

# Commercial Interior & Change of Use Permit Application Checklist



All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

One (1) complete set of construction drawings must include:

Note: Construction documents for costs in excess of \$50,000.00 must be prepared by a Design Professional and bear their seal.

- Cross sections w/ framing details
- Detail of any new walls or permanent partitions
- Floor plans and elevations
- Window and door schedules
- Complete electrical and plumbing layout
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review
- Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IEBC 2009
- Proof of ownership is required if it is inconsistent with the assessors records.
- Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
- Per State Fire Marshall, all new bathrooms must be ADA compliant.

Separate permits are required for internal and external plumbing, HVAC & electrical installations.

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including:

- The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines.
- Location and dimensions of parking areas and driveways, street spaces and building frontage.
- Dimensional floor plan of existing space and dimensional floor plan of proposed space.

A Minor Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively within a 3-year period)



# 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.

Address/Location of Construction: 1037 FOREST AVE - UNITS 4,500

Total Square Footage of Proposed Structure:

Chart#	Block#	Lot#
147	A	1
142	C	1

Tax Assessor's Chart, Block & Lot

Applicant Name: JASON YOUNG

Address: 16 E WILKINSON CORNER RD

City, State & Zip: LIMERICK ME 04048

Email: jason.e.young@notmail.com

Telephone: 207 653 0997

Lessee/Owner Name: A. HANSMANN ASSOCIATES, INC. (if different than applicant)

Address: 380 WARKEN AVE

City, State & Zip: PORTLAND, ME 04103

Telephone & E-mail: 207 653-9445 andrea.m@omaine.ric.com

ANDREW GILKARD

Contractor Name: (if different from Applicant)

Address:

City, State & Zip:

Telephone & E-mail:

Cost Of Work: \$ 12,000.00

C of O Fee: \$

Historic Rev \$

Total Fees: \$

Current use (i.e. single family):

If vacant, what was the previous use? MULTI-USE

Proposed Specific use: RETAIL BEVERAGE + GROCERIES MARKET

Is property part of a subdivision? \_\_\_\_\_ If yes, please name \_\_\_\_\_

Project description: INSTALLATION OF NON-LOAD BEARING WALLS FOR COOLERS, AHD ASSOCIATED ELECTRICAL

Who should we contact when the permit is ready: JASON YOUNG

Address: 16 WILKINSON CORNER RD

City, State & Zip: LIMERICK ME 04048

E-mail Address: jason.e.young@notmail.com

Telephone: 207-415-0997

Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.

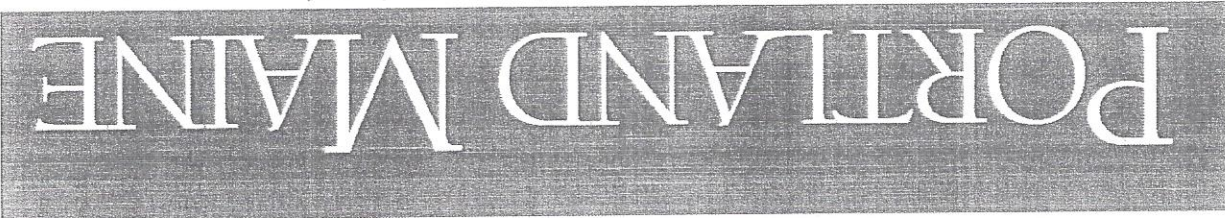
In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at [www.portlandmaine.gov](http://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.

Signature: *Jason Young*

Date: 11/3/13

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



Strengthening a Remarkable City, Building a Community for Life • [www.portlandmaine.gov](http://www.portlandmaine.gov)

Tammy Munson  
Director, Inspections Division

Jeff Levine, AICP, Director  
Director of Planning and Urban Development

**Electronic Signature and Fee Payment Confirmation**

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.

Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.

I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature:

Date: 11/3/13

Date: 11/3/13

I have provided digital copies and sent them on:

NOTE: All electronic paperwork must be delivered to [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov) or by physical means ie; a thumb drive or CD to the office.

**A. HAUSMANN ASSOCIATES, INC.**

380 Warren Avenue  
Portland, ME 04103  
(207) 828-4650  
Facsimile (207) 874-2080

November 1, 2013

Sai-Deep LLC  
1037 Forest Ave  
Portland, ME 04103

RE: Friendly Discount & Beverage

Please allow this letter to serve as verification that A. Hausmann Associates, Inc. will credit November, 2013 and December, 2013 rent in return for clean-up and repairs performed in the space located at 1037 Forest Ave., Portland, ME, and more specifically known as Unit 5.

