





## Department of Permitting and Inspections

# New Commercial Structure 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
- Foundation plans with rebar specifications and required drainage and damp proofing (if applicable)
- Detail egress requirements and fire separations
- Insulation R-factors of walls, ceilings, floors and U-factors of windows as per the IECC 2009
- Complete the Accessibility Certificate and The Certificate of Design
- A statement of special inspections as required per the IBC 2009
- Complete electrical and plumbing layout.
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment (air handling) or other types of work that may require special review.
- 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 & external plumbing, HVAC and electrical installations.

### Nine (9) copies of the minor (< 10,000 sf) or major (> 10,000 sf) site plan application is required that includes:

- A stamped boundary survey to scale showing north arrow, zoning district and setbacks to a scale of  $\geq 1'' = 20'$  on paper  $\geq 11'' \times 17''$
- The shape and dimension of the lot, footprint of the proposed structure and the distance from the actual property lines. Photocopies of the plat or hand draw footprints not to scale will not be accepted.
- Location and dimensions of parking areas and driveways, street spaces and building frontage
- Finish floor or sill elevation (based on mean sea level datum)
- Location and size of both existing utilities in the street and the proposed utilities serving the building
- Existing and proposed grade contours
- Silt fence (erosion control) locations





## Department of Permitting and Inspections

### 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, \$15.00 per additional \$1000.00 cost

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



## Department of Permitting and Inspections

### 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 that 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 selections below.

1. Once the complete application package has been received by us, and entered into the system
2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options:

- provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment
- call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone
- hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall
- deliver a payment method through the U.S. Postal Service, at the following address:

**City of Portland  
Department of Permitting and Inspections  
389 Congress Street, Room 315  
Portland, Maine 04101**

By signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. ***No work shall be started until I have received my permit.***

Applicant Signature: Dana L. Riggins Date: 05-10-16

I have provided digital copies and sent them on: \_\_\_\_\_ Date: 05-11-16

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.



# Certificate of Design Application

From Designer: AGI (Tim Seaman)  
 Date: May 10, 2016  
 Job Name: AutoZone  
 Address of Construction: 1207 Forest Avenue

## 2009 International Building Code

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

Building Code & Year IBC 2009 Use Group Classification (s) M  
 Type of Construction VB  
 Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2009 IBC No  
 Is the Structure mixed use? No If yes, separated or non separated or non separated (section 302.3) \_\_\_\_\_  
 Supervisory alarm System? No Geotechnical/Soils report required? (See Section 1802.2) No

### Structural Design Calculations

YES Submitted for all structural members (106.1 – 106.11)

### Design Loads on Construction Documents (1603)

Floor Area Use	Loads Shown
<u>First Floor Retail</u>	<u>100 psf</u>
_____	_____
_____	_____
_____	_____

### Wind loads (1603.1.4, 1609)

ASCE 7 Design option utilized (1609.1.1, 1609.6)  
100 mph Basic wind speed (1809.3)  
Iw=1.0 Building category and wind importance Factor,  $I_w$  table 1604.5, 1609.5)  
C Wind exposure category (1609.4)  
+/- 0.18 Internal pressure coefficient (ASCE 7)  
See Wind Load Calcs Attached 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)

\_\_\_\_\_ Design option utilized (1614.1)  
C Seismic use group ("Category")  
0.328 & 0.124 Spectral response coefficients,  $S_D$ s &  $S_{DI}$  (1615.1)  
D Site class (1615.1.5)

0.83 Live load reduction  
16.6 psf Roof *live* loads (1603.1.2, 1607.11)  
42 psf Roof snow loads (1603.7.3, 1608)  
60 psf Ground snow load,  $P_g$  (1608.2)  
42 psf If  $P_g > 10$  psf, flat-roof snow load  $P_f$   
1.0 If  $P_g > 10$  psf, snow exposure factor,  $C_e$   
1.0 If  $P_g > 10$  psf, snow load importance factor,  $I_s$   
1.0 Roof thermal factor,  $C_t$  (1608.4)  
42 psf Sloped roof snowload,  $P_B$  (1608.4)  
C Seismic design category (1616.3)  
Intermediate Reinforced Masonry Shear Walls Basic seismic force resisting system (1617.6.2)  
R = 3.5 Response modification coefficient,  $R$ , and  
Cd = 2.25 deflection amplification factor  $C_d$  (1617.6.2)

**Equivalent Lateral Force** Analysis procedure (1616.6, 1617.5)  
0.094W Design base shear (1617.4, 16175.5.1)

### Flood loads (1803.1.6, 1612)

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

### Other loads

\_\_\_\_\_ 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: AGI (Tim Seaman)

