly line of Revere Street; said point of beginning erroneously referred to as the "westerly corner of land now or formerly of one Varney" in a prior deed;

THENCE North 82° 31' 08" East along Revere Street toward Forest Avenue about one hundred twenty and ninety-nine hundredths (120.99) feet to the corner of Revere Street and Forest Avenue;

THENCE South 37° 17' 52" East along the Westerly sideline of Forest Avenue about ninety and twenty-four hundredths (90.24) feet to a point;

THENCE South 78° 06' 08" West about one hundred sixteen and twenty hundredths (116.20) feet to an iron hub;

THENCE North 7° 28' 52" East about seven and fifty-four hundredths (7.54) feet;

THENCE South 84° 49' 08" West about fifty-one and fifty-seven hundredths (51.57) feet to an iron pipe;

THENCE North 6° 21' 11" West about seventy-seven and sixty-five hundredths (77.65) feet to an iron bolt and the place of beginning.

EXCEPTING and reserving from the above described premises the portion taken by the City of Portland to widen Forest Avenue and to relocate Revere Street.

Being the same premises conveyed by warranty deed dated August 1, 1997 from JMJ Properties to Church Corporation recorded in the Cumberland County Registry of Deeds in Book 13256, Page 224.

ALSO including herewith all the Grantor's right, title and interest in and to any fixtures including leasehold fixtures situate upon the premises.

ALSO conveying Grantor's interests and assigning Grantor's obligations in that certain Easement Agreement with Richmond 606 Forest Development, LLC dated May 27, 2008 and recorded in the Cumberland County Registry of Deeds in Book 26091, Page 280. By accepting this conveyance, Grantee assumes all obligations of the Grantor under said Easement Agreement and agrees to indemnify and hold Grantor harmless from any claims or liability arising under said Easement Agreement after the date of this conveyance. Grantor agrees to indemnify and hold Grantee harmless from any claims or liability arising under said Easement Agreement prior



03/12/2019

to the date of this conveyance. Notwithstanding the foregoing, Grantor reserves and retains the rights and benefits under Article V of said Easement Agreement with respect to indemnification, to be shared jointly and severally with Grantee. Further, the within conveyance is subject to any rights of Richmond 606 Forest Development, LLC under the above described Easement Agreement.

ALSO conveying Grantor's interest in Shared Parking Agreement with Richmond 606 Forest Development, LLC dated May 29, 2008 recorded in said Registry of Deeds in Book 26091, Page 291. By accepting this conveyance, Grantee assumes all obligations of the Grantor under said Shared Parking Agreement and agrees to indemnify and hold Grantor harmless from any claims or liability arising under said Shared Parking Agreement after the date of this conveyance. Grantor agrees to indemnify and hold Grantee harmless from any claims or liability arising under said Shared Parking Agreement prior to the date of this conveyance. Further, the within conveyance is subject to any rights of Richmond 606 Forest Development, LLC under the above described Shared Parking Agreement.

G:\ACTIVE CLIENTS\Church\630 Forest Ave Sale\Drafts\Schedule A for Quitclaim Deed Church.wpd

Received  
Recorded Register of Deeds  
Jul 29, 2016 10:58:29A  
Cumberland County  
Nancy A. Lane