

# DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF CITY OF PORTLAND

**WORK ISSUED**  
JUN 18 2004  
Permit Number 040723  
CITY OF PORTLAND

Please Read Application And Notes, If Any, Attached

## BUILDING DEPARTMENT PERMIT

This is to certify that American National Red Cross benchmark  
has permission to renovation to increase usable footage  
AT 524 Forest Ave City of Portland 126 B006001

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 buildings and structures, and of the application on file in 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 laid or occupied or enclosed-in. **HEAR NOTICE IS REQUIRED.**

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

### OTHER REQUIRED APPROVALS

Fire Dept. [Signature]  
Health Dept. \_\_\_\_\_  
Appeal Board \_\_\_\_\_  
Other \_\_\_\_\_  
Department Name

[Signature] 6/18/04  
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: 04-0723	Issue Date: JUN 18 2004	CBL: 126 B006001
Owner Name: American National Red Cross		Owner Address: 524 Forest Ave
Contractor Name: Benchmark		Contractor Address: 650 Main St So. Portland
Permit Type: Alterations - Commercial		Zone: B2b

Location of Construction: 524 Forest Ave	Owner Name: American National Red Cross	Owner Address: 524 Forest Ave	Phone: 775-2367
Business Name:	Contractor Name: Benchmark	Contractor Address: 650 Main St So. Portland	Phone: 2078742963
Lessee/Buyer's Name	Phone:	Permit Type: Alterations - Commercial	Zone: B2b

Past Use: office	Proposed Use: renovated office
renovation to increase usable sq footage	

Permit Fee: \$426.00	Cost of Work: \$45,000.00	CEO District: 3
FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION Use Group: B Type: A30 6/18/04 Signature: <i>[Signature]</i>	
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied		
Signature:		Date:

Permit Taken By: jodinea	Date Applied For: 06/03/2004	<b>Zoning Approval</b>
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<b>Special Zone or Reviews</b> <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: 6/9/04	<b>Zoning Appeal</b> <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:	<b>Historic Preservation</b> <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:
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**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

06/24/04 - checked framing - metal studs - OK  
electric OK'd by Mike Collins - no problems  
seen - OK to close in. Jan M

07/08/04 checked remaining walls for closure  
no problems seen - OK to close all in. Jan M

#3

# All Purpose 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.

Total Square Footage of Proposed Structure <i>N/A</i>		Square Footage of Lot	
Tax Assessor's Chart, Block & Lot Chart# <i>126</i> Block# <i>B</i> Lot# <i>000</i>		Owner: <i>American National Red Cross</i>	Telephone: <i>775-2367</i>
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <i>Benchmark 650 Main Street South Portland ME 04106</i> <i>874-2963</i>		cost Of Work: \$ <i>45,000</i> Fee: \$ <i>426.00</i>
<p>Proposed use: <i>Same</i></p> <p>Project description: <i>Tenant fitup</i></p> <p>Contractor's name, address &amp; telephone: <i>Benchmark GC 650 Main Street S. Portland ME 04106</i></p>			
<p>We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. <b>PHONE:</b></p>			

*Free*

*N/A*

*JUN 3 2004*

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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 of applicant: <i>Richardson</i>	Date: <i>5-26-04</i>
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**This is NOT a permit, you may not commence ANY work until the permit is issued. If you are in a Historic District you may be subject to additional permitting and fees with the Planning Department on the 4th floor of City Hall**

# BUILDING PERMIT INSPECTION PROCEDURES

Please call **874-8703** or **874-8693** 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.

**Pre-construction Meeting:** Must be scheduled with your inspection team upon receipt of this permit. Jay Reynolds, Development Review Coordinator at 874-8632 must also be contacted at this time, before any site work begins on any project other than single family additions or alterations.

