Portland, Maine | Yes. Life's good here.

Permitting and Inspections Department
Michael A. Russell, MS, Director

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 05/27/17

Non-Water Based Fire Suppression System Permit Application

A permit is required for non-water based fire suppression systems. Full-sized plans and details in PDF format and this application form shall be submitted to permitting@portlandmaine.gov. Prior to acceptance of any fire protection system, a complete commissioning and acceptance test must be coordinated with all fire system contractors and the Fire Department, and proper documentation of such test(s) provided. All installations must comply with NFPA and the Fire Department Technical Standards.

Construction Address: 1200 Congress St

Tax Assessor's CBL: _____ Chart # _____ Block # _____ Lot #

Cost of work: 15,757.00

Exact location (within structure): 2nd Floor Server Room

Type of occupancy (NFPA & ICC): Business

Building Owner: Norway Savings Bank

Managing Supervisor: Simon Hebert

Supervisor phone: 207-212-6742 **Supervisor email:** shebert@hebertconstruction.com

Installing Contractor: Eastern Fire **License No.:** 259

Contractor phone: 207-784-1507 **Contractor email:** malcolmcr@easternfiregroup.com

The suppression work to be done will be:

- (●) **New**
- ( ) **Renovation**
- ( ) **Addition to existing system**

Is this an amendment to an existing permit? ( ) **Yes, Permit No.:** _____ (●) **No**

System type: NOVEC 1230

NFPA Standard*: 2001 **Edition:** 2015

Name of person to contact when permit is ready: Colby Malcolm

Address: 170 Kittyhawk Ave

City, State & Zip: Auburn, ME 04210

Phone: 207-784-1507 **Email:** malcolmcr@easternfiregroup.com

Separate permits are required for internal and external plumbing and electrical installations. For questions on Fire Department requirements, call the Fire Prevention Officer at (207) 874-8405.

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Requirements for Electronic Submissions

In order to ensure a timely review of the application, please read and follow the requirements below for all electronic submissions:

- **Drawings sheets shall be submitted individually-- each PDF file shall contain no more than one drawing sheet.** Only PDF files are acceptable for plan review, and each file shall not exceed 5MB in size.

- **Drawing files shall be named based on the drawing sheet number and name.** It is recommended to include a Category/Discipline letter (such as A for Architectural), a sheet number and a descriptive title (e.g., A1 Existing Exterior Elevation).

- **Revised file submissions must use the exact same file name as originally submitted.** The Electronic Plan Review software will recognize this submission as Version 2.
- **Supporting documents shall be submitted as an individual PDF file for each document (these documents may be multi-page PDF files) and named based on the document type** (e.g., "Deed", "Stormwater Report", "Permit Application", etc.). Searchable PDF files are requested for calculations, reports and other supporting documents.

- **A graphic scale or a scale to reference shall be included on each drawing sheet.**

- **Plans prepared by a design professional shall include a Code Analysis sheet**, referencing the Maine Uniform Building and Energy Code and Portland City Code, Chapter 10 – Fire Prevention and Protection, which includes NFPA 1, Fire Code and NFPA 101, Life Safety Code. Chapter 10 of the City Code can be viewed at: http://www.portlandmaine.gov/citycode/chapter010.pdf.

- **Files shall be submitted via email to permitting@portlandmaine.gov. The email subject line shall include the project address and type of permit.** Multiple emails may be sent for one project if the files exceed the maximum file size.

- **Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.**

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Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: portlandmaine.gov/payyourpermit
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

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

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature: Colby Malcolm Digitally signed by Colby Malcolm Date: 2017.04.06 14:25:31 -04'00' Date: _____

I have provided electronic copies and sent them on: Date:_____

NOTE: All electronic paperwork must be delivered to permitting@portlandmaine.gov or with a thumb drive to the office.

If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.