

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

BUILDING INSPECTION

PERMIT

Please Read
Application And
Notes, If Any,
Attached

PERMIT ISSUED

Permit Number: 100474
MAY 24 2010

CITY OF PORTLAND

This is to certify that SPIZZUOCO KATHLEEN A /Maine Properties, Inc.

has permission to 7 replacement windows no change to clear openings

AT 63 GLENRIDGE DR

CBL 183B-A001063

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line
and grade if nature of work requires
such information.

Notification of inspection must be
given and written permission procured
before this building or part thereof is
lathed or otherwise closed-in. 24
HOUR NOTICE IS REQUIRED.

A certificate of occupancy must be
procured by owner before this build-
ing or part thereof is occupied.

OTHER REQUIRED APPROVALS

Fire Dept. [Signature]

Health Dept. _____

Appeal Board _____

Other _____

Department Name

Director / Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

City of Portland, Maine - Building or Use Permit Application

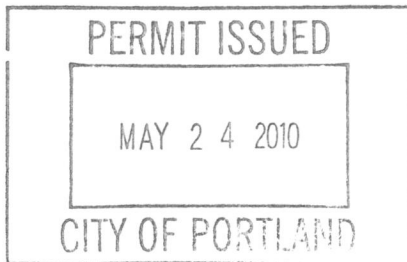
389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 10-0474	Issue Date:	CBL: 183B A001063
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Location of Construction: 63 GLENRIDGE DR	Owner Name: SPIZZUOCO KATHLEEN A	Owner Address: 63 GLENRIDGE	Phone:
Business Name:	Contractor Name: Maine Properties, Inc.	Contractor Address: PO Box 368 Scarborough	Phone: 2078833753
Lessee/Buyer's Name	Phone:	Permit Type: Replacement windows	Zone: R-3

Past Use: Single Family Condo	Proposed Use: Single Family Condo - 7 replacement windows no change to clear openings <i>total PRWP - 100 residential dwellings</i>	Permit Fee: \$50.00	Cost of Work: \$3,311.00	CEO District: 5
Proposed Project Description: 7 replacement windows no change to clear openings		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied INSPECTION: Use Group: <i>R-2</i> Type: <i>SB</i> <i>5/11/10</i> Signature: <i>[Signature]</i> PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.): Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: <i>[Signature]</i> Date: <i>[Date]</i>		

Permit Taken By: Idobson	Date Applied For: 05/05/2010	Zoning Approval		
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..		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"/> <i>Ok w/ conditions</i> Date: <i>5/11/10</i>	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	Historic Preservation <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied <i>ABU</i> Date:



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 provision of the code(s) applicable to such permit.

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

City of Portland, Maine - Building or Use Permit

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

Permit No:	Date Applied For:	CBL:
10-0474	05/05/2010	183B A001063

Location of Construction: 63 GLENRIDGE DR	Owner Name: SPIZZUOCO KATHLEEN A	Owner Address: 63 GLENRIDGE	Phone:
Business Name:	Contractor Name: Maine Properties, Inc.	Contractor Address: PO Box 368 Scarborough	Phone (207) 883-3753
Lessee/Buyer's Name	Phone:	Permit Type: Replacement windows	

Proposed Use: Single Family Condo's - 7 replacement windows no change to clear openings	Proposed Project Description: 7 replacement windows no change to clear openings
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Dept: Zoning **Status:** Approved with Conditions **Reviewer:** Ann Machado **Approval Date:** 05/06/2010**Note:** **Ok to Issue:** ☒

- 1) This property shall remain as one hundred (100) residential dwelling units (PRUD). Number 63 is an end unit in a three unit building. Any change of use shall require a separate permit application for review and approval.

Dept: Building **Status:** Approved with Conditions **Reviewer:** Tammy Munson **Approval Date:** 05/20/2010**Note:** **Ok to Issue:** ☒

- 1) Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.

Dept: Fire **Status:** Approved with Conditions **Reviewer:** Ben Wallace Jr. **Approval Date:** 05/10/2010**Note:** **Ok to Issue:** ☒

- 1) All sleeping rooms shall have one egress window.

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 Inspection 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 with construction.**

 X **Final inspection required at completion of work.**

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



CITY OF PORTLAND, MAINE

Department of Building Inspections

Original Receipt

5.5 20 10

Received from Mine Prop.

Location of Work 63 Glenridge Dr.