- Footing/Building Location Inspection; Prior to pouring concrete
- Re-Bar Schedule Inspection: Prior to pouring concrete
- Foundation Inspection: Prior to placing ANY backfill
- Framing/Rough Plumbing/Electrical: Prior to any insulating or drywalling
- Final/Certificate of Occupancy** : Prior to any occupancy of the structure or use. NOTE: ~~There is a \$75.00 fee per inspection at this point.~~

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

CBL: 1263006

Building Permit #: 040723

OFFICE 650-6142



**American  
Red Cross**

Blood Services-New England Region

524 Forest Avenue  
Portland, Maine 04101  
Tel: (207) 775-2367  
www.newenglandblood.org

City of Portland  
Michael J. Nugent  
Inspection Services Manager  
City Hall, Room 315  
389 Congress Street  
Portland, ME 04101

May 27, 2004

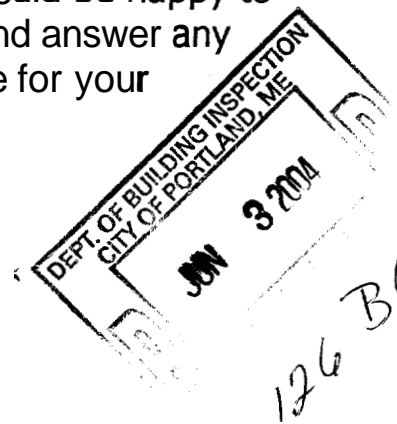
Dear Mr. Nugent:

Recently, the American Red Cross Blood Services, through our contractor Benchmark Inc., applied for a building permit for renovations of our Portland Headquarters at 524 Forest Avenue. The renovations will increase our square footage and provide expanded storage and work space. This overall increase in space will allow us, in part, to increase our blood collection activities. We are hoping to begin our renovations as soon as possible.

While we understand that the approval process may take time we are respectfully asking for your review of this matter at your earliest convenience to expedite the permit process. I would be happy to speak with you regarding this correspondence and answer any questions you might have. Thank you in advance for your understanding and consideration.

Sincerely,

Eileen O'Connell  
Director of Maine Operations



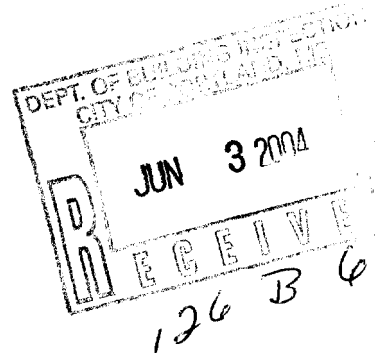
## **Outline Specifications**

American National Red Cross

## **General Conditions**

Scope of the work includes:

- Project Management
- Supervision
- Progress & Final Clean up
- Truclung
- Safety Program



## **Sitework / Demolition**

Scope of the work includes:

Remove and dispose of the following:

- \* Note- Removal of hazardous material ( ie. Asbestos, mercury, lead etc.) is not carried within the budget
- 18' drywall partition at location of new training room
- 9' drywall partition at Pheresis room
- 19' drywall partition at scheduling area
- 25' drywall partition at class rooms 102/ 103
- 3' drywall partition at the new collections managers office
- 3' of plaster partition at the field services office to stairwell area

## **Carpentry**

Scope of the work includes:

Furnish and install the following:

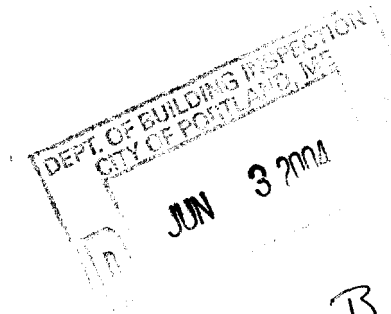
- Note\* All wall framing with the exception of rooms 134 and 146 is specified to go to the underside of the ceiling grid.
- 38' wall framing at Storage 104 and Scheduler 105 offices
- 24' wall framing at Recruitment manager office 115
- 40' wall framing at Training room 134
- 26' wall framing at Conference room 149
- 19' wall framing at Storage room 151
- 3' wall framing at Collections manager office
- 3' wall framing at base of Attic stairs
- Floor framing and underlayment at expanded Pheresis files room 150
- Underlayment at room 151
- Wood blocking as required at door rough openings

## **Doors and Windows**

Scope of the work includes:

- Furnish and install seven 3'x 7' hollow metal knock down door frames with solid core birch veneer doors and commercial grade hardware

05/27/2004



### **Waterproofing/Insulation**

Scope of the work includes:

Furnish and install 3 1/2" sound attenuation blanket in all new partitions

### **Finishes**

Scope of the work includes:

#### ***Drywall***

Furnish and install 5/8" sheetrock at all new wall framing, apply joint compound and tape, sand, and leave ready to apply paint

#### ***Ceilings***

Patch and Match and / or install ACT in the following areas:

- Collection Managers office 146
- Training room 134
- Conference room 125
- Corridor 135

#### ***Flooring***

Furnish and install Vinyl composition tile and Vinyl Composition baseboard at the following areas:

- Room 150
- Room 151
- New VCB on new walls only

Furnish and install commercial grade carpet in the following areas:

- Room 102/ 103 Patch to match, as closely as possible, the carpet at the removed wall
- Room 134

#### ***Painting***

Furnish and apply primer and two coats finish paint at new walls and areas disturbed by demolition process

### **Sprinkler**

Scope of the work includes:

Allowance for relocation of sprinkler heads at new GWB walls

### **Plumbing**

Scope of the work includes:

Remove existing slop sink in corridor 106, cap waste lines and water lines for future reuse



## HVAC

Scope of the work includes:

Recruitment manager's office: Install new supply air diffuser, a transfer duct for return air and a motorized control damper with thermostat.

Scheduler's office: Relocate one diffuser to the new scheduler's office and relocate the existing return grills to the common area.

Training room: Install two (2) new diffusers, one transfer return grill, and two (2) motorized dampers.

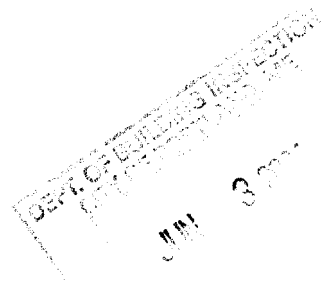
Conference room: Install a new supply air diffuser for the conference room, a transfer duct for return air and a motorized control damper with thermostat.

Reg room: Install four (4) new diffusers for the Reg. room and relocate that existing return air grill located in the hallway.

