

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that WARDEN'S INC.

Located At 10 ALTON ST

Job ID: 2012-04-3814-CH OF USE

CBL: 168- K-008-001

has permission to Convert the 2nd Floor into a residential Apartment, minor renovations, 1st floor to remain office/business use provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

Fire Prevention Officer

JMB 6/14/12

Code Enforcement Officer / Plan Reviewer

THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
PENALTY FOR REMOVING THIS CARD



Certificate of Occupancy

CITY OF PORTLAND, MAINE

Department of Planning and Urban Development
Building Inspections Division



Location: 10 ALTON ST

CBL: 168 K008001

Issued To: Wardens Inc

Issued Date: 11/30/2012

This is to certify that the building, premises, or part thereof, at the above location, built-altered-changed as to use under Building Permit No. 201243265 has had a final inspection, has been found to conform substantially to the requirements of the Building Code and the Land Use Code of the City of Portland, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

Entire

APPROVED OCCUPANCY

1st Floor Offices - 2nd Floor Dwelling Unit
Use Group - B / R
Type - 5B
IBC 2009

LIMITING CONDITIONS: None

11/30/2012

APPROVED:

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, FAX: (207) 8716

Job No: 2012-04-3814-CH OF USE	Date Applied: 4/20/2012	CBL: 168- K-008-001	
Location of Construction: 10 ALTON ST	Owner Name: WARDEN'S INC. (Connected to St Peter's Episcopal Church)	Owner Address: 10 ALTON ST PORTLAND, ME 04103	Phone: 207-671-0833 (Anita)
Business Name:	Contractor Name: Ken Ouellette-Community Builders	Contractor Address: 3 High Bluff Ln., Scarborough ME 04074	Phone: (207) 756-9091
Lessee/Buyer's Name:	Phone:	Permit Type: CHUSE-DW - Change of Use - Dwelling	Zone: R-3
Past Use: Church offices & Sunday School - Parish House	Proposed Use: 1 st floor Church offices & 2 nd floor dwelling unit - convert 2 nd floor to a dwelling unit - Add one wall	Cost of Work: 13000.00	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: B/R Type: SB IBC-2009 Signature: <i>[Signature]</i>
Proposed Project Description: convert Second floor to residential apt		Pedestrian Activities District (P.A.D.) 6/14/12	
Permit Taken By:	Zoning Approval		

<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building Permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False informatin may invalidate a building permit and stop all work.</p>	<p>Special Zone or Reviews</p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetlands</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan <i>Admin. Author.</i></p> <p><input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM</p> <p>Date: <i>OK w/ condition 5/1/12 ABH</i></p>	<p>Zoning Appeal</p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date:</p>	<p>Historic Preservation</p> <p><input checked="" type="checkbox"/> Not in Dist or Landmark</p> <p><input type="checkbox"/> Does not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p>Date: <i>ABH</i></p>
	CERTIFICATION		

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the appication is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

7-27-12 ~~GF~~ OK CLOSE IN
OK FOR OUTSWING OFFICE DOOR

11-2-12 DWM/BKL/Capt. Pirone Greg 838-0879 Final Provide
drum trap at existing lavvy, ~~Remove stop on rated door~~, 1 hr ceiling/floor.
Fire Sprinkler cert.

11-14-12 ~~GF~~
PASS

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: buildinginspections@portlandmaine.gov

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

Close In Elec/Plmb/Frame prior to insulate or gyp

Certificate of Occupancy Inspection

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Acting Director of Planning and Urban Development
Gregory Mitchell

Job ID: 2012-04-3814-CH OF USE

Located At: 10 ALTON ST

CBL: 168- K-008-001

Conditions of Approval:

Fire

1. Installation shall comply with City Code Chapter 10.
2. All construction shall comply with City Code Chapter 10.
3. <http://www.portlandmaine.gov/citycode/chapter010.pdf>
4. Street addresses shall be marked on the structure and shall be as approved by the City E-911 Addressing Officer. Contact Michelle Sweeney at 874-8682 for further information.
5. A separate Fire Alarm Permit is required for new systems; or for work effecting more than 5 fire alarm devices; or replacement of a fire alarm panel with a different model. This review does not include approval of fire alarm system design or installation.
6. All smoke detectors and smoke alarms shall be photoelectric.
7. Carbon Monoxide is detection required in accordance with NFPA 720, *Standard for Installation of Carbon Monoxide (CO) Detection and Warning Equipment*, 2009 edition.
8. Notification: Two means of egress are required from every story. "MRSA Title 25 § 2453"
9. Any cutting and welding done will require a Hot Work Permit from Fire Department.
10. A Maine State Life Safety Sprinkler System shall be installed.
11. All conditions shall be met as discussed per meeting with GC on site.

Building

1. Application approval based upon information provided by the applicant or design professional. Any deviation from approved plans requires separate review and approval prior to work.
2. All penetrations between dwelling units and business use and common areas shall be protected with approved firestop materials, and recessed lighting/vent fixtures shall not reduce the (1 hour) required rating per Sec. 713 of the IBC 2009.
3. Separate permits are required for any electrical, plumbing, sprinkler, fire alarm, HVAC systems, heating appliances, including pellet/wood stoves, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.
4. Per IBC Sec. 3401.3 for existing buildings and dwelling units, compliance with smoke and carbon monoxide detection shall be per City Ordinance Chapter 10 and NFPA 10.
5. One egress window is required per bedroom that complies with the required dimensions.

Job ID: 2012-04-3814-CH OF USE

Located At: 10 ALTON ST

CBL: 168- K-008-001

Zoning

1. With the issuance of this permit and the certificate of occupancy, this property shall remain as church offices on 1st floor and one dwelling unit on the 2nd floor. Any change of use shall require a separate permit application for review and approval.