Cost of Construction \$ _____ Building Fee: _____

Permit Fee \$ _____ Site Fee: _____

Certificate of Occupancy Fee: _____

Total: 50

Building (IL) _____ Plumbing (I5) _____ Electrical (I2) _____ Site Plan (U2) _____

Other _____

CBL: 183-B-A-1

Check #: 20039 Total Collected \$ 50

**No work is to be started until permit issued.
Please keep original receipt for your records.**

Taken by: SP

WHITE - Applicant's Copy

YELLOW - Office Copy

PINK - Permit Copy



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>63 Glenridge Drive Portland, Me 04102</u>			
Total Square Footage of Proposed Structure/Area		Square Footage of Lot	
Tax Assessor's Chart, Block & Lot Chart# <u>183</u> Block# <u>BA</u> Lot# <u>1</u>		Applicant * <u>must</u> be owner, Lessee or Buyer* Name <u>Kathleen Spizzuolo</u> Address <u>63 Glenridge Drive</u> City, State & Zip <u>Portland, Me 04102</u>	
Telephone: <u>871-5664</u>			
Lessee/DBA (If Applicable)		Owner (if different from Applicant) Name <u>Same</u> Address City, State & Zip	
Cost Of Work: \$ <u>3,311</u>		C of O Fee: \$ _____	
Total Fee: \$ _____			
Current legal use (i.e. single family) <u>Single Family Condominium 1 building 7 windows</u>			
If vacant, what was the previous use? _____			
Proposed Specific use: <u>Dwelling</u>			
Is property part of a subdivision? <u>Condo</u> If yes, please name <u>Glenridge</u>			
Project description: <u>Change all old Andersen Narroline sashes to Andersen Tilt wash Conversion Kits. No change to clear openings 3 on first floor 4 on second floor</u>			
Contractor's name: <u>Maine Properties, Inc.</u>			
Address: <u>63 Glenridge Drive</u>			
City, State & Zip <u>Portland Me 04102</u>		Telephone: <u>883-3753</u>	
Who should we contact when the permit is ready: <u>Travis Blake</u>		Telephone: <u>415-3450</u>	
Mailing address: <u>Po Box 368 Scarborough, Me 04074</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.

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.

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: [Signature] Date: 4/27/10

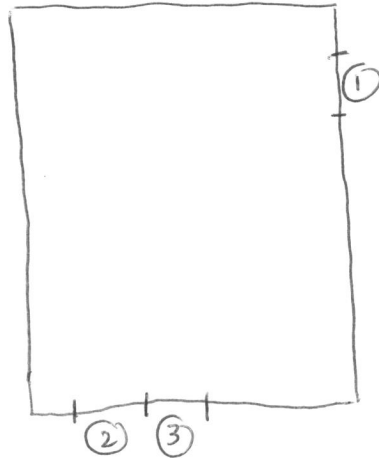
This is not a permit, you may not commence ANY work until the permit is issue

PERMIT ISSUED
MAY - 5 2010

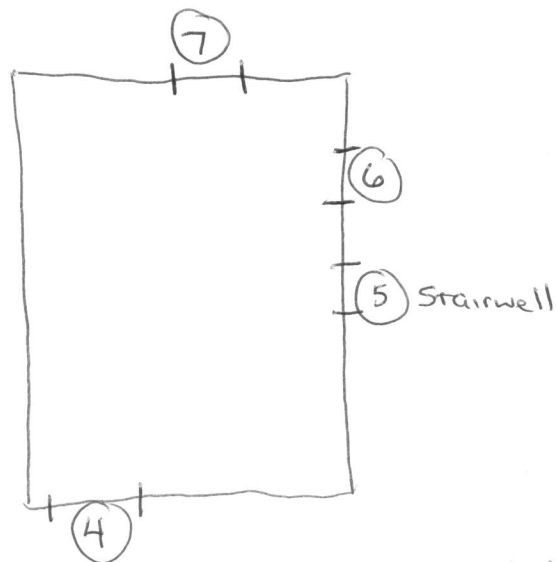
City of Portland

LOCATION OF WINDOWS

1st Floor



2ND Floor



All windows meet egress
now that need to
& all new windows
will also meet egress

Conversion Kit

for Andersen® 200 Series Narroline® Double-Hung Windows
(1968-Present)



INSTALLER: Please leave this guide with the building owner to file for future reference.

For ease of installation and continued enjoyment of your Andersen® product, please read and follow this Instruction Guide completely. You may direct any questions about this or other products to your local Andersen dealer, found in the Yellow Pages under "Windows", or call Andersen WindowCare® service center at 1-888-888-7020 Monday through Friday, 7 a.m. to 7 p.m. Central Time and Saturday, 8 a.m. to 4 p.m. Central Time. Assembly and installation of Andersen products is the sole responsibility of the architect, building owner, contractor and/or consumer and Andersen has no responsibility in this regard. Thank you for choosing Andersen.

⚠ WARNING

Use of ladders and/or scaffolding and working at elevated levels may be hazardous. Follow equipment manufacturer's instructions for safe operation. Use extreme caution when working around window and door openings. Falling from opening may result in personal injury or death.

⚠ WARNING

Improper use of hand or power tools could result in personal injury and/or product damage. Follow equipment manufacturer's instructions for safe operation. Always wear safety glasses.

⚠ WARNING

Weight of window and door unit(s) and accessories will vary. Use a reasonable number of people with sufficient strength to lift, carry, and install window and door unit(s) and accessories. Always use appropriate lifting techniques.

⚠ WARNING

Unless specifically ordered, Andersen windows and doors are not equipped with safety glass, and if broken, could fragment causing injury. Many laws and building codes require safety glass in locations adjacent to or near doors. Andersen windows are available with safety glass that may reduce the likelihood of injury when broken. Information on safety glass is available from your local Andersen dealer.

