



Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

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.

INTERIOR
REMODEL

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

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including: INTERIOR REMODEL

- 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)



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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

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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 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 opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.
- I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

INTERNAL TRANSFER

Applicant Signature: *C. Fungles*

Date: *3/17/14*

I have provided digital copies and sent them on: *ENCLOSED*

Date: *3/17/14*

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.

*RICK HAFSTON AT TWH
RH@PORTLANDMAINE.GOV*



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.

PORTLAND INTERNATIONAL SETPORT

Address/Location of Construction: 1001 WESTBROOK ST., PORTLAND ME		
Total Square Footage of Proposed Structure: 700 SF RENOVATION		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 199 A 001002	Applicant Name: CUYLER FEAGLES Address: PORTLAND INTL. SETPORT 1001 WESTBROOK ST. City, State & Zip: PORTLAND ME. 04102	Telephone: 207-756-8513 Email: CMF@PORTLANDMAINE.GOV
Lessee/Owner Name: PORTLAND INTERNATIONAL SETPORT (if different than applicant) Address: City, State & Zip: Telephone & E-mail:	Contractor Name: T.R.D. (if different from Applicant) Address: City, State & Zip: Telephone & E-mail:	Cost Of Work: \$ 75,000.- (ESTIMATE) C of O Fee: \$ _____ Historic Rev \$ _____ Total Fees : \$ _____
Current use (i.e. single family) AIRPORT If vacant, what was the previous use? N.A. Proposed Specific use: RENOVATION & EXPANSION OF COMMUNICATIONS CENTER Is property part of a subdivision? NO If yes, please name _____ Project description: SEE ATTACHED		
Who should we contact when the permit is ready: CUYLER FEAGLES		
Address: SEE ABOVE		
City, State & Zip: SEE ABOVE		
E-mail Address:		
Telephone:		

Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.

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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: C. Feagles	Date: 3/17/14
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This is not a permit; you may not commence ANY work until the permit is issued.



Certificate of Design Application

From Designer: CUTLER FEAGLES
 Date: 17 MARCH 2014
 Job Name: COMMUNICATIONS CENTER RENOVATIONS
 Address of Construction: _____

2009 International Building Code

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

Building Code & Year 2009 IBC Use Group Classification (s) A-3 (A, F, TOFT)
 Type of Construction 1B (EXISTING CONSTRUCTION)
 Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2009 IBC N/A. (EXISTING)
 Is the Structure mixed use? NO If yes, separated or non separated or non separated (section 302.3) _____
 Supervisory alarm System? _____ Geotechnical/Soils report required? (See Section 1802.2) N/A.

Structural Design Calculations

_____ 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
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOT APPLICABLE SEE ATTACHED

- _____ 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, C_e
- _____ If $P_g > 10$ psf, snow load importance factor, I_f
- _____ Roof thermal factor, C_t (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_f and deflection amplification factor C_d (1617.6.2)
- _____ Analysis procedure (1616.6, 1617.5)
- _____ Design base shear (1617.4, 1617.5.1)

Wind loads (1603.1.4, 1609)

_____ 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)
 _____ Main force wind pressures (7603.1.1, 1609.6.2.1)

Flood loads (1803.1.6, 1612)

_____ Flood Hazard area (1612.3)
 _____ Elevation of structure

Earth design data (1603.1.5, 1614-1623)

_____ Design option utilized (1614.1)
 _____ Seismic use group ("Category")
 _____ Spectral response coefficients, S_D & S_I (1615.1)
 _____ Site class (1615.1.5)

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)

Certificate of Design Application
For the Communications Center Renovations
at the
Portland International Jetport

The Communications Center Renovation is an interior building renovation project, totaling 700 SF, within the Jetport Terminal. Neither the structure nor the building envelope is affected in any way. The structural loads requested in the Certificate of Design Application, therefore, are not applicable.



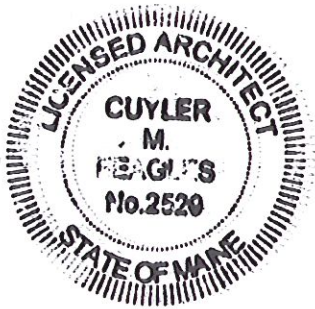
Accessibility Building Code Certificate

Designer: CUYLER FEAGLES

Address of Project: PORTLAND INTERNATIONAL SETTOFT

Nature of Project: 1001 WESTBROOK ST. PORTLAND ME
RENOVATION & EXPANSION OF
EXISTING COMMUNICATIONS CENTER

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.



(SEAL)

Signature: C. Feagles

Title: ARCHITECT

Firm: PORTLAND INTERNATIONAL SETTOFT

Address: 1001 WESTBROOK ST
PORTLAND, ME

Phone: 756-8213

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

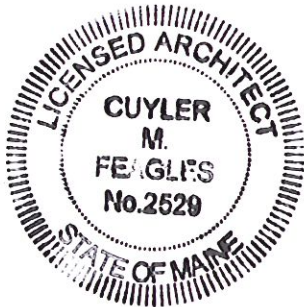
Date: 17 MARCH, 2014

From: CUYLER FEAGLES

These plans and / or specifications covering construction work on:

COMMUNICATIONS CENTER RENOVATIONS
PORTLAND INTERNATIONAL AIRPORT

Have been designed and drawn up by the undersigned, a Maine registered Architect / Engineer according to the 2009 International Building Code and local amendments.



(SEAL)

Signature: C. Feagles
CUYLER FEAGLES

Title: ARCHITECT

Firm: PORTLAND INTERNATIONAL AIRPORT

Address: 1001 WESTBROOK ST
PORTLAND ME 04102

Phone: 207-756-8313

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

Fire Department requirements.

✓ The following shall be submitted on a separate sheet: **SEE ATTACHED**

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Fire Department Requirements Communications Center Renovations Building Application

Name, address & phone number of applicant:

Cuyler Feagles, AIA, Assistant Facilities Manager
Portland International Jetport
1001 Westbrook St.
Portland, ME 04102
207-756-81-8313

Name, address & phone number of Architect:

Cuyler Feagles, AIA, Assistant Facilities Manager
Portland International Jetport
1001 Westbrook St.
Portland, ME 04102
207-756-81-8313

Proposed use of structure:

This is an interior renovation project, in which the Communications Center will grow by less than 320 SF.

Square Footage:

684 +/- SF renovation (total).

Existing and proposed fire protection of structure:

The renovation is to take place within an existing building. The structure is pre-cast concrete and or cast- in- place concrete (columns, precast concrete planks). The Fire Resistance Rating is Type II- 222. A sprinkler system is not required, and is not present. There is no perceived need to change this, as it is not required by code. It should be noted that the long- range plan of the Jetport is to provide a sprinkler system in this area. With this in mind, the piping (only) for future sprinkler work is being roughed- in as part of this project.

A separate Life Safety Plan:

Reference attached.

Elevators shall be sized to fit an 80" x 24" stretcher:

Not Applicable.