R3

2012-04-3814

Church - 662 Washington Ave.
167-A-12, 168-k-9



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>10 Alton Street</u>		
Total Square Footage of Proposed Structure/Area <u>1325</u>	Square Footage of Lot <u>5042</u>	Number of Stories <u>Two</u>
Tax Assessor's Chart, Block & Lot Chart# <u>167</u> Block# <u>A012001</u> Lot# <u>Church</u> <u>168-k-8 - 10 Alton St.</u>	Applicant: (must be owner, lessee or buyer) Name <u>Diocesan of ME Trustees</u> Address <u>662 Washington Ave</u> City, State & Zip <u>Portland, ME 04103</u>	Telephone: <u>671-0833</u> <u>(Anita)</u>
Lessee/DBA	Owner: (if different from applicant) Name <u>Assessors - Warden's Inc.</u> Address <u>10 Alton St</u> City, State & Zip <u>Portland ME 04103</u>	Cost of Work: <u>\$12,500</u> C of O Fee: \$ Historic Review: \$ Planning Amin.: \$ Total Fee: \$
Current legal use (i.e. single family) <u>Religious</u> Number of Residential Units <u>Two</u> If vacant, what was the previous use? Proposed Specific use: <u>convert second floor to residential</u> Is property part of a subdivision? _____ If yes, please name _____ Project description: <u>Convert second floor to residential apt. - address 10 Alton St</u>		
Contractor's name: <u>Community Builders</u>		Email: <u>kwome2@maine.cc.com</u>
Address: <u>3 High Bluff Lane</u>		
City, State & Zip: <u>Scarborough, ME 04074</u>		Telephone: <u>883-8194</u>
Who should we contact when the permit is ready: <u>Ker Ouellette</u>		Telephone: <u>756-9091</u>
Mailing address: <u>Same</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.

RECEIVED

APR 20 2012

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.

Dept. of Building Inspections
City of Portland, Maine

and I hereby certify that I am the Owner of record of the named property, or that the City of Portland, Maine is 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: <u>[Signature]</u>	Date: <u>4-14-12</u>
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This is not a permit; you may not commence ANY work until the permit is issued

Magnetic Nail Set in Utility Pole # CMP
0.9' above ground. ELEVATION = 22.97'

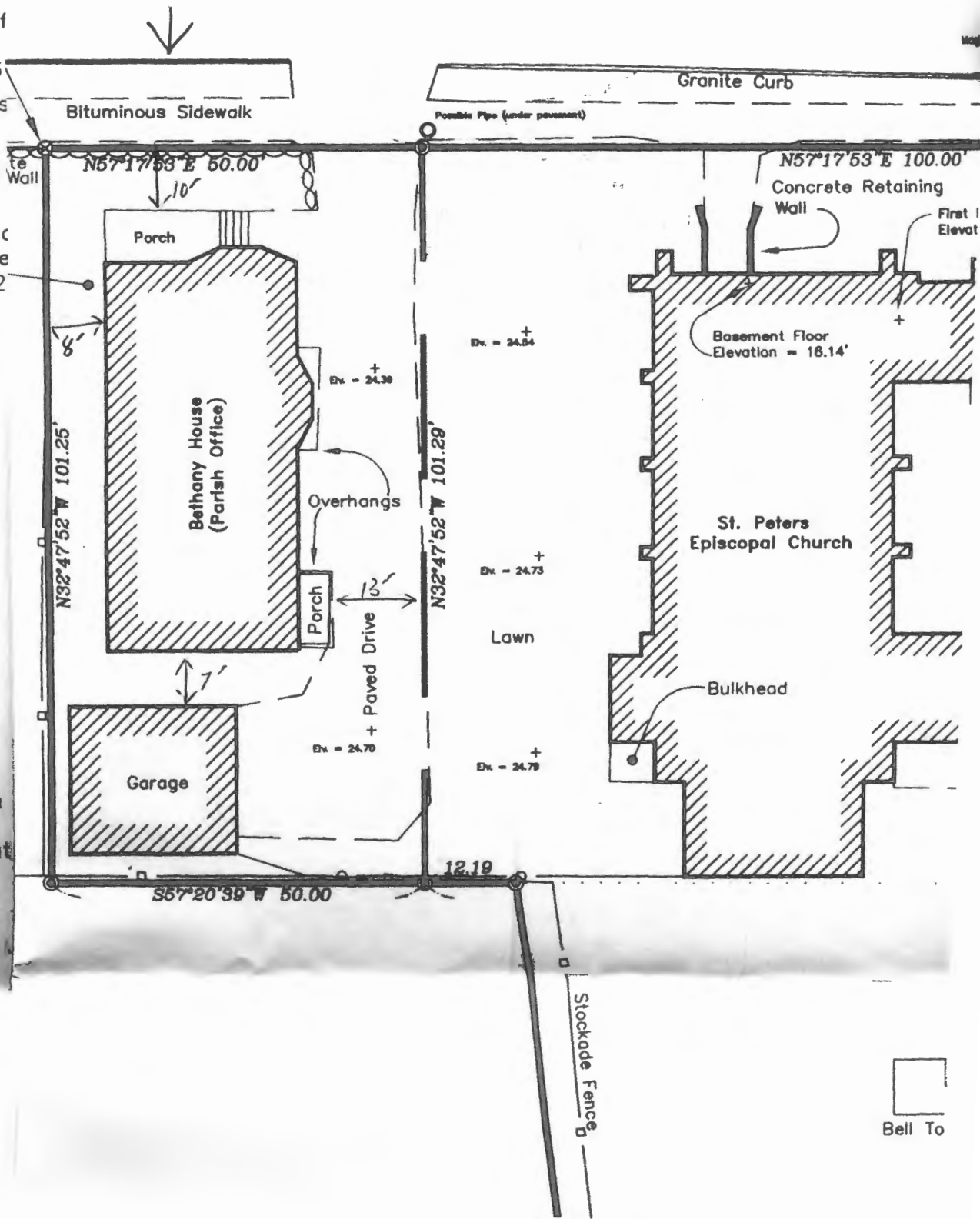
Portland County

Scale - 1" = 20 FT

1999.