⚠ WARNING

Installation of Conversion Kit reduces the clear opening of Narroline Unit and may hinder escape or rescue in an emergency. Check with your local building code official to determine compliance with egress requirements.

⚠ WARNING

Narroline Units equipped with a Double-Hung Combination Unit Only

Do not use Conversion Kit with Combination Units dated March 1994 or earlier. When used with the Double-Hung Conversion Kit the Combination Unit insect screen is extremely difficult to remove and may impede escape or rescue in an emergency. Date of manufacture is printed on the outer edge of combination frame. If "AW" is not molded into the handle of lower panel, Combination Unit predates March 1994. If you would like to use the Double-Hung Conversion Kit, please contact your local Andersen dealer for instructions for removal of Combination Unit before using the Double-Hung Conversion Kit. If your Combination Unit is dated April 1994 or later, Conversion Kit may be used.

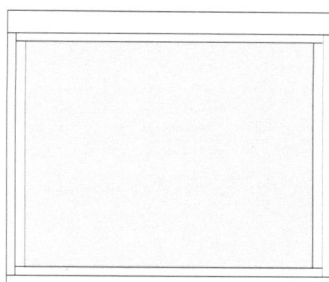
Parts Included

- (1) Instruction Guide
- (1) Tilt-Wash Upper Sash
- (1) Tilt-Wash Lower Sash
- (1) Left Jamb Assembly
- (1) Right Jamb Assembly
- (1) Insect Screen Warning Label/Handle
- (1) Wash Instruction Label
- (2) Keeper Shims

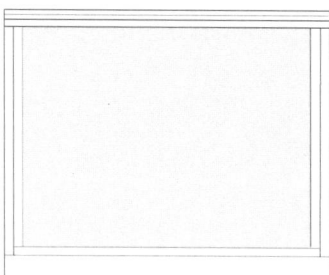
Tools and Supplies

- Safety Glasses
- Phillips and Flat Bladed Screwdriver
- Wood Block
- Utility Knife
- Tape Measure and Pencil
- Rigid Blade Putty Knife
- Caulk Gun and Silicone Sealant
- Diagonal Wire Cutters
- 2-1/2" Drywall Screws
- Hammer
- Silicone Lubricant
- Paper Towels

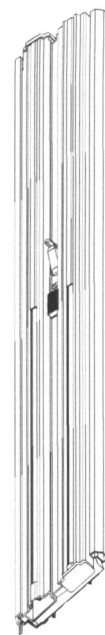
Component Identification



Tilt Wash Upper Sash



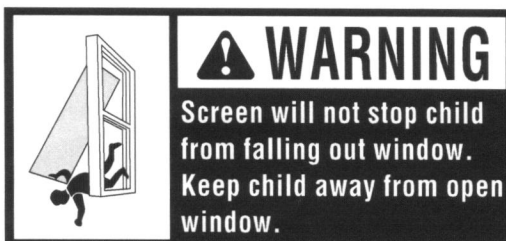
Tilt Wash Lower Sash



Left Jamb Assembly



Right Jamb Assembly



Insect Screen Warning Label/Handle



Wash Instruction Label

NOTICE

- Check size, glass type, color, and kit contents to verify that all components are correct.
- Unit/sash opening must be plumb, level, square, and free of any bowed jambs.
- With sash closed and locked, measure frame diagonally from corner to corner. Distances must be equal or $\pm 1/8"$.
- Wood frame and outer frame member must be in good condition. Inspect frame, vinyl, sill, head, and side jambs for damage. Repair as needed.
- If any of these requirements are not met, have a qualified carpenter/contractor determine whether the window frame can be removed and reinstalled to correct the problem, or if any structural problems require correction before the Double-Hung Conversion Kit can be installed.

1. Prepare for Installation

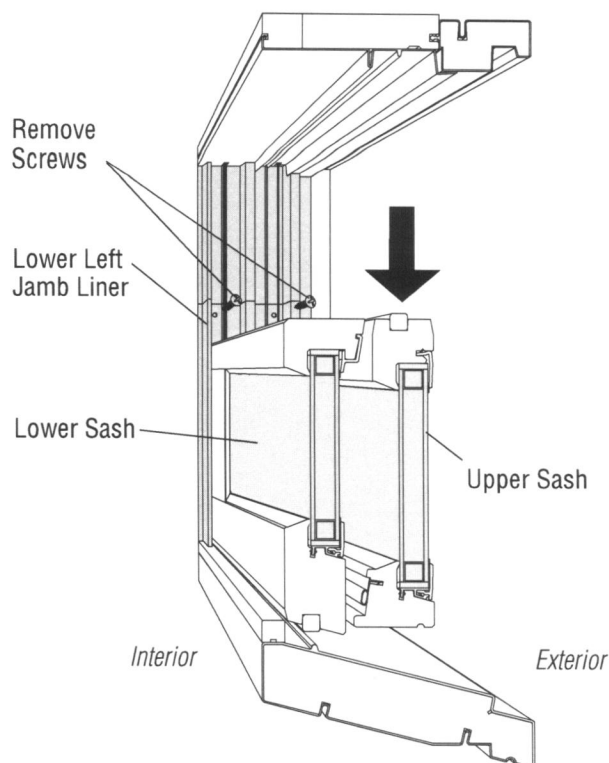
CAUTION

Kit components must be at room temperature before beginning installation procedure. Failure to have components at room temperature may result in product damage.

