Portland, Maine — Yes. Life's good here.

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 11/02/17

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

New Commercial Structure and Addition Checklist

(Including accessory structure, ramp, stair)

All applications shall include the following:

- [x] **New Commercial Structures and Additions Checklist** (this form)
- [x] **General Building Permit Application**
- [x] **Plot plan/site plan** showing lot lines, shape and location of existing and proposed structures
- [ ] **Stamped boundary survey and copy of final approved site plan** (for new commercial structures that were subject to Site Plan approval only)
- [ ] **Proof of Ownership** (e.g. deed, purchase and sale agreement) if purchased within the last six months
- [x] **Administrative Authorization Application** from the Planning Department (required for new structures 500 square feet or less): http://me-portland.civicplus.com/DocumentCenter/View/2809

Please *note:* *All plans shall be drawn to a measurable scale (e.g., 1/4 inch = 1 foot) and include dimensions. Construction documents for projects with a construction cost in excess of $50,000 must be prepared by a design professional and bear their seal.*

Applications for detached accessory structures 120 square feet or less (for storage only) shall also include: One of the following which includes the length, width and height of the structure:

- [ ] A copy of the brochure from the manufacturer; or
- [ ] A picture or sketch/plan of the proposed shed/structure

Applications for new structures and additions shall also include the following *(As each project has varying degrees of complexity and scope of work, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project.)*

- [ ] **Complete Code Reviews** per 2009 IBC and 2009 NFPA 101 with project applicable details
- [ ] **Geotechnical report**
- [x] **Structural load design criteria** per 2009 IBC
- [ ] **Statement of Special Inspections**
- [ ] **Certificate of Accessible Building Compliance**
- [ ] **ComCheck** https://www.energycodes.gov/comcheck/ or **ResCheck** https://www.energycodes.gov/rescheck/ with certificates of compliance for thermal envelope and MEP systems
- [x] ***One complete set of construction drawings with the following:***
  - [ ] Life safety plan 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.
  - [x] Foundation, floor and wall structural framing plans for each story and roof
  - [ ] Stair details with dimensions, direction of travel, handrails and guardrails
  - [ ] Wall/floor/ceiling partition types including listed fire rated assemblies and continuity
  - [x] Sections and details showing all construction materials, floor to ceiling heights and stair headroom
  - [x] Building Elevations, existing and proposed for each side of the building
  - [ ] Door and window schedules
  - [ ] Insulation R-factors of foundation/slab, walls, ceilings, floors, roof and window U-factors
  - [ ] Accessibility features and design details
  - [ ] Complete electrical, plumbing and mechanical plans
  - [ ] 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

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

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Certificate of Accessible Building Compliance

All facilities for the use of a public entity shall be readily accessible by individuals with disabilities.

Project Name: Jones, Rich and Barnes Canopy Addition Project Address: _____

Classification: ○ Title II (State/Local Government) ◉ Title III (Public Accommodation/Commercial Facility)

○ **New Building**
- ☐ Americans with Disabilities Act (ADA)
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Barrier Free Certification ($75,000+ scope of work)
  - ☐ State Fire Marshal Plan Review Approval

◉ **Alteration/Addition**
- ☐ Existing Building Completion date:
  - ☑ Original Building: 1959
  - ☐ Addition(s)/Alteration(s): unk
- ☐ Americans with Disabilities Act (ADA)
  Path of Travel ○ Yes ○ No
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Exceeds 75% of existing building replacement cost
  - ☐ Barrier Free Certification ($75,000+ scope of work)
  - ☐ State Fire Marshal Plan Review Approval

○ **Occupancy Change/Existing Facility**
- ☐ New Ownership – Readily Achievable Barrier Removal: _____

○ **Residential**
- ☐ Americans with Disabilities Act (ADA)
- ☐ Fair Housing Act (4+ units, first occupancy)
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Covered Multifamily Dwelling (4+ units)
  - ☐ Public Housing (20+ units)
- ☐ Uniform Federal Accessibility Standards (UFAS)
- ☐ None, explain: _____

Contact Information:

Design Professional:
Kathryn Joiner, AIBD
Signature
(This is a legal document and your electronic signature is considered a legal signature per Maine state law.)

Name: Kathryn Joiner, AIBD
Address: 475 Pleasant St. Suite 27
Lewiston, ME 04240
Phone: 2077837021
Maine Registration #: NCBDC 20-102 (not Maine reg.)

Owner:
David Jones
Signature
(This is a legal document and your electronic signature is considered a legal signature per Maine state law.)

Name: David Jones
Address: 199 Woodford St.
Portland, ME 04103
Phone: 2076155418