10 Alton Street (Bituminous)

is in the Diocese of
the 45 (Parcel 2).
3). Area = 5,063
and restrictions as
setback restriction
and Mean Tide. Bench
on northeasterly side
Elevation = 20.52

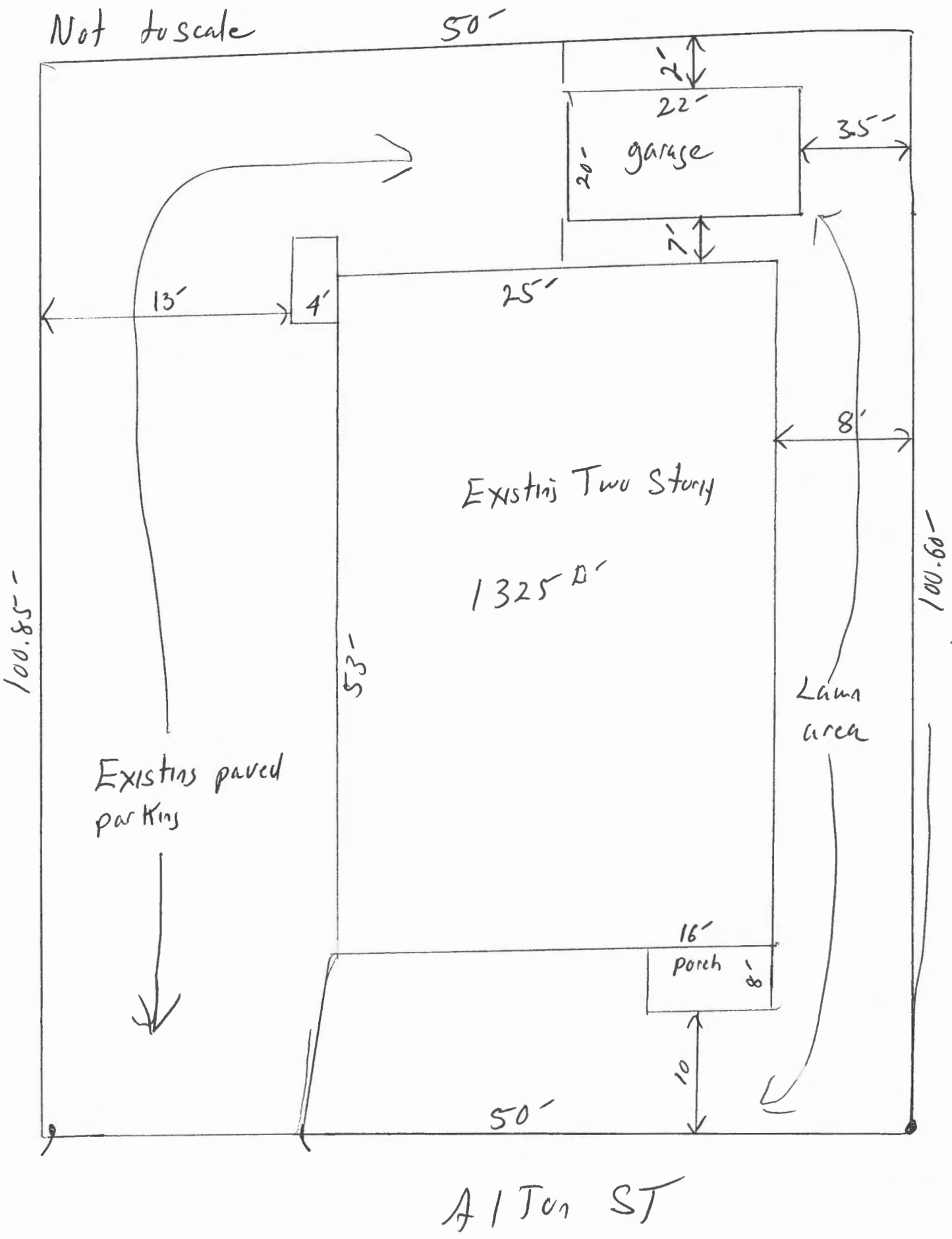


er," recorded in Plan
and E.C. Jordan dat
September 13, 1979.
sen Street, Portland,
rks.



Plot map 10 Alton ST property

Not to scale



1956 build garage - 20'x22'; 1974 Change of use from 2 dr → child care center & church offices -
 Cofc - 1st floor - 2nd floor

City of Portland, Maine - Building or Use Permit Application 389 Congress Street, 04101, Tel: (207) 874-8703, FAX: 874-8716

Location of Construction: 10 Alton Street		Owner: St. Peters Episcopal Center/Church		Phone:		Permit No: 000733	
Owner Address: 678 Washington Ave.		Lessee/Buyer's Name:		Business Name:			
Contractor Name: R. Connolly & Co. Inc.		Address: PO Box 8463 Portland, ME 04104		Phone: 688-4223 / 415-2733*****		Permit Issued: 00	
Past Use: Church /Office/ Sunday school		Proposed Use: same		COST OF WORK: \$ 87,000 PERMIT FEE: \$\$\$ 546.00 INSPECTION: Use Group A4 Type: 3B Signature: <i>[Signature]</i> PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: Approved <input type="checkbox"/> Approved with Conditions: <input type="checkbox"/> Denied: <input type="checkbox"/> Signature: _____ Date: _____			
Proposed Project Description: Interior renovations							Zone: 04-3 CBL: 168-K-008 Zoning Approval: <i>[Signature]</i> 7/6/00 Special Zone or Reviews: <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan maj <input type="checkbox"/> minor <input type="checkbox"/> mm <input type="checkbox"/>
Permit Taken By: Gayle		Date Applied For: June 30, 2000					

1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal rules.
2. Building permits do not include plumbing, septic or electrical work.
3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..