NOTICE

It may be necessary to loosen side Interior Casing, Extension Jambs, or break seal between gypsum board or plaster. This will allow the veneered portion of Jamb Retainer to fit between the interior finish and window frame. Follow appropriate procedure below according to type of interior trim or finish.

- Gently pry side *Interior Trim* slightly away from the frame, using a thin blade putty knife.
- Fully lower *Upper* and *Lower Sash*.
- Remove *Screws* in top of lower left *Jamb Liner*.

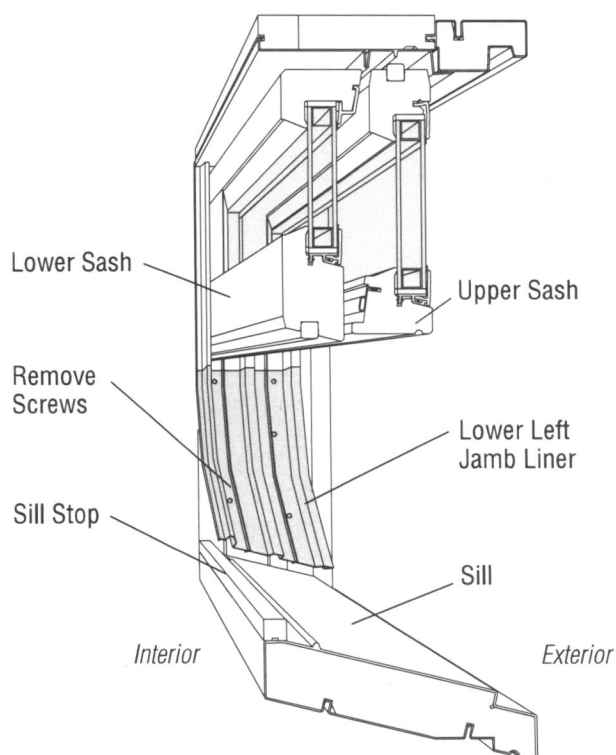


2. Remove Lower Left Hand Jamb Liner

CAUTION

Units joined side by side and units fastened to rough opening through the jamb are secured with screws longer than 1/2". When removing Jamb Liner Screws, if any screw removed is longer than 1/2", replace screw in former position after Jamb Liners are removed. Failure to do so may compromise structural integrity of the unit(s).

- Fully raise *Upper* and *Lower Sash*. Remove all screws from lower left *Jamb Liner*.
- Carefully remove lower left *Jamb Liner* from bottom by bending and sliding it toward center of the opening. Do not damage sill or *Sill Stop/Stool*, if equipped, when removing *Jamb Liner*.
- Replace *Screws* removed that are longer than 1/2" in former position.



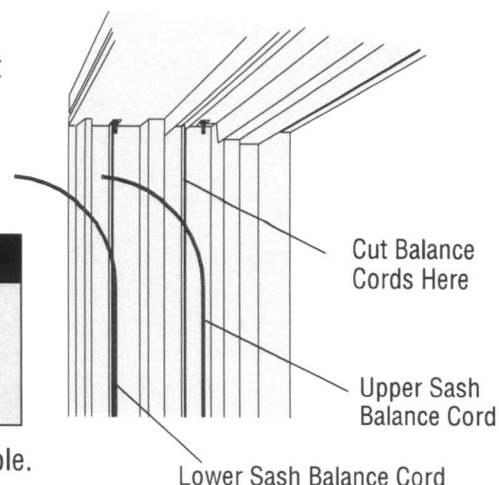
3. Remove Sash

- Fully lower both sash to the sill. Cut *Balance Cords* on both sides of unit as close to the head jamb as possible, using diagonal wire cutters.
- Carefully remove the *Lower Sash* by pulling it toward the right side of unit. Repeat procedure for removal of Upper Sash.

⚠ WARNING

Do not leave the window opening unattended, especially when small children are present. A fall from the window opening could cause death or serious injury.

- Discard sash and sash cord in Conversion Kit Box. Recycle where possible.