Sincerely,



André Girard  
Treasurer

**A. HAUSMANN ASSOCIATES, INC.**

380 Warren Avenue  
Portland, ME 04103  
(207) 828-4650  
Facsimile (207) 874-2080

November 1, 2013

City of Portland  
380 Congress St  
Portland, ME 04101

RE: SAI-DEEP LLC - Friendly Discount & Beverages

Please allow this letter to serve as verification that A. Hausmann Associates, Inc., as owners of the property located at 1037 Forest Avenue, Portland, ME, intends to enter into a three (3) year lease agreement with SAI-DEEP LLC, as it relates to 5,500 square feet +/- of the premises known as 1037 Forest Avenue - Unit 5, pending approvals and the issuance of a permit by The City of Portland.

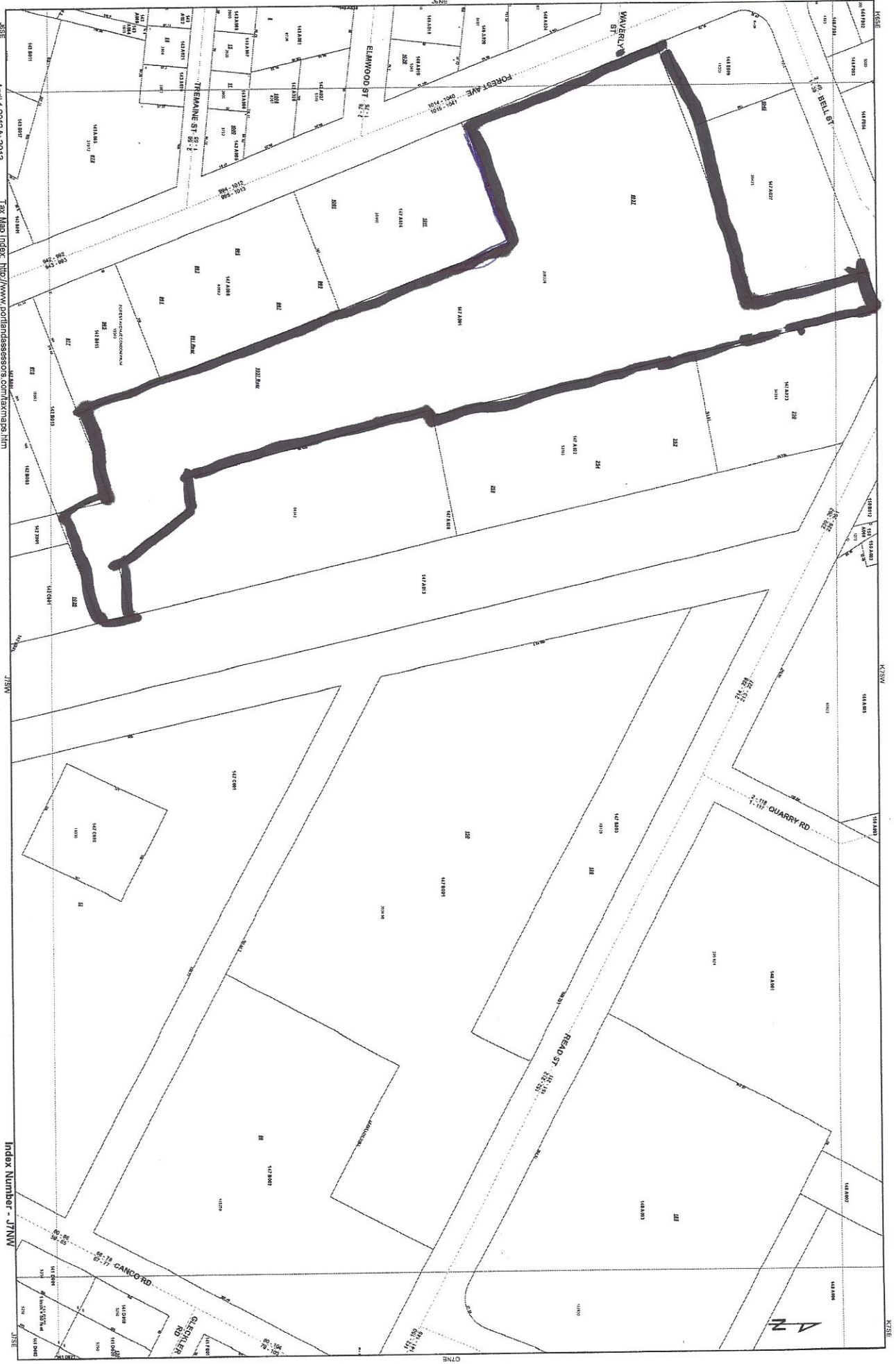
The permitted use is for a retail alcohol and cigarette market, which includes the installation of cooler systems for product storage and display.