*****Please call when ready 688-4223 cell 415-2733 Pete Connolly

**PERMIT ISSUED
WITH REQUIREMENTS**

CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit

Zoning Appeal

Variance
 Miscellaneous
 Conditional Use
 Interpretation
 Approved
 Denied

Historic Preservation

Not in District or Landmark
 Does Not Require Review
 Requires Review

Action:

Approved
 Approved with Conditions
 Denied

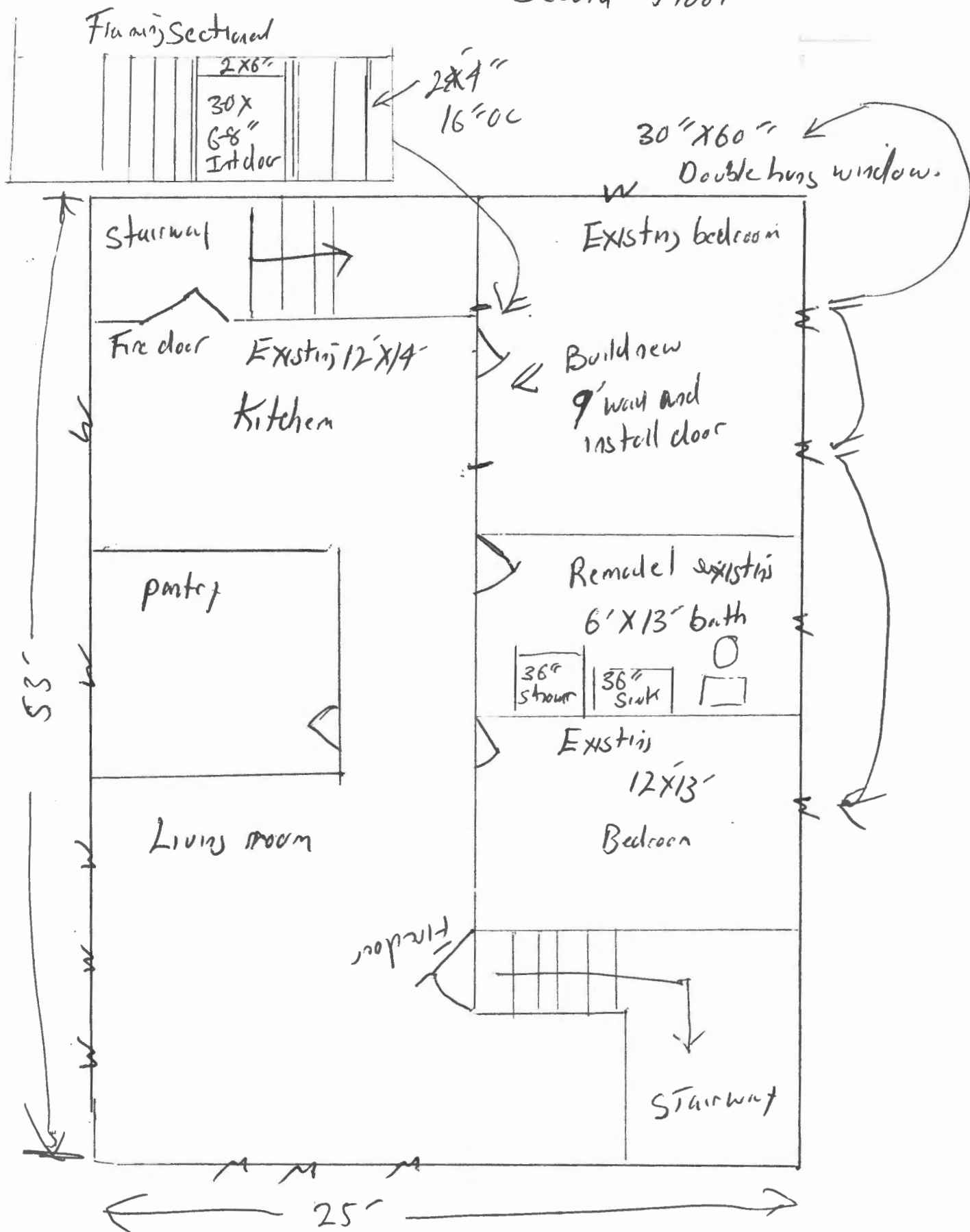
Date: *[Signature]*

SIGNATURE OF APPLICANT	ADDRESS:	DATE:	PHONE:
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE			PHONE:

**PERMIT ISSUED
WITH REQUIREMENTS**
CEO DISTRICT 2

Not to scale

10 Altun ST - Existing floor plan Second floor





Administrative Authorization Application

Portland, Maine

Planning and Urban Development Department, Planning Division

PROJECT NAME: 10 Alton ST. Renovation

PROJECT ADDRESS: 10 Alton ST CHART/BLOCK/LOT: 168-K-8

APPLICATION FEE: --- (\$50.00) CB2167A012007

PROJECT DESCRIPTION: (Please Attach Sketch/Plan of the Proposal/Development)

CONTACT INFORMATION:

OWNER/APPLICANT

Name: Wardens Inc

Address: 10 Alton ST
Portland

Work #: _____

Cell #: 671-0833

Fax #: _____

Home #: _____

E-mail: _____

CONSULTANT/AGENT

Name: Ken Ouellet - Community Pln

Address: 3 High Bluff Ln
Scarborough, ME

Work #: 883-8194

Cell #: 756-9091

Fax #: 883-8194

Home #: _____

E-mail: _____

Criteria for an Administrative Authorizations:

(see section 14-523(4) on pg .2 of this appl.)