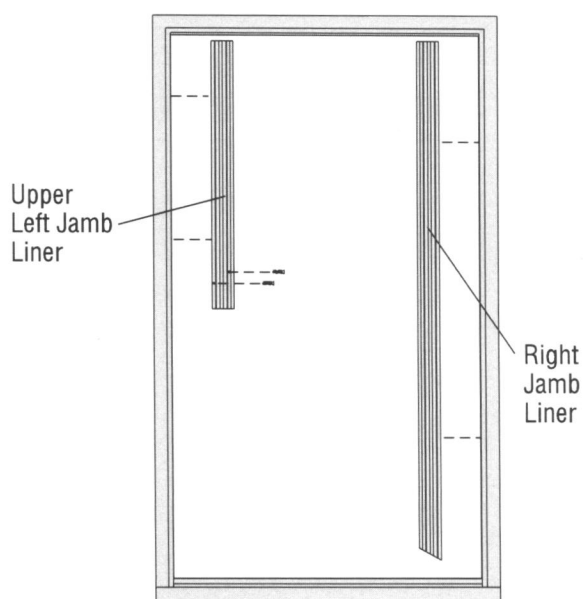


4. Remove Upper Left and Right Jamb Liners

CAUTION

Units joined side by side and units that are fastened to rough opening through the jamb are secured using Screws longer than 1/2". When removing Jamb Liner screws, if any screw removed is longer than 1/2", replace screw in former position after Jamb Liners have been removed. Failure to do so may compromise the structural integrity of the unit(s).

- Remove *Screws* securing upper left and right *Jamb Liners*. Grasp lower exterior edge of *Jamb Liners* and remove with a slight twisting motion towards center of the opening. Do not damage sill or Sill Stop/Stool if equipped, when removing *Jamb Liners*.
- Discard *Jamb Liners* in Conversion Kit Box. Recycle where possible.
- Replace *Screws* removed that are longer than 1/2" in former positions.



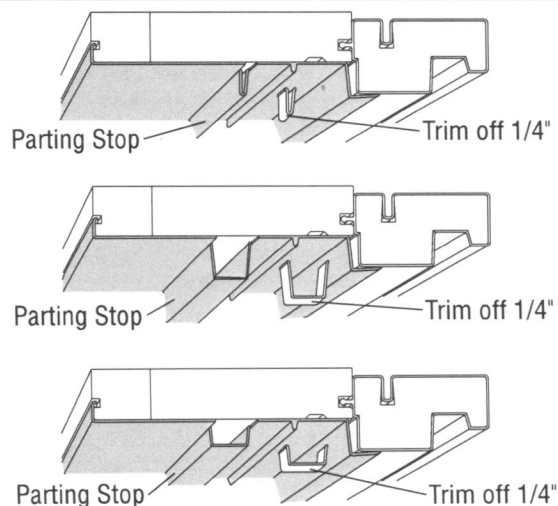
Interior View

5. Trim Head Jamb Liner Parting Stop

- With utility knife, trim *Head Jamb Liner Parting Stop* back 1/4" at each end of *Head Jamb Liner*.

NOTICE

It may be necessary to loosen side Interior Casing, Extension Jambs, or break seal between gypsum board or plaster. This will allow the veneered portion of Jamb Retainer to fit between the interior finish and window frame. Follow appropriate procedure below according to type of interior trim or finish.



Head Jamb Liner Types

6. Prepare Frame Area

CAUTION

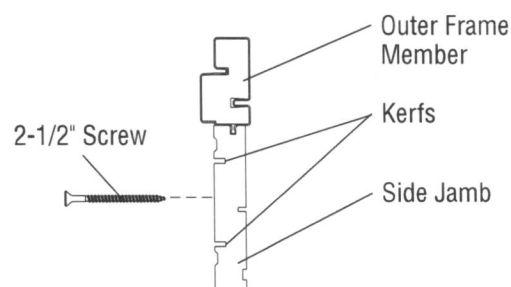
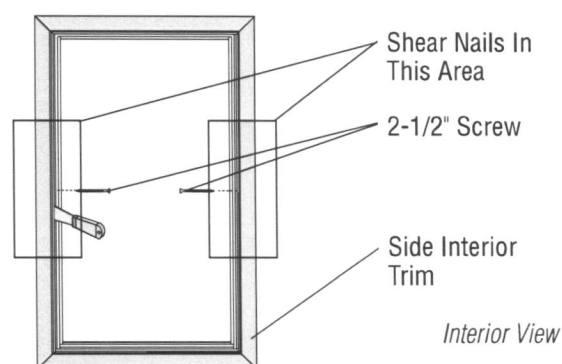
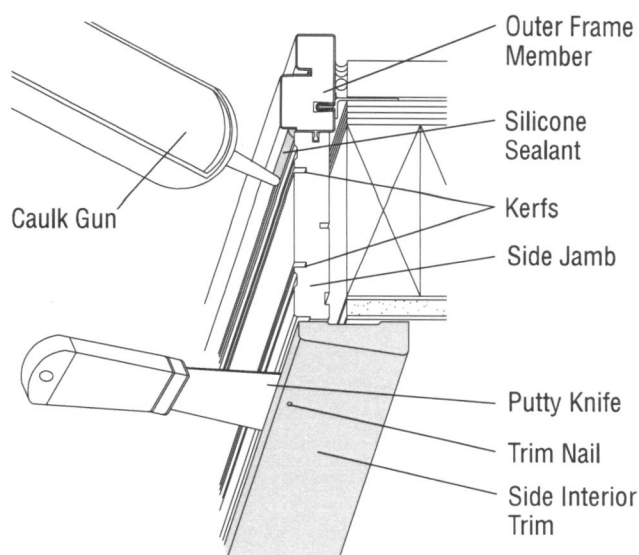
Remove all wood splinters and debris from kerfs in Side Jambs. Failure to do so may cause incorrect fit of Jamb Retainer.

