



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.

design
build {

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

No Bldg. Addition

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, 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.

Location/Address of Construction: <u>312 Canco Road Portland me 04103</u>		
Total Square Footage of Proposed Structure/Area <u>46,274 S.F.</u>		Square Footage of Lot <u>6,633 S.F. Reno.</u>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>153 - A - 017 - 001</u>	Applicant * must be owner, Lessee or Buyer* Name <u>Timm Real Estate LLC</u> Address <u>6 Depot St. Ste 24</u> City, State & Zip <u>Freeport me 04032</u>	Telephone: <u>207-775-7576</u>
Lessee/DBA (If Applicable) <u>Maine DEA</u> <u>77 State House Station</u> <u>Augusta, me. 04333</u>	Owner (if different from Applicant) Name <u>Same as above</u> Address City, State & Zip	Cost Of Work: \$ <u>150,000</u> C of O Fee: \$ <u>1,520.00</u> Total Fee: \$ <u>n/a</u>
Current legal use (i.e. single family) <u>Business</u>		
If vacant, what was the previous use? <u>Business</u>		
Proposed Specific use: <u>Business</u>		
Is property part of a subdivision? <u>no</u> If yes, please name _____		
Project description: <u>Interior renovation of partial first floor.</u> <u>Ada ramp addition at front entry</u>		
Contractor's name: <u>T.B.D.</u>		
Address: _____		
City, State & Zip _____		Telephone: _____
Who should we contact when the permit is ready: <u>Doug Timm</u>		Telephone: <u>207-775-7576</u>
Mailing address: <u>5 Depot St. Ste. 24 Freeport, me 04032</u>		

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

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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: Dendie Rio Date: 5/7/13

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



Certificate of Design Application

From Designer: Gawron Torgerson Architects
 Date: 5-07-13
 Job Name: Maine DEA
 Address of Construction: 312 Canco Rd. Portland me

2009 International Building Code

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

Building Code & Year: NFPA 2009 Use Group Classification (s) Business
 Type of Construction Type II 0,0,0 existing
 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? Yes If yes, separated or non separated or non separated (section 302.3) separated
 Supervisory alarm System? Yes Geotechnical/Soils report required? (See Section 1802.2) n/a

Existing Structure - no work

Structural Design Calculations n/a 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>n/a</u>	

Wind loads (1603.1.4, 1609)
n/a 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)
7 Main force wind pressures (7603.1.1, 1609.6.2.1)

Earth design data (1603.1.5, 1614-1623)
n/a Design option utilized (1614.1)
 Seismic use group ("Category")
 Spectral response coefficients, S_D & S_I (1615.1)
7 Site class (1615.1.5)

n/a 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, G
 If $P_g > 10$ psf, snow load importance factor, I_s
 Roof thermal factor, G (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 , and deflection amplification factor C_d (1617.6.2)
7 Analysis procedure (1616.6, 1617.5)
 Design base shear (1617.4, 1617.5.1)

Flood loads (1803.1.6, 1612)
n/a Flood Hazard area (1612.3)
7 Elevation of structure

Other loads
n/a Concentrated loads (1607.4)
 Partition loads (1607.5)
7 Misc. loads (Table 1607.8, 1607.6.1, 1607.7, 1607.12, 1607.13, 1610, 1611, 2404)



Accessibility Building Code Certificate

Designer: Gawron Turgeon Architects
Address of Project: 312 Concord rd. Portland me
Nature of Project: Interior renovation
Ada ramp addition

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: Stan Gawron
Title: President
Firm: Gawron Turgeon Architects
Address: 29 Black Point rd.
Scarborough me 04674
Phone: 207-883-6307

For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov



Certificate of Design

Date: 5-7-13

From: Gawron Turgeon Architects

These plans and / or specifications covering construction work on:

312 Cancro rd - Partial first floor renovation

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: President

Firm: Gawron Turgeon Architects

Address: 29 Black Point rd

Scarborough Me 04074

Phone: 207-883-6307

(SEAL)

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