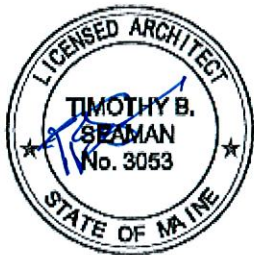
Address of Project: 1207 Forest Avenue

Nature of Project: New retail store

\_\_\_\_\_

\_\_\_\_\_

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

Firm: AGI

Address: 15 West Seventh Street  
Covington, KY 41011

Phone: 859-261-5400

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: May 10, 2016

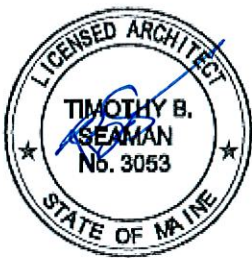
From: AGI (Tim Seaman)

These plans and / or specifications covering construction work on:

AutoZone - 1207 Forest Avenue

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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: 

Title: Architect

Firm: AGI

Address: 15 West Seventh Street  
Covington, KY 41011

Phone: 859-261-5400

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)

# MecaWind Pro v2.2.7.0 per ASCE 7-05

Developed by MECA Enterprises, Inc. Copyright [www.mecaenterprises.com](http://www.mecaenterprises.com)

```

Date       : 4/19/2016
Company Name : Paul J Ford and Company
Address    : 250 E Broad Street, Suite 600
City       : Columbus
State      : Ohio
File Location: G:\Architectural\A_Projects\Columbus Projects\627 - AutoZone\0 Prototypes (Do not
move)\Calculations\Prototype 7N2-8\7N2-8.wnd
Project No. :
Designed By :
Description  :
Customer Name : AutoZone
Proj Location :
    
```

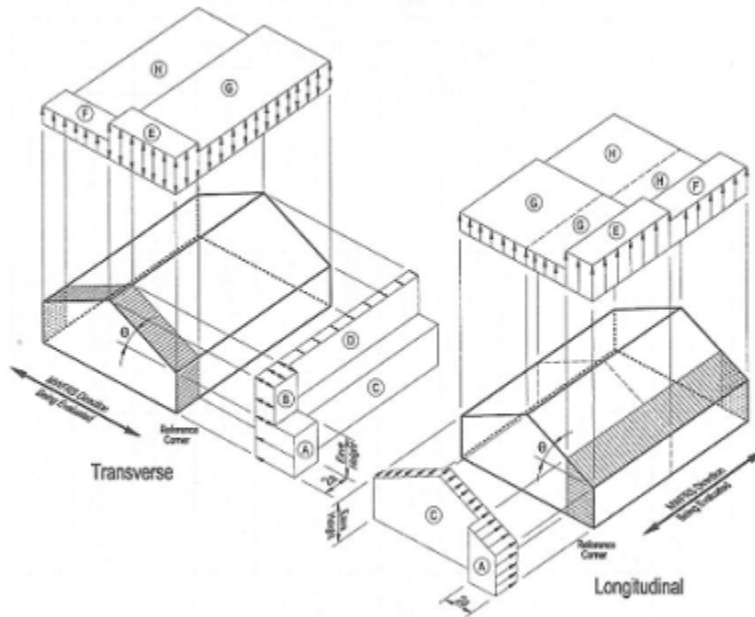
**Input Parameters: Simplified Wind Load Design - MWFRS - Method 1 per ASCE 7-05**

```

V:      Basic Wind Speed           = 100.00 mph
Cat:    Structural Category(I,II,III, and IV) = II
Exp:    Exposure Category(B,C, or D) = C

RHt:    Ridge Height               = 17.58 ft
EHT:    Eave Height                = 15.58 ft
Ht:     Mean Roof Height of Building = 16.58 ft
Theta:  Roof Angle                 = 3.58 Deg
L:      Length of Building(If Gabled, along Ridge) = 115.33 ft
B:      Width of Building(Perpendicular to Ridge) = 64.00 ft
Kzt:    Topographic Factor         = 1.00

Lambda: Adjustment Factor for Building Height and Exposure = 1.24
I:      Importance Factor          = 1.00
a:      10% of Least Horiz Dim. or .4h, whichever is smaller = 6.40 ft
2a:    Length over which Zone A acts on Each Corner = 12.80 ft
    
```