- a) Is the proposal within existing structures?
- b) Are there any new buildings, additions, or demolitions?
- c) Is the footprint increase less than 500 sq. ft.?
- d) Are there any new curb cuts, driveways or parking areas?
- e) Are the curbs and sidewalks in sound condition?
- f) Do the curbs and sidewalks comply with ADA?
- g) Is there any additional parking?
- h) Is there an increase in traffic?
- i) Are there any known stormwater problems?
- j) Does sufficient property screening exist?
- k) Are there adequate utilities?
- l) Are there any zoning violations?
- m) Is an emergency generator located to minimize noise?
- n) Are there any noise, vibration, glare, fumes or other impacts?

Applicant's Assessment Planning Division

Y(yes), N(no), N/A

Applicant's Assessment	Planning Division
Y(yes), N(no), N/A	Y(yes), N(no), N/A
<u>yes</u>	<u>Y</u>
<u>no</u>	<u>N</u>
<u>no</u>	<u>N</u>
<u>no</u>	<u>N</u>
<u>yes</u>	<u>Y</u>
<u>yes</u>	<u>Y</u>
<u>no</u>	<u>N</u>
<u>no</u>	<u>N</u>
<u>no</u>	<u>N</u>
<u>yes</u>	<u>Y</u>
<u>yes</u>	<u>Y</u>
<u>no</u>	<u>N</u>
<u>no</u>	<u>N/A</u>
<u>no</u>	<u>N</u>

Signature of Applicant: [Signature] Date: 5-1-12

Planning Division Use Only

Authorization Granted Partial Exemption Exemption Denied

Barbara Berhndt - May 8) 2012

Standard Condition of Approval: The applicant shall obtain all required City Permits, including building permits from the Inspection Division (Room 315, City Hall (874-8703)) prior to the start of any construction.

IMPORTANT NOTICE TO APPLICANT: The granting of an Administrative Authorization to exempt a development from site plan review does not exempt this proposal from other approvals or permits, nor is it an authorization for construction. You should first check with the Building Inspections Office, Room 315, City Hall (207)874-8703, to determine what other City permits, such as a building permit, will be required.

**PROVISION OF PORTLAND CITY CODE
14-523 (SITE PLAN ORDINANCE)
RE: Administrative Authorization**

Sec. 14-523 (b). Applicability

No person shall undertake any development identified in Section 14-523 without obtaining a site plan improvement permit under this article. (c) Administrative Authorization. Administrative Authorization means the Planning Authority may grant administrative authorization to exempt a development proposal from complete or partial site plan review that meets the standards below, as demonstrated by the applicant.

1. The proposed development will be located within existing structures, and there will be no new buildings, demolitions, or building additions other than those permitted by subsection b of this section;
2. Any building addition shall have a new building footprint expansion of less than five hundred (500) square feet;
3. The proposed site plan does not add any new curb cuts, driveways, or parking areas; the existing site has no more than one (1) curb cut and will not disrupt the circulation flows and parking on-site; and there will be no drive-through services provided;
4. The curbs and sidewalks adjacent to the lot are complete and in sound condition, as determined by the public works authority, with granite curb with at least four (4) inch reveal, and sidewalks are in good repair with uniform material and level surface and meet accessibility requirements of the Americans with Disabilities Act;
5. The use does not require additional or reduce existing parking, either on or off the site, and the project does not significantly increase traffic generation;
6. There are no known stormwater impacts from the proposed use or any existing deficient conditions of stormwater management on the site;
7. There are no evident deficiencies in existing screening from adjoining properties; and
8. Existing utility connections are adequate to serve the proposed development and there will be no disturbance to or improvements within the public right-of-way.
9. There are no current zoning violations;
10. Any emergency generators are to be located to minimize noise impacts to adjoining properties and documentation that routine testing of the generators occur on weekdays between the hours of 9 a.m. to 5 p.m. Documentation pertaining to the noise impacts of the emergency generator shall be submitted; and
11. There is no anticipated noise, vibration, glare, fumes or other foreseeable impacts associated with the project.

- a. **Filing the Application.** An applicant seeking an administrative authorization under this subsection shall submit an administrative authorization application for review, detailing the site plan with dimensions of proposed improvements and distances from all property lines, and stating that the proposal meets all of the provisions in standards 1-11 of Section 14-423 (b)1. **The application must be accompanied by an application fee of \$50.**
- b. **Review.** Upon receipt of such a complete application, the Planning Authority will process it and render a written decision of approval, approval with conditions or denial, with all associated findings.
- c. **Decision.** If a full administrative authorization is granted, the application shall be approved without further review under this article, and no performance guarantee shall be required. In the event that the Planning Authority determines that standards a and b of Section 14-523 (b) (1) and at least four (4) of the remaining standards have been met, the Planning Authority shall review the site plan according to all applicable review standards of Section 14-526 that are affected by the standards in this subsection that have not been met. If an exemption or partial exemption from site plan review is not granted, the applicant must submit a site plan application that will undergo a full review by the Planning Board or Planning Authority according to the standards of Section 14-526.