The Premises includes the right to use parking spaces to the front and rear of the property, in common with other tenants, their customers and invitees, subject to parking assigned to other tenants.

Sincerely,



André Girard  
Treasurer



PLOT PLAN OF LOT CONTAINING  
UNIT 5

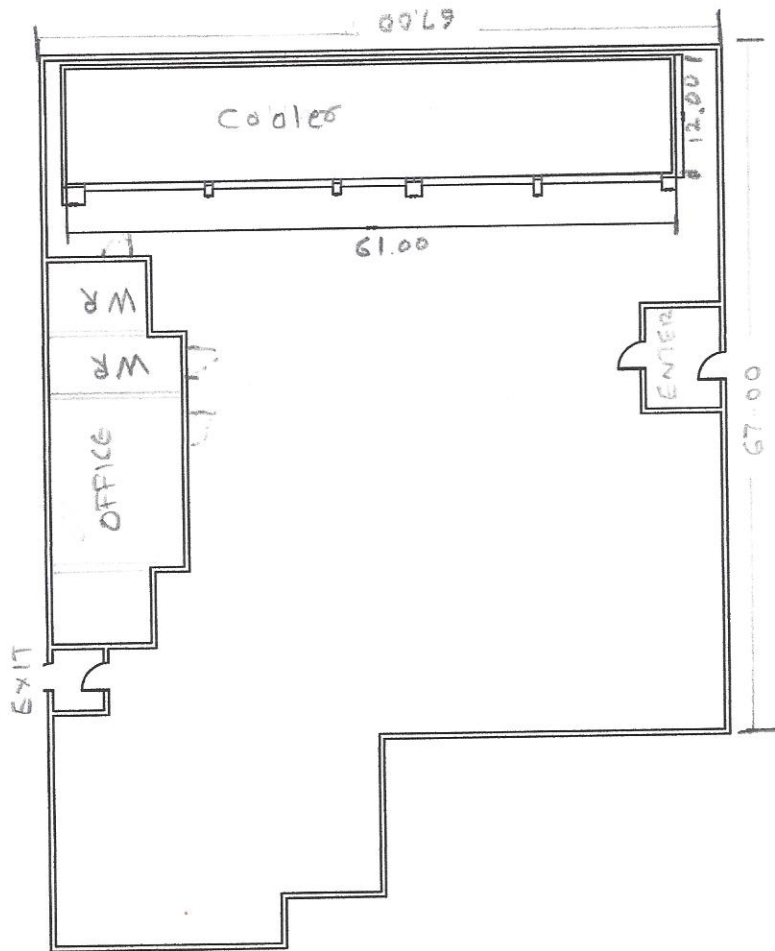