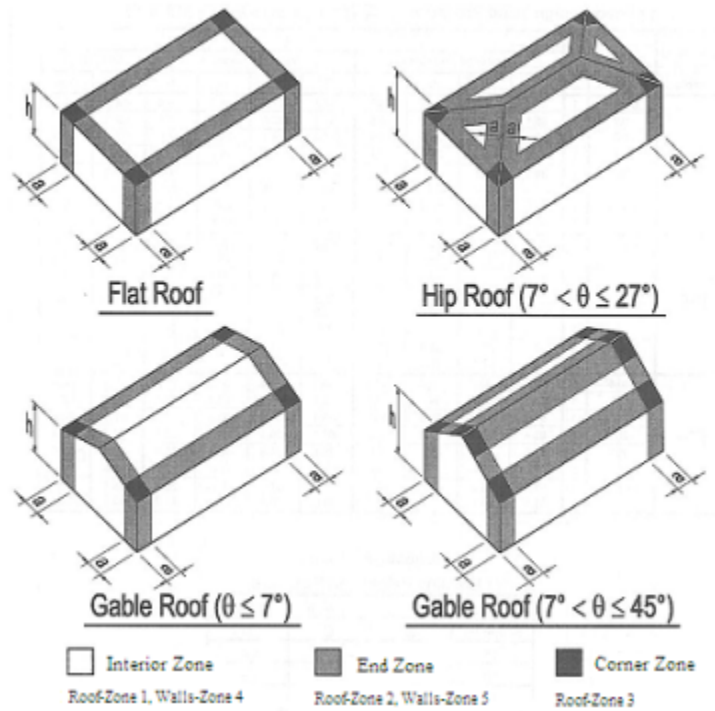


**Wind Pressure on Main Wind Force Resisting System (MWFRS)**

Load Case	A psf	B psf	C psf	D psf	E psf	F psf	G psf	H psf	EOH psf	GOH psf
1.00	19.64	-10.13	12.97	-6.05	-23.59	-13.34	-16.43	-10.38	-32.98	-25.82
2.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00

Note (1)  $ps = \text{Lambda} * Kzt * I * ps30$   
 Note (2) Directionality Factor(Kd) is not an input during a Simplified Analysis.





**Wind Pressure on Components and Cladding**

All pressures shown are based upon ASD Design, with a Load Factor of 1

Description	Width ft	Span ft	Area ft <sup>2</sup>	Zone	Max P psf	Min P psf
Zone 1	1.00	1.00	10.0	1	9.02	-22.24
Zone 1	10.00	2.00	20.0	1	8.52	-21.62
Zone 1	10.00	5.00	50.0	1	7.78	-20.88
Zone 1	10.00	10.00	100.0	1	7.16	-20.38
Zone 2	1.00	1.00	10.0	2	9.02	-37.31
Zone 2	10.00	2.00	20.0	2	8.52	-33.35
Zone 2	10.00	5.00	50.0	2	7.78	-28.04
Zone 2	10.00	10.00	100.0	2	7.16	-24.09
Zone 3	1.00	1.00	10.0	3	9.02	-56.08
Zone 3	10.00	2.00	20.0	3	8.52	-46.45
Zone 3	10.00	5.00	50.0	3	7.78	-33.72
Zone 3	10.00	10.00	100.0	3	7.16	-24.09
Zone 4	1.00	1.00	10.0	4	22.24	-24.09
Zone 4	10.00	2.00	20.0	4	21.25	-23.10
Zone 4	10.00	5.00	50.0	4	19.89	-21.74
Zone 4	10.00	10.00	100.0	4	18.90	-20.75
Zone 5	1.00	1.00	10.0	5	22.24	-29.77
Zone 5	10.00	2.00	20.0	5	21.25	-27.79
Zone 5	10.00	5.00	50.0	5	19.89	-25.08
Zone 5	10.00	10.00	100.0	5	18.90	-23.10

- Note (1) If Zone = "2H" or "3H" then MaxP will be zero per Figure 6-3.
- Note (2) Max P & Min P = pnet30(from Fig.6-3) \* Lambda \* Importance Factor \* Kzt.
- Note (3) If Area<10 then Area=10 or Area>100 then Area=100 for Zones 1, 2, 3, 2H & 3H.
- Note (4) If Area<10 then Area=10 or Area>500 then Area=500 for Zones 4 & 5.

**Parapets Components & Cladding (Para 6.5.12.4.4)**

Qp: Pressure at top of Parapet = 19.58 psf

**Parapet Case A**

Negative Roof Pressures Applied to Back of Parapet

Description	GCp	GCpi	Pressure psf
-----			
Solid (GCpi=0) - Roof Edge Zone 2	-1.30	.00	-25.46
Solid (GCpi=0) - Roof Corner Zone 3	-1.80	.00	-35.25

Positive Wall Pressures Applied to front of Parapet per Fig 6-11A

Description	GCp	GCpi	Pressure psf
-----			
Solid (GCpi=0) - Walls Zone 4 & 5	0.90	.00	17.62

Case A: Total Force on Parapet - Edge (Wall Zone 4 + Roof Zone 2) = 43.08 psf  
Case A: Total Force on Parapet - Corner (Wall Zone 5 + Roof Zone 3) = 52.87 psf

#### Parapet Case B

Positive Wall Pressures Applied to Back of Parapet per Fig 6-11A

Description	GCp	GCpi	Pressure psf
-----			
Solid (GCpi=0) - Walls Zones 4 & 5	0.90	.00	17.62

Negative Wall Pressures Applied to Front of Parapet per Fig 6-11A

Description	GCp	GCpi	Pressure psf
-----			
Solid (GCpi=0) - Wall Zone 4	-0.99	.00	-19.39
Solid (GCpi=0) - Wall Zone 5	-1.26	.00	-24.67

Case B: Total Force on Parapet - Edge Zone 4 (Back + Front) = 37.01 psf  
Case B: Total Force on Parapet - Corner Zone 5 (Back + Front) = 42.30 psf