Criteria for an Administrative Authorizations:
(See Section 14-523 (4) on page 2 of this application)

Applicant's Assessment
Y(yes), N(no), N/A

Planning Division
Use Only

a) Is the proposal within existing structures?	Yes	Yes
b) Are there any new buildings, additions, or demolitions?	No	No
c) Is the footprint increase less than 500 sq. ft.?	No	No
d) Are there any new curb cuts, driveways or parking areas?	No	No
e) Are the curbs and sidewalks in sound condition?	Yes	Yes
f) Do the curbs and sidewalks comply with ADA?	Yes	Yes
g) Is there any additional parking?	No	No
h) Is there an increase in traffic?	No	No
i) Are there any known stormwater problems?	No	No
j) Does sufficient property screening exist?	Yes	Yes
k) Are there adequate utilities?	Yes	Yes
l) Are there any zoning violations?	No	No
m) Is an emergency generator located to minimize noise?	No	N/A
n) Are there any noise, vibration, glare, fumes or other impacts?	No	No

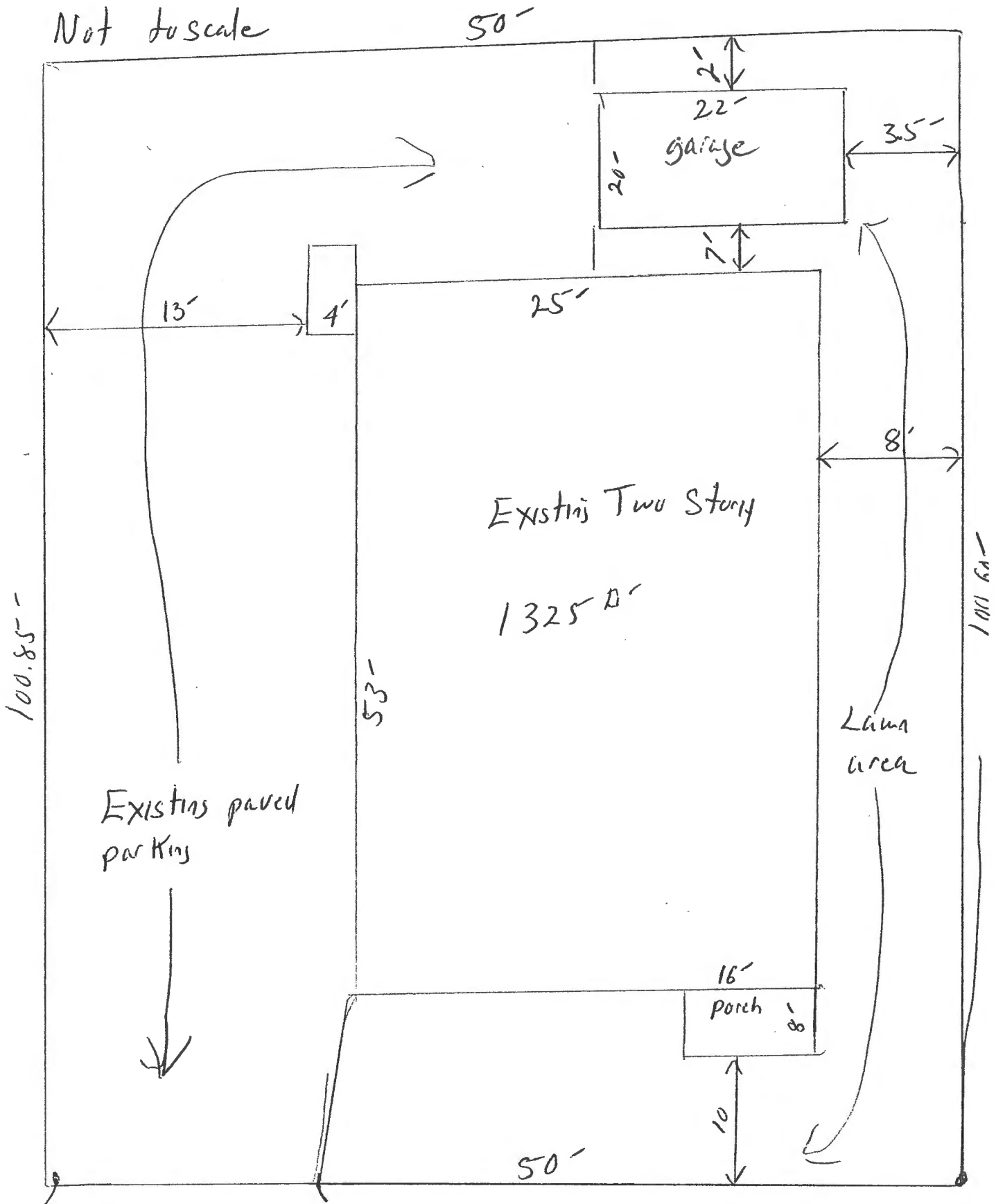
The Administrative Authorization for re-establishing a single dwelling unit on the second floor of the Parish House at 10 Alton Street was approved by Barbara Barhydt on May 8, 2012 with the following condition(s) in addition to the required Standard Condition of Approval listed below:

1. **Standard Condition of Approval:** The applicant shall obtain all required City Permits, including building permits from the Inspection Division (874-8703) and any other permits required from the Department of Public Services (874-8801) prior to the start of any construction.