April 1, 2012 / y 2013

Tax Map Index: <http://www.pottlandassessors.com/taxmaps.htm>

Index Number - J1NW



EXISTING FLOOR PLAN  
WITH PROPOSED COOLER



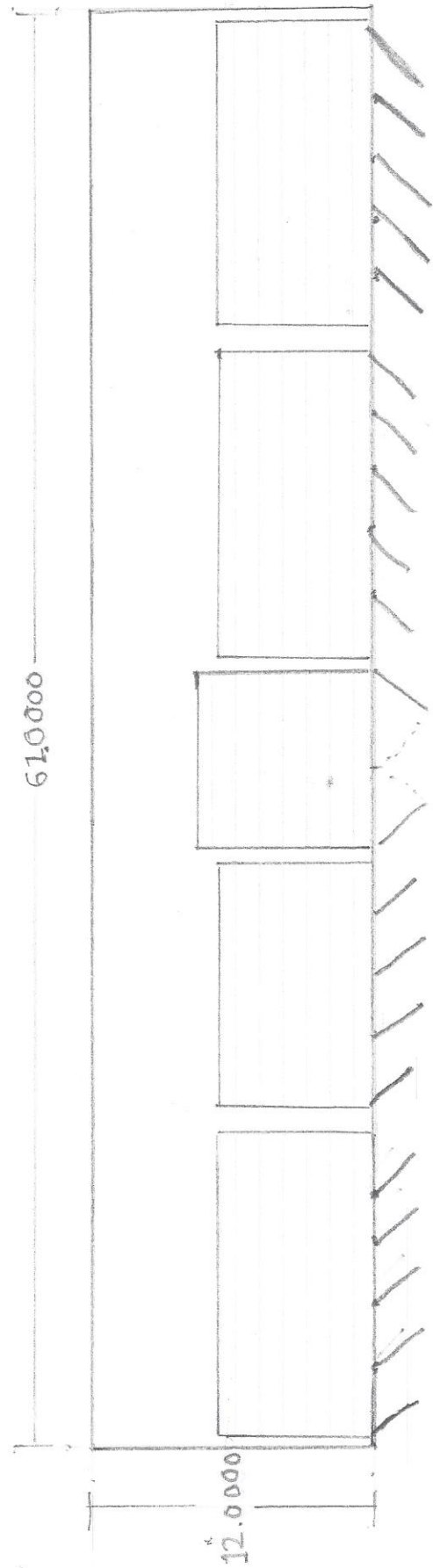
Front View

EXIST

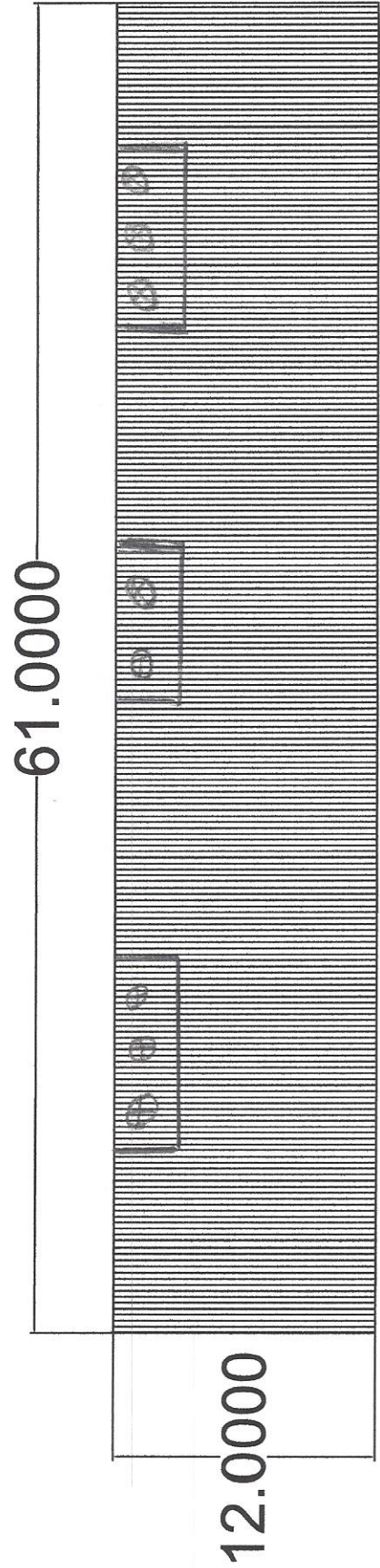
1037 Forest Ave (Unit #5)  
Portland ME 04103