- Clean any excess glue between *Jamb* and *Outer Frame Member* using a rigid blade putty knife. Incorrect fit of *Jamb Liner Retainer* will result if excess glue is not removed.
- Shear the center nails of the side interior trim using a rigid blade putty knife in area shown, to loosen Side Jamb before installing screws.

CAUTION

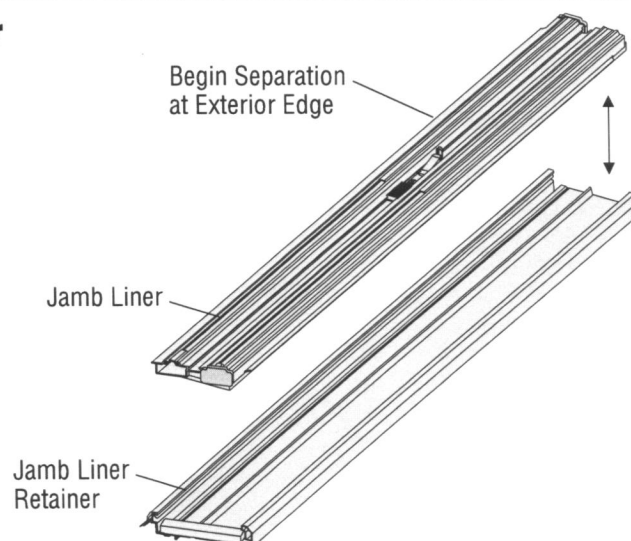
Do Not screw into Jamb Kerf. This will prevent Jamb Retainer from sealing properly into the Jamb and will prevent Sash from operating.

- Install (1) 2-1/2" screw at the center of each side jamb to draw frame slightly outwards. Side Jamb will have outward movement.
- Apply a 1/8" bead of silicone sealant between the *Jamb* and outer frame member along entire length of the *Jamb*.



7. Separate Jamb Liner from Jamb Liner Retainer

- Separate *Jamb Liner* by gently pulling exterior side away from the exterior edge of *Jamb Liner Retainer* or slide *Jamb Liner* out from *Jamb Liner Retainer*.

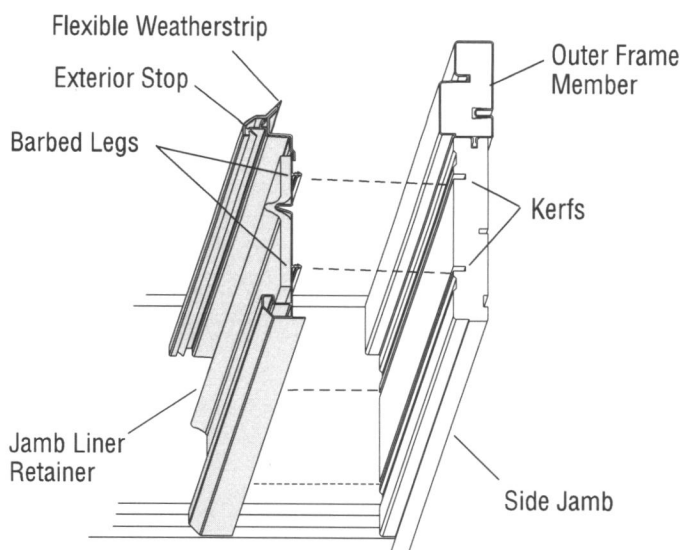


8. Apply Jamb Liner Retainer

NOTICE

Jamb Liner Retainers are left and right specific. Make sure angled end of Jamb Liner Retainer matches sill angle.

- Insert top of *Jamb Liner Retainer* against *Head Jamb*.
- Align barbed legs on back side of *Jamb Liner Retainer* with kerfs in *Side Jamb*.
- Push barbed legs into kerf along entire length making sure *Flexible Weatherstrip* on exterior edge is laying flat and not folded under outer frame member. If *Weatherstrip* is folded under, pull *Exterior Stop* outward to release *Weatherstrip*. *Jamb Liner Retainer* must fit tight against sill.
- Firmly seat *Jamb Liner Retainer* by tapping with a hammer and wood block along entire length. Barbed legs must be fully seated into jamb kerfs to avoid operational difficulties.
- Repeat above steps for opposite *Jamb Liner Retainer*.