Barbara Barhydt
Development Review Services mgr
May 8, 2012

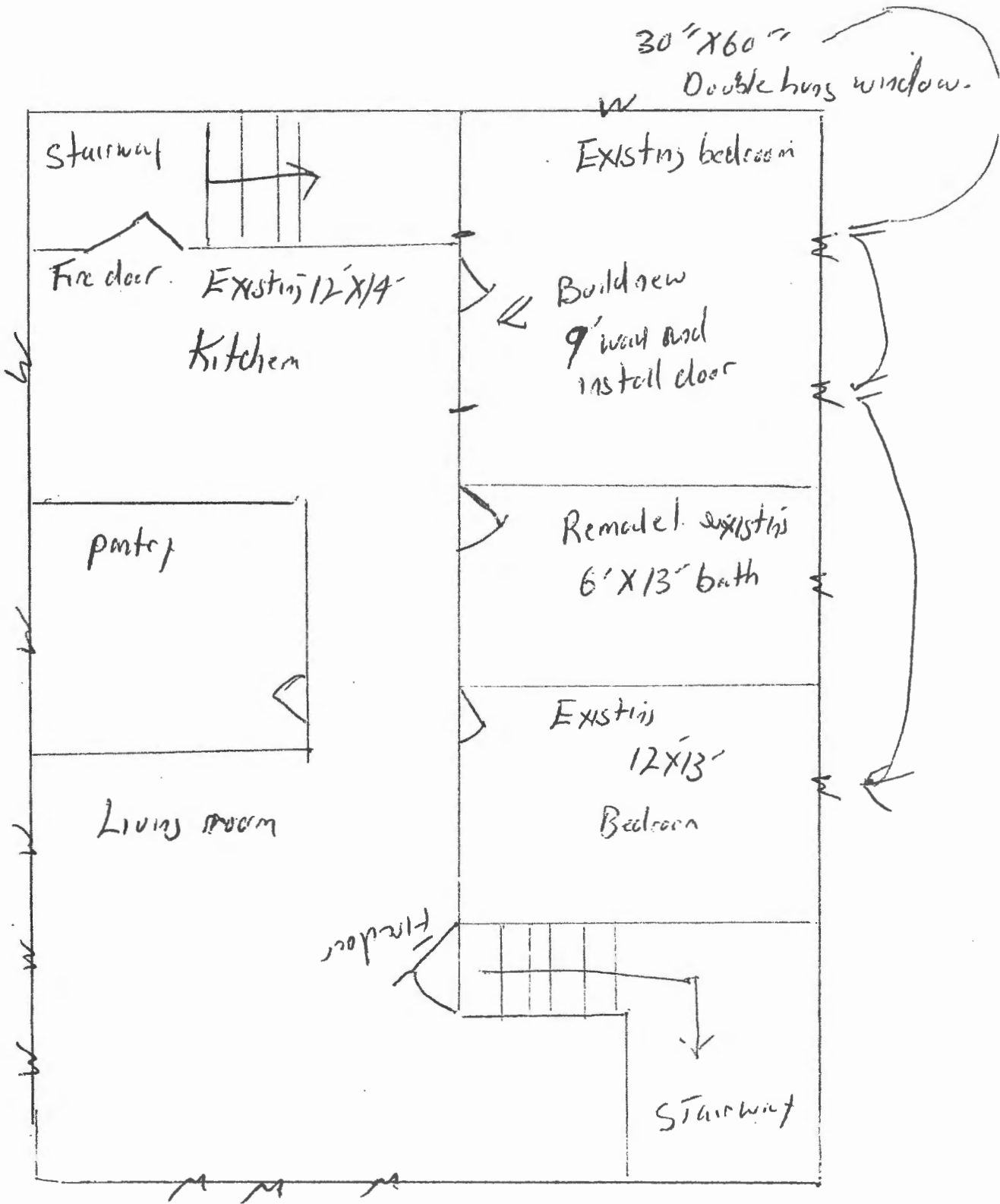
Plot map 10 Alton ST property

Not to scale



Alton ST

Second floor



Magnetic Nail Set in Utility Pole # LMP
0.9' above ground. ELEVATION = 22.97

Merland County

Scale - 1" = 20 FT

199.

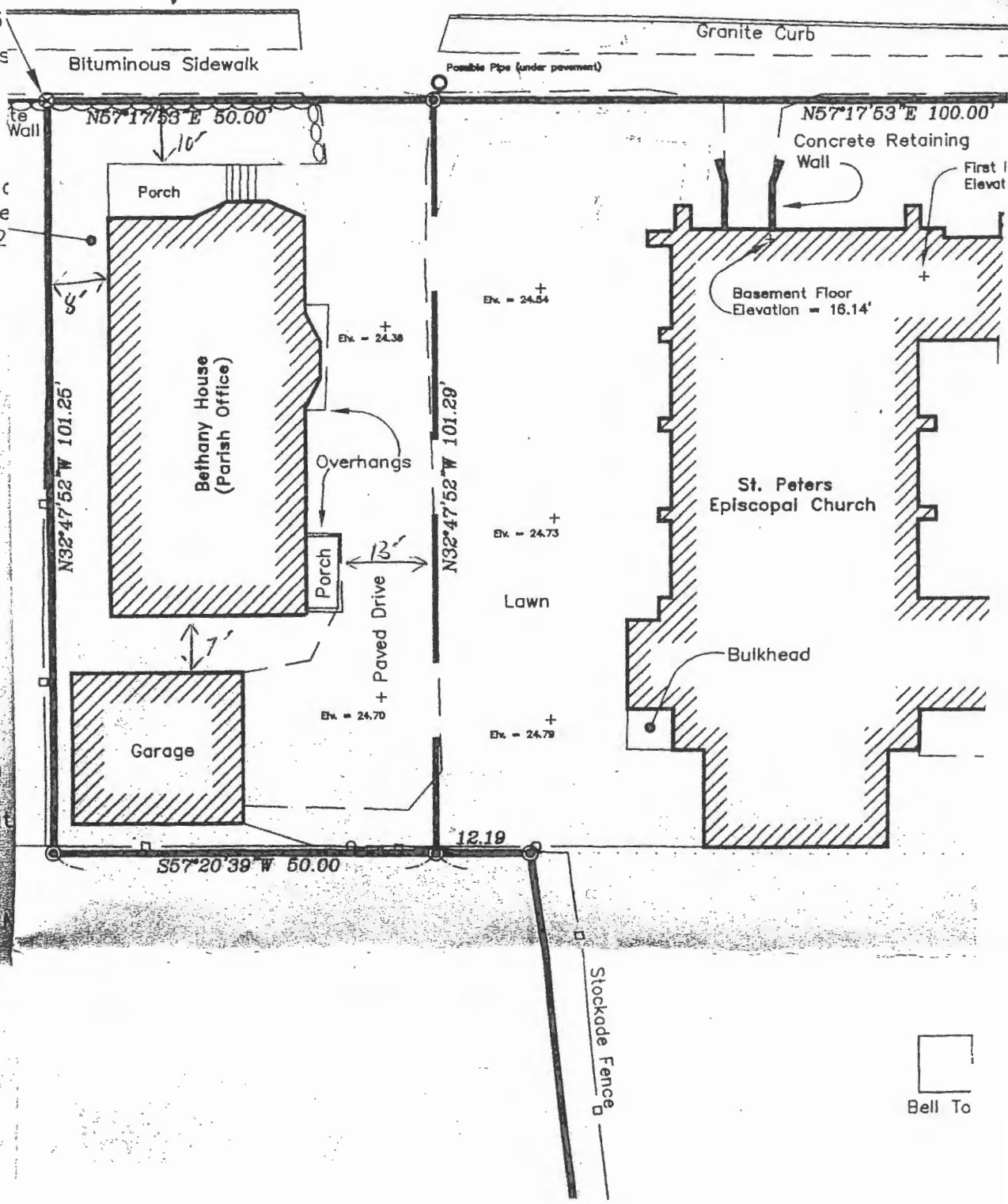
10 Alton Street (Bituminous)

