



This Phase 2 application is for tenant improvements in a base building previously approved in Phase 1, 2017-00612.

Building and Inspections Department  
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Please see next page for notes describing the following items.

## Commercial Interior Alteration Checklist

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

All applications shall include the following (please check and submit all items):

**Commercial Interior Alterations Checklist** (this form)

**General Building Permit Application** completed

**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.

## Commercial Interior Alteration Checklist Notes

These notes parallel the Commercial Interior Alteration Checklist, and provide information about each topic.

### Introduction

502 Deering Center was previously permitted #2017-00612 in Phase 1. The 1<sup>st</sup> floor had 2 tenant spaces, identified as Commercial Front 101 and Commercial Rear 107 on the previously permitted plan, 1/A1.1 (resubmitted with this permit for reference).

Now in Phase 2, Tenant space Front 101 is demised into 2 smaller tenant spaces, identified as 1A & 1B. Rear 107 remains a Tenant space, identified as 1C. This Tenant Improvements Permit is for:

- Tenant 1A – 502 Stevens Ave, Portland ME 04103
- Tenant 1B - 502 Stevens Ave, Portland ME 04103
- Tenant 1C -502 Stevens Ave, Portland ME 04103

1B is not included in the Tenant Improvement at this time, and vacant for now.

**Previously Permitted Drawings Resubmitted + ONE New Sheet** – All previously permitted drawings are resubmitted with this TI permit for reference. The ONLY new sheet is A7.1 Tenant improvements.

**Site Plan** – See previously permitted Site Plan C2.0, no change and resubmitted with this TI permit for reference. Note: No parking is required for any of these tenants. Tenant 1A is a Retail Establishment, less than 2000 sf and therefore no parking is required. Tenant 1B is Retail less than 2000 sf, and therefore no parking is required. Tenant 1C is a Neighborhood Center less than 1000 sf, and therefore no parking is required. This is detailed in Di Mimimis Memo #1 to Planning.

**Proof of Ownership** – Not applicable as the property was purchased more than 6 month ago.

**Key Plan** – See new sheet A7.1 Tenant Improvements

### Life Safety Plan

Base Building previously permitted: See 2&3/A0 Life Safety Plan plus Complete Code Analysis for previously permitted overall building life safety plan, including previously permitted 1 hour separation between commercial and residential/stair in walls and ceilings. No change and resubmitted with this TI permit for reference.

New Tenant Improvements – See X/A7.1 for 1<sup>st</sup> Floor Tenant Improvements for rated wall types at fire separated demising wall types, head of rated wall at rated ceiling detail X/A7.1 and travel distances within tenant spaces X/A7.1

**Existing Floor Plans** - See previously permitted Base Building 1/A1.1 1<sup>st</sup> Floor Plan, resubmitted with this TI permit for reference.s

**Proposed Floor Plans** – See new sheet Tenant Improvements, 1/A7.1

**Code Information**

Base Building previously permitted: See 2&3/A0 Life Safety Plan plus Complete Code Analysis for previously permitted overall building life safety plan, including previously permitted 1 hour separation between commercial and residential/stair in walls and ceilings. No change and resubmitted with this TI permit for reference.

New Tenant Improvements – See X/A7.1 for 1<sup>st</sup> Floor Tenant Improvements for rated wall types at fire separated demising wall types, head of rated wall at rated ceiling detail X/A7.1 and travel distances within tenant spaces X/A7.1

**Demolition** – Not applicable, none.

**Construction Details**

Base Building previously permitted: The 1<sup>st</sup> floor structural shell (slab, walls & 2<sup>nd</sup> floor) is part of the previously permitted base building, and no changes. No change and structural plans resubmitted with this TI permit for reference.

New Tenant Improvements – Non-load bearing partitions only added within previously permitted structural shell, no load bearing walls. Construction is standard wood frame, same as base building.

**New Stairs** - Not applicable, none.

**Wall & Floor Types** -

Base Building previously permitted: See 2/A1.2 for Wall Types and 3 & 4& 5/A1.2 for Wall & Floor Intersections, no change and resubmitted with this TI permit for reference.

New Tenant Improvements – See X/A7.1 for Wall Types and X/A7.1 for Head of Rated Wall/Rated Ceiling detail ??/A7.1

**Sections & Details**

Base Building previously permitted: See A 3.1 for Typical Building Sections and A 3.2 for Typical Wall Sections, no change and resubmitted with this TI permit for reference.

New Tenant Improvements – Not applicable, no change to Building Sections and Wall Sections.

**New Door & Window Schedules** -

Windows: Not applicable, windows included in previously permitted Base Building. No change and resubmitted with this TI permit for reference.

Doors – See Door Schedule 4/A7.1 Doro Schedule.

**Accessibility**

Base Building previously permitted ADA Bathrooms: See 2/A1.1 Enlarged ADFA Bath Plan, resubmitted with this TI permit for reference.

New Tenant Improvements – ADA Bathrooms revised in consultation with Access Design, Alpha One. See 3/A7.1 Enlarged ADA Bath Plan. Certificate of Accessible Building Compliance attached.

**Specifications**

Base Building previously permitted: No change and resubmitted with this TI permit for reference.

New Tenant Improvements – Specifications included on sheet A7.1 Tenant Improvements.

**State Fire Marshal Construction & Barrier Free Permit** - Base Building previously permitted for both Commercial and Residential. No change and resubmitted with this TI permit for reference.

**Food Service Occupancy for Tenant 1A** – Note: because there are no more than 9 seats, the zoning use is Retail Establishment, not Restaurant.

Total Seats: 9 seats total

Fixed Bar: None

Booth Seating: None

Hood: None

Equipment & Plumbing Key – See 5/A7.1 Tenant 1A Equipment Key

Accessible Seating and Counter - None

1B is not included in the Tenant Improvement at this time, and vacant for now.

**Interior Finishes** – See 1/A7.1 Description & Scope of Work

Tenant 1A & 1B - Floor: Engineered wood over conc slab; Walls: GWB; Ceilings: GWB 1 hour fire barrier painted

Tenant 1C - Floor: Engineered wood over conc slab; Walls: GWB; Ceilings: GWB 1 hour fire barrier with suspended ACT below