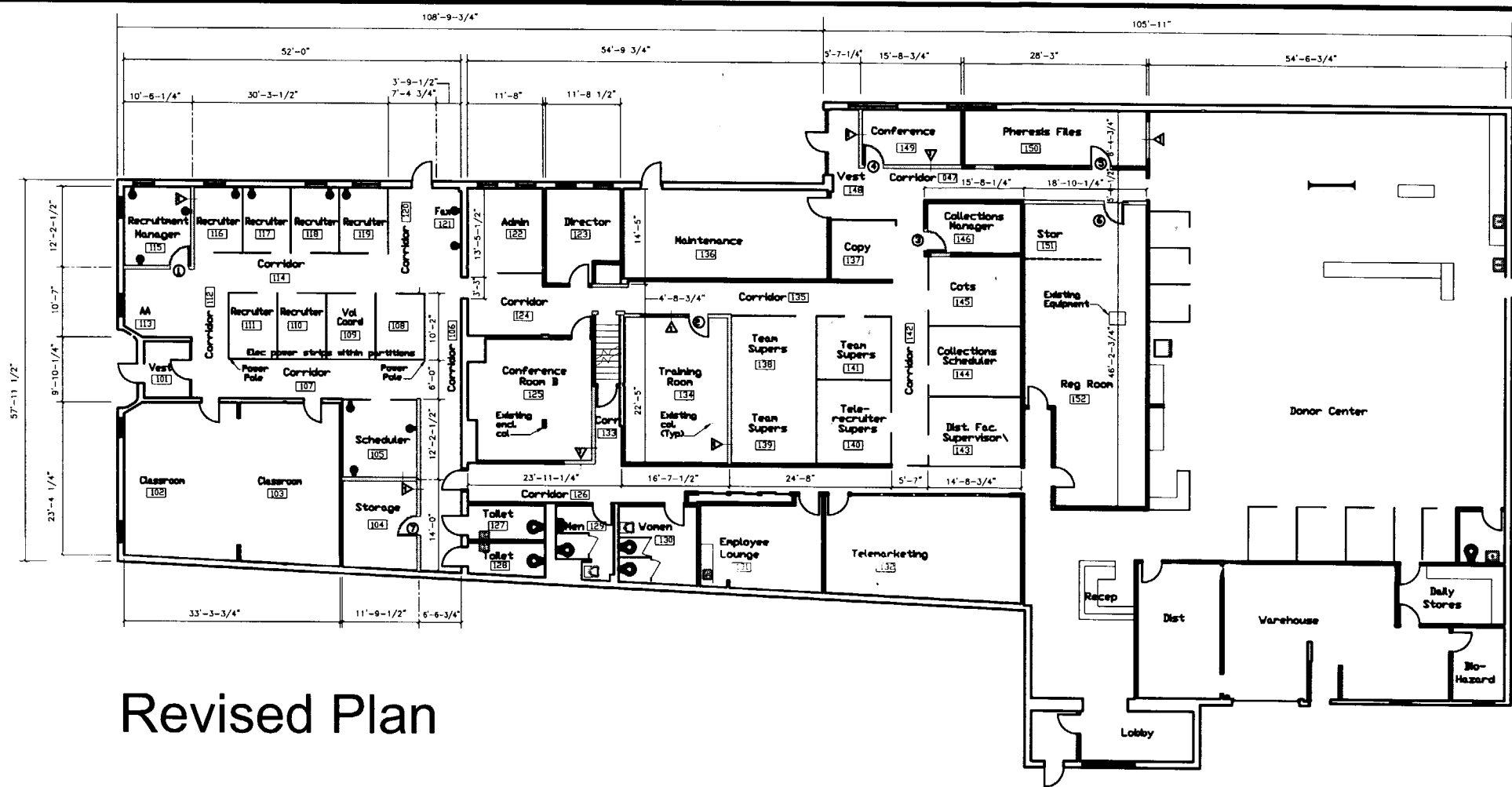
## Electrical

Scope of the work includes:

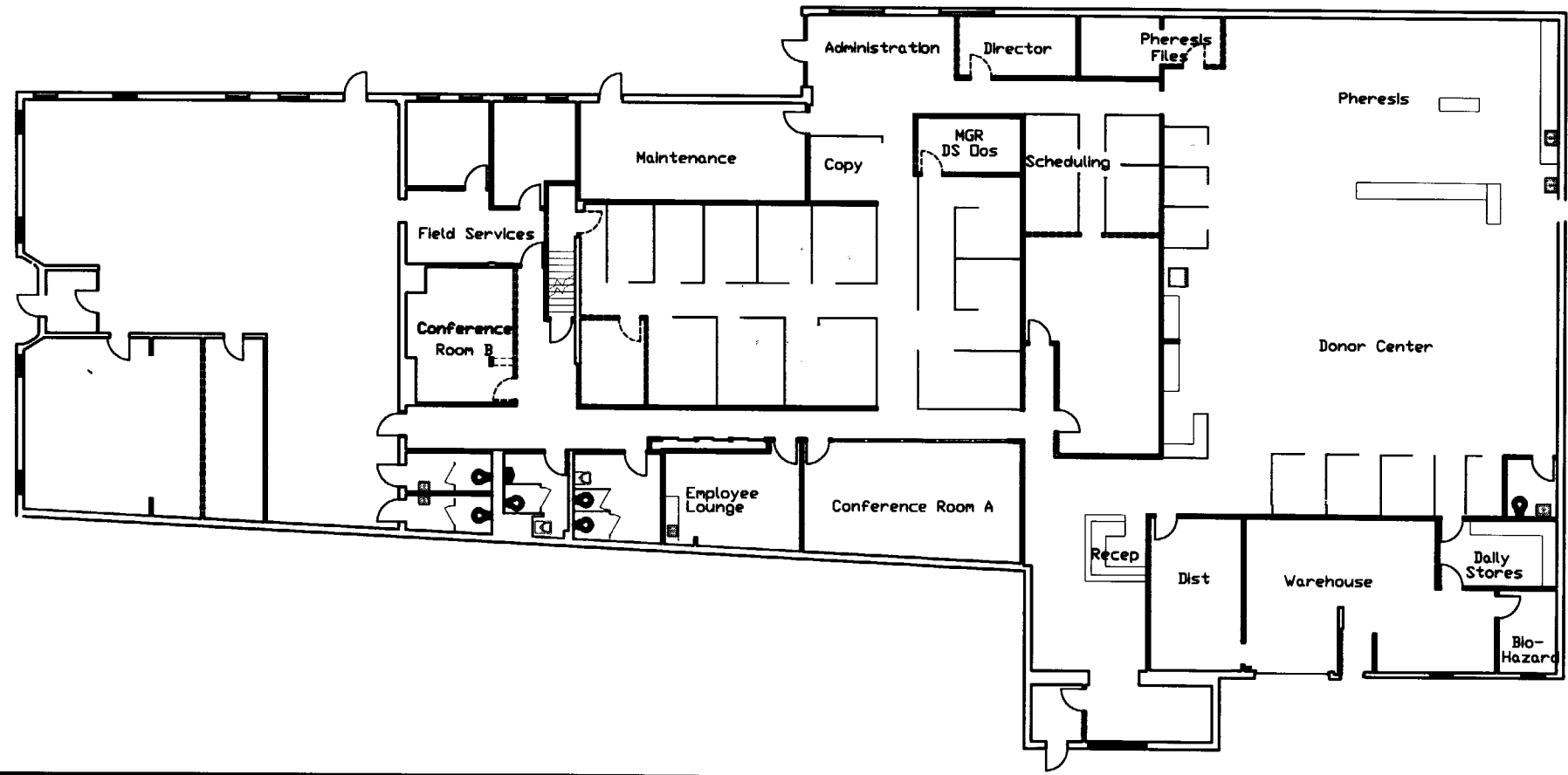
- Electrical demolition per plans
- Relocate 52 light fixtures
- Furnish and install 8 new light fixtures
- Emergency lighting in the renovated areas
- Supply 35 general use receptacles
- Provide power to the office furniture power poles