is in the Diocese of
the 45 (Parcel 2).

3). Area = 5,063
and restrictions as

setback restriction

and Mean Tide. Bench
in northeasterly side
Elevation = 20.52



er," recorded in Plan
and E.C. Jordan, dat
September 13, 1979.
sen Street, Portland, M
arks.



First Floor
~~Second floor~~

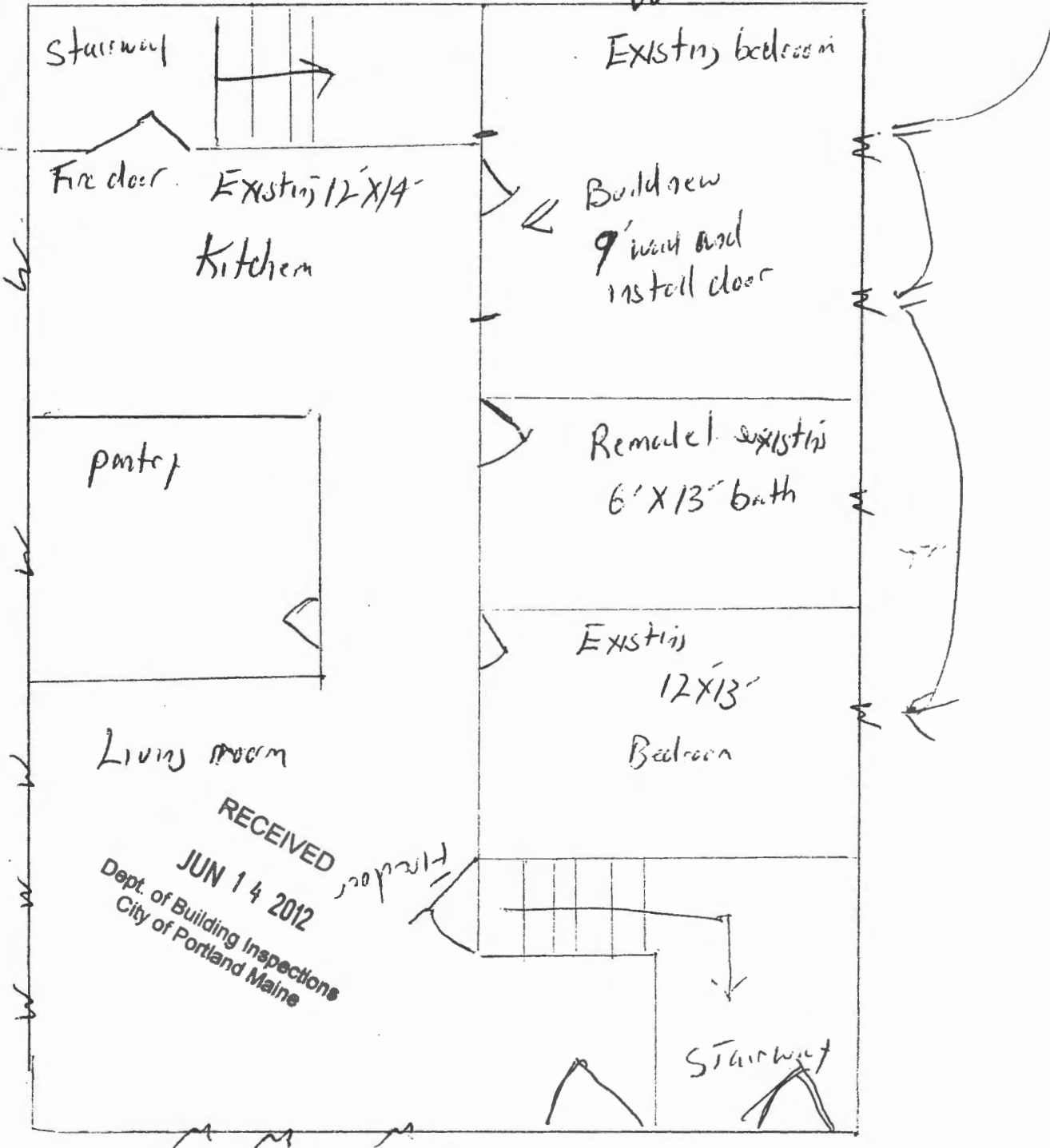
First floor plan to have

2x4 framed fire rated wall in this location.

Insulation installed

30" X 60"

Double hung window.



RECEIVED
JUN 14 2012
Dept. of Building Inspections
City of Portland Maine

Fire door

Stairway

Not to scale

10 Alton ST - Existing floor plan Second floor