9. Apply Jamb Liner

NOTICE

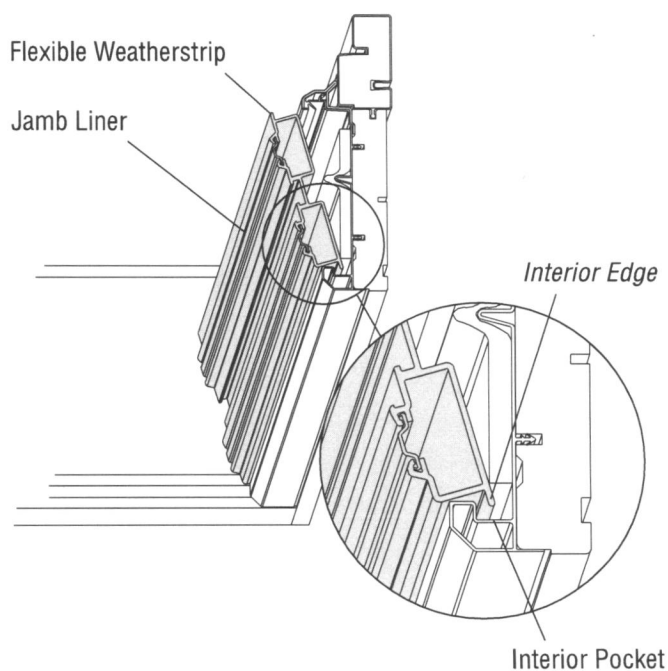
Jamb Liners are left and right specific. Make sure angled end of Jamb Liner matches sill angle.

- Place interior edge of *Jamb Liner* into interior pocket of *Jamb Liner Retainer*. Slide *Jamb Liner* upwards against *Head Jamb* and behind *Parting Stop*.
- Beginning at top, carefully work *Jamb Liner* into place by pushing inward to compress and pushing outward on exterior edge of *Jamb Liner Retainer*. Continue down entire length making sure *Flexible Weatherstrip* on exterior edge is laying flat and not folded under *Jamb Liner Retainer*. If *Weatherstrip* is folded under, pull outermost track of *Jamb Liner* outward to release *Weatherstrip*.

NOTICE

Do Not apply Silicone Lubricant on unfinished wood.

- After *Jamb Liner* is installed, wipe entire *Jamb Liner* with paper towel sprayed with Silicone Lubricant.
- Repeat above steps for opposite *Jamb Liner*.



10. Position Balance Shoe Cam

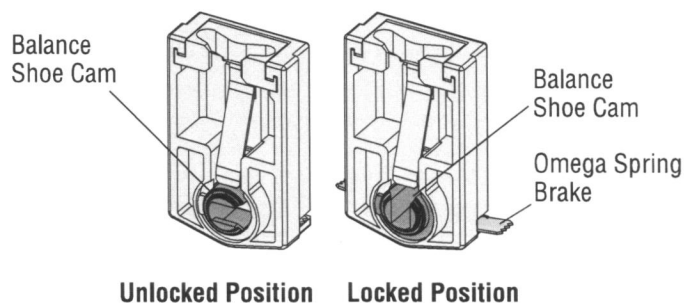
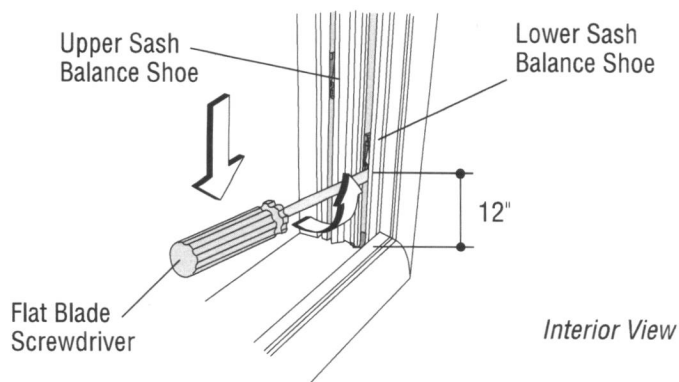
⚠ WARNING

- Balance Shoes are under high tension. Use a long handled, flat bladed screwdriver so both hands can be used to release balance energy. Releasing Balance Shoe suddenly can cause personal injury or damage to unit.

CAUTION

- Level Balance Shoe alignment is critical. Damage to Sash or Jamb Liner can result.

- Position both *Lower* and *Upper Sash Shoes* in both side jambs by inserting a flat-bladed screwdriver into *Balance Shoe Cams*. Locate *Balance Shoes* twelve inches from sill. Lock *Balance Shoe Cams* by rotating 90° to locked position.
- Omega Spring Brake* engages side jamb to secure sash when sash is tilted in.