126 B 6



Revised Plan



- Legend**
- Existing wall to remain
  - New wall
  - Existing wall to be removed
  - Prefab partition by Dwyer
  - New Room Number
  - Existing door to remain
  - Existing door to be removed or relocated
  - New Door
  - New door number
  - Duplex Wall Outlet
  - Quad Wall Outlet

JUN 3 2004  
126 B 4

STREKALOV, KY HO, TAYMOND LLC  
ARCHITECTS P.A. INER CO. STRUCON MANAGERS  
TEL: (507) 507-6025 FAX: (507) 507-1210

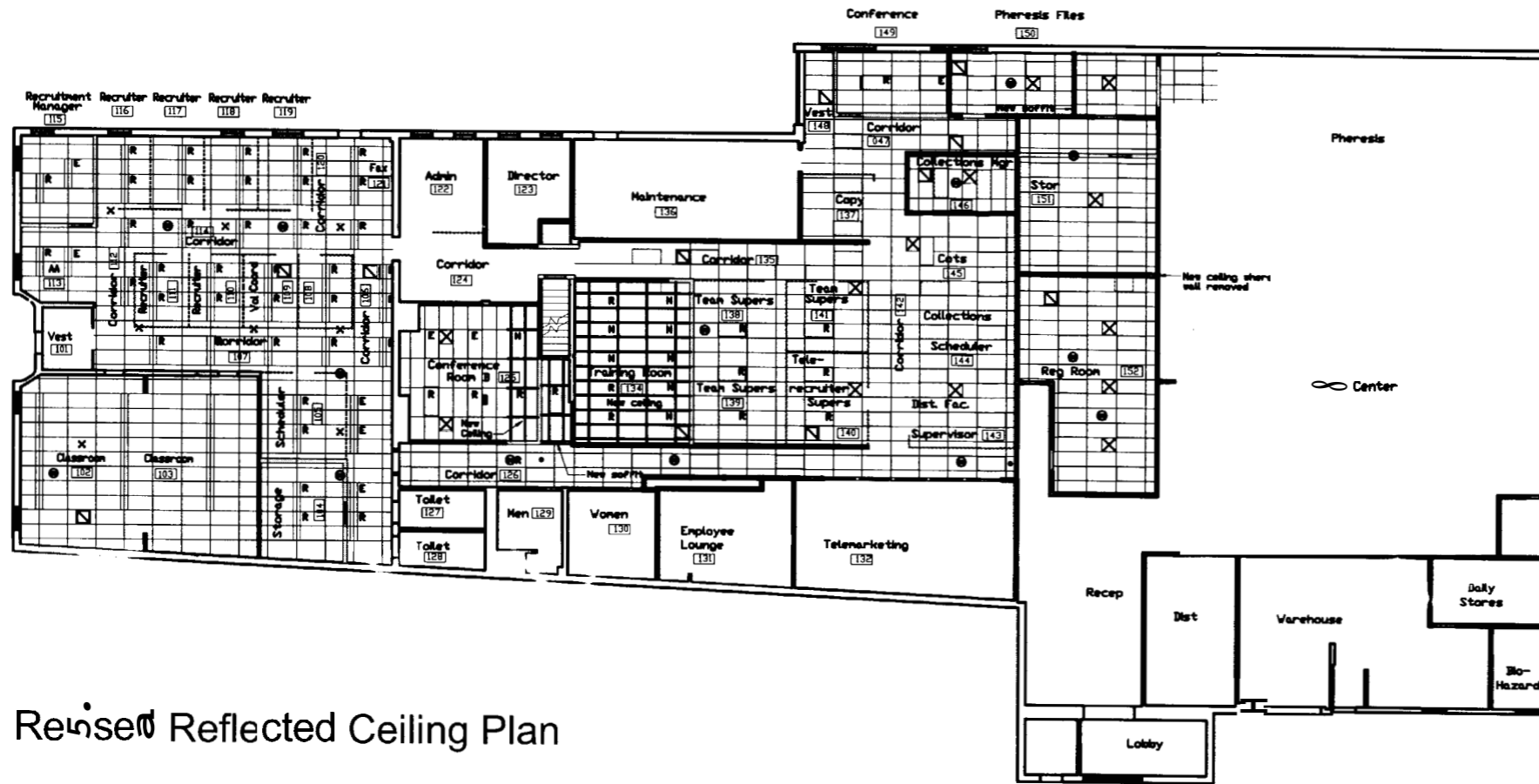


Renovations at  
American Red Cross  
521 Forest Avenue, Portland, ME 04101  
New and Revised Plans

REVISION

PROJECT NUMBER: 4015
DATE: 7 May 04
SCALE: 1/8"=1'-0"
DRAWN: JER
CHECK:

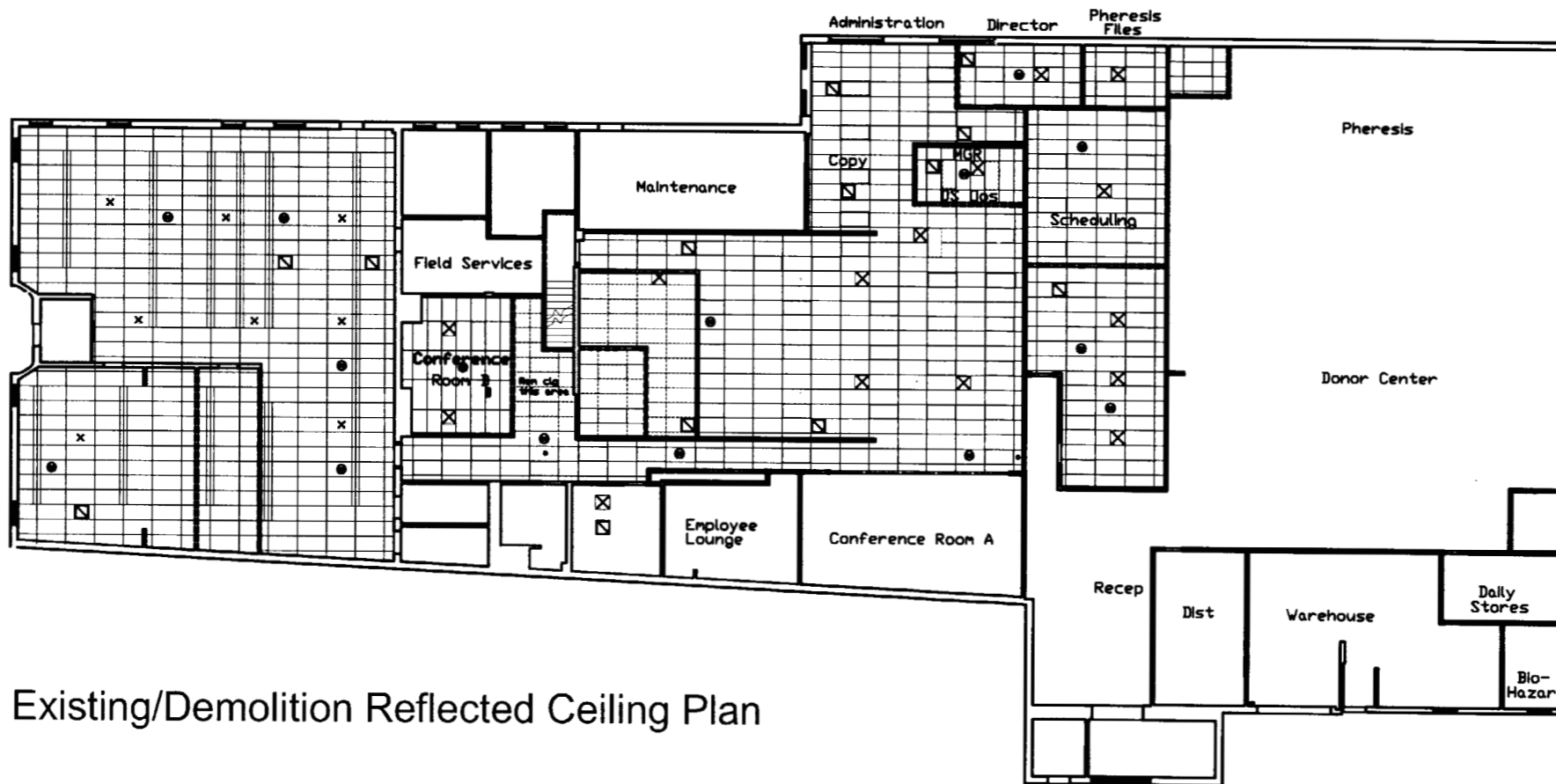
DRAWING NUMBER:  
**A1**  
SHEET OF



Revised Reflected Ceiling Plan

- Notes:
1. All ceiling items are existing unless otherwise noted.
  2. Repair or replace to match existing any grid or tile as required where ceiling mounted items relocated or removed.
  3. Provide raglets or trim or any adapters required for existing ceiling as required.
  4. New grid and tiles to match existing.

- Legend
- 1'x4' Surface mounted Fluorescent Light Fixture
  - 2'x2' Recessed Fluorescent Light Fixture
  - ⊗ Supply Air Diffuser
  - ⊗ Return Air Register
  - ⊙ Smoke Detector
  - ⊙ Ceiling Mounted Exit Light
  - ⊙ Wall Mounted Exit Light
  - ⊙ Emergency Light
  - ⊙ Ceiling Mounted Fire Alarm Warning Light
  - ⊙ Wall Mounted Fire Alarm Warning Light
  - ⊙ Duplex Wall Outlet
  - ⊙ Quad Wall Outlet
  - ⊙ Wall Junction Box
  - ⊙ Telephone Wall Outlet
  - ⊙ Combined Voice/Data Wall Outlet
  - ⊙ Wall Thermostat
  - N Indicates new
  - R Indicates relocated
  - E Indicates existing
  - Outline of prefab partition below



Existing/Demolition Reflected Ceiling Plan

JUN 3 2004  
126 B 4

STREKALOVSKY HOIT RAYMOND LLC  
ARCHITECTS PLANNERS CONSTRUCTION MANAGERS



Revisions at  
American Red Cross  
524 Forest Avenue, Portland, ME 04101  
New and Revised Reflected Ceiling Plans

REVISIONS

PROJECT NUMBER: 4015  
DATE: 7 May 04  
SCALE: 1/8"=1'-0"  
DRAWN: JCR  
CHECK:

DWGNO NUMBER:  
**A2**  
SHEET OF

