



# PORTLAND MAINE

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

Tammy Munson  
Director, Inspections Division

## **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: Kevin Browne 

Date: 2-4-14

I have provided digital copies and sent them on:

Date: 2-4-14

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.

Room 315 - 389 Congress Street- Portland, Maine 04101 (207) 874-8703 - Fax: 874-8716 - TTY: 874-8936



# 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 IECC 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)

## Fire Department requirements.

The following shall be submitted on a separate sheet:

- Name, address and phone number of applicant **and** the project architect.
- Proposed use of structure (NFPA and IBC classification)
- Square footage of proposed structure (total and per story)
- Existing and proposed fire protection of structure.
- Separate plans shall be submitted for
  - a) Suppression system
  - b) Detection System (separate permit is required)
- A separate Life Safety Plan must include:
  - a) Fire resistance ratings of all means of egress
  - b) Travel distance from most remote point to exit discharge
  - c) Location of any required fire extinguishers
  - d) Location of emergency lighting
  - e) Location of exit signs
  - f) NFPA 101 code summary
- Elevators shall be sized to fit an 80" x 24" stretcher.

For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405.

**Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.**

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.

Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost

**This is not a Permit; you may not commence any work until the Permit is issued.**



# 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		
Total Square Footage of Proposed Structure:		
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# 142-C-1 147-A-1	Applicant Name: Back Cove CrossFit LLC Address 112 Woods Rd City, State & Zip Falmouth, ME 04105	Telephone: 577-1522 Email: 87speciality@gmail.com
Lessee/Owner Name : A. Hausmann Assoc. Inc. (if different than applicant) Address: 380 Warren Ave City, State & Zip: Portland, ME 04103 Telephone & E-mail: 653-9495 andreaamg@maine.rr.ca	Contractor Name: Matt Fournier (if different from Applicant) Address: P.O. Box 1004 City, State & Zip: Auburn, ME 04211 Telephone & E-mail: 576-6384 vg1004@gmail.com	Cost Of Work: \$48,800 C of O Fee: \$ _____ Historic Rev \$ _____ Total Fees : \$ _____
Current use (i.e. single family) <u>mixed</u>		
If vacant, what was the previous use? <u>mixed</u>		
Proposed Specific use: <u>gym</u>		
Is property part of a subdivision? ____ If yes, please name _____		
Project description: Non-load bearing walls - interior fit-up		
Who should we contact when the permit is ready: Matt Fournier		
Address: P.O. Box 1004		
City, State & Zip: Auburn, ME 04211		
E-mail Address: vg1004@gmail.com		
Telephone: 576-6384		

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: Kevin Browne  Date: 2-4-14

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



# Certificate of Design Application

From Designer: Kevin Browne Architecture LLC  
 Date: 2-4-14  
 Job Name: Back Cove Crossfit LLC  
 Address of Construction: 1037 Forest Ave

## 2009 International Building Code

Construction project was designed to the building code criteria listed below:

Building Code & Year IBC 2009 Use Group Classification (s) A-3 Gym w/o spectator seating

Type of Construction IIA

Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2009 IRC yes

Is the Structure mixed use? no If yes, separated or non separated or non separated (section 302.3) seperated

Supervisory alarm System? no Geotechnical/Soils report required? (See Section 1802.2) \_\_\_\_\_

### Structural Design Calculations

na Submitted for all structural members (106.1 – 106.11)

### Design Loads on Construction Documents (1603)

Uniformly distributed floor live loads (7603.11, 1807)

Floor Area Use	Loads Shown
<u>na</u>	
_____	_____
_____	_____
_____	_____

### Wind loads (1603.1.4, 1609)

na Design option utilized (1609.1.1, 1609.6)  
 \_\_\_\_\_ Basic wind speed (1809.3)  
 \_\_\_\_\_ Building category and wind importance Factor,  $I_w$  (table 1604.5, 1609.5)  
 \_\_\_\_\_ Wind exposure category (1609.4)  
 \_\_\_\_\_ Internal pressure coefficient (ASCE 7)  
 \_\_\_\_\_ Component and cladding pressures (1609.1.1, 1609.6.2.2)  
 \_\_\_\_\_ Main force wind pressures (7603.1.1, 1609.6.2.1)

### Earth design data (1603.1.5, 1614-1623)

na Design option utilized (1614.1)  
 \_\_\_\_\_ Seismic use group (“Category”)  
 \_\_\_\_\_ Spectral response coefficients,  $S_D$  &  $S_{D1}$  (1615.1)  
 \_\_\_\_\_ Site class (1615.1.5)

na Live load reduction  
 \_\_\_\_\_ Roof *live* loads (1603.1.2, 1607.11)  
 \_\_\_\_\_ Roof snow loads (1603.7.3, 1608)  
 \_\_\_\_\_ Ground snow load,  $P_g$  (1608.2)  
 \_\_\_\_\_ If  $P_g > 10$  psf, flat-roof snow load  $P_f$   
 \_\_\_\_\_ If  $P_g > 10$  psf, snow exposure factor,  $C_e$   
 \_\_\_\_\_ If  $P_g > 10$  psf, snow load importance factor,  $I_s$   
 \_\_\_\_\_ Roof thermal factor,  $C_t$  (1608.4)  
 \_\_\_\_\_ Sloped roof snowload,  $P_s$  (1608.4)  
 \_\_\_\_\_ Seismic design category (1616.3)  
 \_\_\_\_\_ Basic seismic force resisting system (1617.6.2)  
 \_\_\_\_\_ Response modification coefficient,  $R_f$  and deflection amplification factor,  $C_d$  (1617.6.2)  
 \_\_\_\_\_ Analysis procedure (1616.6, 1617.5)  
 \_\_\_\_\_ Design base shear (1617.4, 1617.5.1)