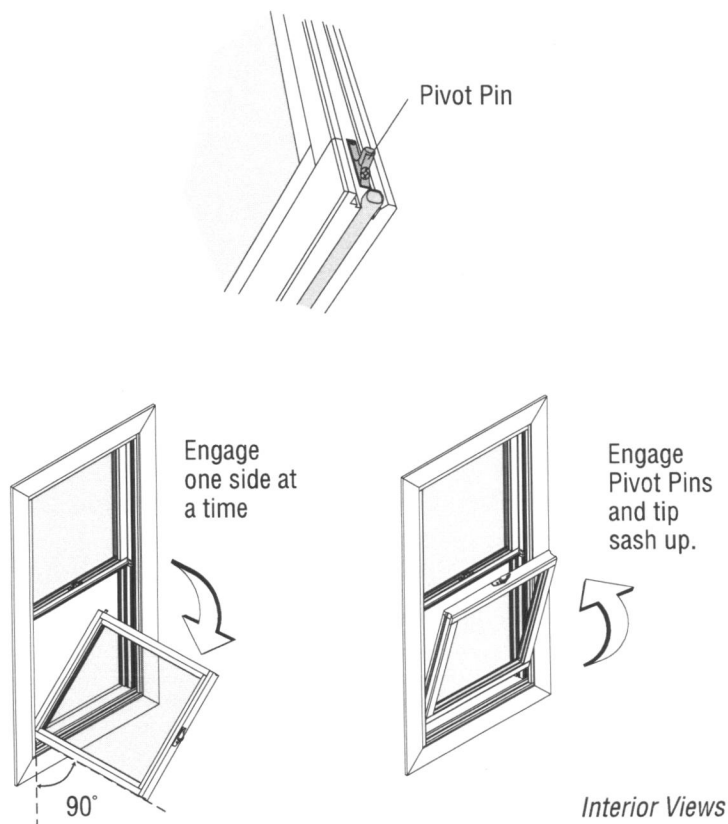
11. Install Sash

- With exterior side of *Upper Sash* facing up, place *Pivot Pins* in *Shoe Balance Cams* one at a time until *Retaining Clip* springs out to hold *Pivot Pin*. Make sure *Pivot Pins* are seated properly before tipping sash.

⚠ CAUTION

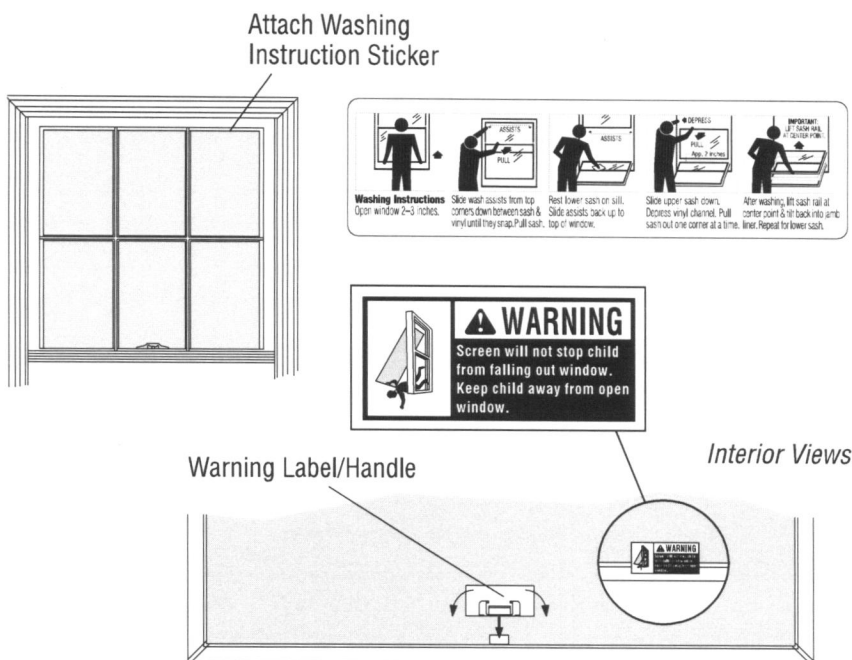
Use caution when tipping Lower Sash into opening to prevent pinching fingers between Upper and Lower Sash.

- When *Pivot Pins* are engaged, tip sash up into place until firmly engaged in *Jamb Liner*.
- Repeat this step for *Lower Sash*.



12. Attach Stickers/Labels

- Attach *Washing Instruction Sticker* to upper right hand corner of head jamb.
- Slide *Warning Label/Handle* over loop of the insect screen, snap it into place, and position to room side as shown.



Finishing, Cleaning, and Maintenance Instructions

CAUTION

DO NOT expose unfinished wood to high moisture conditions, excessive heat or humidity. Finish interior wood surfaces immediately after installation. Unfinished wood surfaces will discolor, deteriorate, and/or may bow and split.

INTERIOR FINISHING

Read and follow finishing manufacturer's instructions and warnings on each container of finish material for priming, painting, staining, and varnishing.

MAINTENANCE

Immediately sand and refinish any interior wood that becomes stained or mildewed to prevent further discoloration and/or damage. For further information, contact your local Andersen dealer. Dealers can be found in the Yellow Pages under Windows.

Trouble Shooting

SYMPTOM

- Hard Locking
- Lock and Keeper mis-aligned
- Sash hard to tilt inward
- Sash hard to operate up and down
- Sash are loose in Jamb Liners
- Jamb Liner twisted or bent

SOLUTION

- Apply Keeper Shims to align
- Relocate Lock and Keeper
- Make sure Center Trim nails were sheared before the Side Jambs were drawn outward using 2-1/2" screws
- Draw Side Jamb outward more, if needed
- Put Silicone Lubricant on Jamb Liners
- Side Jambs many have drawn outward too far
- Remove Sash, Liners, and Retainers. Loosen screws to release Side Jambs inward slightly
- Use hair dryer over the twisted/bent area to return Jamb Liner to original shape

Map



Interstate



Streets



Buildings



Parcels



Stream



Wetland



Lake/Pond



County Streets



Photos 2006 (islands)



ME Towns



Ocean