# COOLER ELEVATIONS



Cooler Front View  
Cooler Front View



Cooler top view

**QUOTE**

Store 2401 PORTLAND  
245 RIVERSIDE STREET  
PORTLAND, ME 04103

**YOUNG JASON**

Address 16 EMERY CORNER RD

City LIMERICK

State ME

Zip 04048-3230

County YORK

Home Phone

(207) 415-0997

Work Phone

Company Name

Job Description BEER COOLER 60X12

**QUOTE**

2013-10-31 09:20

Prices Valid Thru: 11/07/2013

**MERCHANDISE AND SERVICE SUMMARY**

REF # V16

**HOME DEPOT DELIVERY #1**

We reserve the right to limit the quantities of merchandise sold to customers

**STOCK MERCHANDISE TO BE DELIVERED:**

REF #	SKU	QTY	UM	DESCRIPTION	PI	TAX	PRICE EACH	EXTENSION
R04	0000-603-708	51.00	EA	2X10-12FT #2/BTR PREMIUM DOUG FIR /	A	R	\$14.94	\$761.94
R05	0000-568-331	12.00	EA	R38 KF 24"X48" BATT INSUL 64.00SF /	A	Y	\$60.93	\$731.16
R07	0000-386-081	62.00	EA	7/16" 4'X8' OSB /	A	Y	\$9.25	\$573.50
R08	0000-166-065	22.00	EA	11/32" 4'X8' RTD SHEATHING SYP /	A	Y	\$16.00	\$352.00*
R09	0000-121-586	77.00	EA	.090 FRP WALL PANEL 4X8 WHITE /	A	Y	\$29.27	\$2,253.79*
R10	0000-471-869	100.00	PC	FRP/TILE DIVIDER-WHITE 8' /	A	Y	\$2.67	\$267.00
R11	0000-471-304	22.00	PC	FRP/TILE INSIDE CORNER-WHITE 8' /	A	Y	\$2.67	\$58.74
R12	0000-471-064	7.00	PC	FRP/TILE CAP-WHITE 8' /	A	Y	\$2.67	\$18.69
R13	0000-177-313	3.00	EA	DECKMATE SCREW, TAN, 3-1/2" 5LB /	A	Y	\$29.98	\$89.94
R15	0000-112-917	1.00	EA	3-1/4" X 131 BRT SMTH WND PLST 4M /	A	Y	\$53.28	\$53.28
R17	0000-255-676	9.00	EA	2X8-12FT #1 PT WEATHERSHEILD /	A	Y	\$13.57	\$122.13
R18	0000-255-677	9.00	EA	2X8-16FT #1 PT WEATHERSHEILD /	A	Y	\$17.97	\$161.73
R19	0000-161-926	120.00	EA	2X8-12FT PREMIUM FIR /	A	Y	\$9.86	\$1,183.20

NOT VALID

\* Indicates item markdown  
Customer Copy

\*\*\* CONTINUED ON NEXT PAGE \*\*\*

*Ps 2 Sac SH not*

**HOME DEPOT DELIVERY #1**  
(Continued)

REF #V16

R20	0000-255-781	1.00	EA 2X10-12FT #2 PT WEATHERSHIELD /	A	Y	\$18.97	\$18.97	
R21	0000-255-957	8.00	EA 2X10-16FT #2 PT WEATHERSHIELD /	A	Y	\$25.57	\$204.56	
R22	0000-564-987	45.00	EA R30 UF 15"X25' ROLL INSUL 31.25SF /	A	Y	\$11.87	\$534.15	
R23	0000-515-492	6.00	EA LN SUBFLOOR 10 OZ VOC /	A	Y	\$3.34	\$20.04	
R24	0000-248-065	12.00	EA LN FRP LATEX 3.5 GALLON /	A	Y	\$50.87	\$610.44	
R25	0000-625-242	1.00	EA .22 CAL YELLOW SGL SHOT LOAD 100PK /	A	Y	\$5.96	\$5.96	
R26	0000-625-336	1.00	EA 2-1/2X.300 DRIVE PIN W/WASHER 100PK /	A	Y	\$13.74	\$13.74	
R27	0000-318-716	1.00	BX 2-3/8" X113 GALV RING RND PLST 5M /	A	Y	\$83.88	\$83.88	
R28	0000-383-259	4.00	BG 3/4" NYLON RIVET - 50 PC PER BAG /	A	Y	\$7.97	\$31.88	
							<b>MERCHANDISE TOTAL:</b>	<b>\$8,150.72</b>

**DELIVERY INFORMATION:** SCHEDULED DELIVERY DATE: 11/28/2013

V16	0000-515-663	3.00	Out of Area			\$1.50	\$4.50	
		1.00	EA Curbside Delivery		Y	\$65.00	\$65.00	
							<b>DELIVERY SERVICE SUBTOTAL:</b>	<b>\$69.50</b>

**THE PCC WILL DELIVER MDSE TO:** YOUNG, JASON

**ADDRESS:** 16 EMERY CORNER RD

**CITY:** LIMERICK

**STATE:** ME

**ZIP:** 04048-3230

**COUNTY:** YORK

**SALES TAX RATE:** 5.500

**PHONE:** (207) 415-0997

**ALTERNATE PHONE:** (207) 415-0997

**DRIVER SPECIAL INSTRUCTIONS:**

<b>MDSE &amp; DELIVERY TOTALS:</b>		<b>\$8,220.22</b>
<b>END OF HOME DEPOT DELIVERY - REF #V16</b>		

**TOTAL CHARGES OF ALL MERCHANDISE & SERVICES**

<b>Policy Id (PI):</b>	<b>ORDER TOTAL</b>	\$8,220.22
	*** CONTINUED ON NEXT PAGE ***	
	<b>TOTAL</b>	\$8,672.34
	<b>BALANCE DUE</b>	\$8,672.34