### Flood loads (1803.1.6, 1612)

na Flood Hazard area (1612.3)  
 \_\_\_\_\_ Elevation of structure

### Other loads

na Concentrated loads (1607.4)  
 \_\_\_\_\_ Partition loads (1607.5)  
 \_\_\_\_\_ Misc. loads (Table 1607.8, 1607.6.1, 1607.7, 1607.12, 1607.13, 1610, 1611, 2404)



# Accessibility Building Code Certificate

**Designer:** Kevin Browne Architecture LLC

**Address of Project:** Back Cove Crossfit LLC

**Nature of Project:** Interior fit-out of an existing building to be used as a gym.

\_\_\_\_\_  
\_\_\_\_\_

The technical submissions covering the proposed construction work as described above have been designed in compliance with applicable referenced standards found in the Maine Human Rights Law and Federal Americans with Disability Act. Residential Buildings with 4 units or more must conform to the Federal Fair Housing Accessibility Standards. Please provide proof of compliance if applicable.

**Signature:** 

**Title:** Architect/Authorized Agent

**Firm:** Kevin Browne Architecture LLC

**Address:** 7 Breezy Hill Lane

Falmouth, ME 04105

**Phone:** 207-233-9860



For more information or to download this form and other permit applications visit the Inspections Division on our website at [www.portlandmaine.gov](http://www.portlandmaine.gov)



# Certificate of Design

Date: 2-4-14

From: Kevin Browne

These plans and / or specifications covering construction work on:

1037 Forest Ave, interior tenant fit-out.

Have been designed and drawn up by the undersigned, a Maine registered Architect / Engineer according to the **2009 International Building Code** and local amendments.



Signature: *Kevin Browne*

Title: Architect/Authorized Agent

Firm: Kevin Browne Architecture LLC

Address: 7 Breezy Hill Lane

Falmouth, ME 04105

Phone: 207-233-9860

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The following Operating Hours are Trainer lead classes consisting of 5 to 25 participants in each hour slot listed below. The hour slots that are not listed below are the times that Back Cove CrossFit will be closed.

There will be no more than 60 people in the gym at one time during classes.

Operating Hours for Back Cove CrossFit:

Sunday: Closed.

Monday: 6:00am - 7:00am, 9:00am - 10:00am, 12:00pm - 1:00pm, 4:30pm - 5:30pm, 5:30pm - 6:30pm, 6:30pm - 7:30pm.

Tuesday: 6:00am - 7:00am, 9:00am - 10:00am, 12:00pm - 1:00pm, 4:30pm - 5:30pm, 5:30pm - 6:30pm, 6:30pm - 7:30pm.

Wednesday: 6:00am - 7:00am, 9:00am - 10:00am, 12:00pm - 1:00pm, 4:30pm - 5:30pm, 5:30pm - 6:30pm, 6:30pm - 7:30pm.

Thursday: 6:00am - 7:00am, 9:00am - 10:00am, 12:00pm - 1:00pm, 4:30pm - 5:30pm, 5:30pm - 6:30pm, 6:30pm - 7:30pm.

Friday: 6:00am - 7:00am, 9:00am - 10:00am, 12:00pm - 1:00pm, 4:30pm - 5:30pm, 5:30pm - 6:30pm

Saturday: 8:15am - 9:30am, 9:30am - 10:30am.



**List of Equipment and majority of material used for manufacturing equipment :**

20lb Wall ball - PLASTIC

14lb Wall ball - PLASTIC

10lb Wall Ball - PLASTIC

XTE Elite Comp Bar- Lifetime warranty XTE - STEEL

Women's Bar- 25mm - STEEL

15lb Training Bar - ALUMINUM

10lb Slam Balls - RUBBER

15lb Slam Balls - RUBBER

20lb Slam Balls - RUBBER

25lb Slam Balls - RUBBER

Spring Collars - METAL

10lb Hi Temp Plates- Pairs - RUBBER

15lb Hi Temp Plates-Pairs - RUBBER

25lb Black Bumper Plates-Pairs -- RUBBER

45lb Black Bumper Plates-Pairs 5lb Steel Plates-Pairs - RUBBER

2.5lb Steel Plates-Pairs - STEEL

Concept 2 Model D PM3 Black - PLASTIC/METAL

Manila Climbing Ropes-20' - ROPE

Wood Rings w/straps - WOOD

Multi Side Plyo Box - WOOD

Speed Ropes - PLASTIC

Abmats \$ 500.00 - PLASTIC

4 pack band set - RUBBER

1000lbs Kettlebells - STEEL

36" Foam Rollers High Density-Red - CONDENSED FOAM

34ft Pull Up Free Standing you choose color- 6 12ft upright - STEEL

24ft Pull Up Free Standing you choose color- 4 12ft upright - STEEL