

MEMO

DATE: December 17, 2015

TO: City of Portland Building Inspections

FROM: Mike Hays

RE: Northeast Air – Portland Internal Jetport
Phase I Executive Terminal Renovations & Addition
1011 Westbrook Street
Portland, Maine 04102

CC: file

Dear Building Inspections,

Attached is the Building Permit Application, along with the Architectural, Structural, Mechanical, and Electrical drawings, Special Inspections Form, and the Maine Fire Marshal Permit Application Forms for the above referenced project in Portland, Maine.

The project received City of Portland Planning Board approval on November 10, 2015. The Conditions of Approval documents were submitted to the Portland Planning Department on Tuesday, December 15, 2015.

Phase II will be submitted at a later date within the 3-year phasing window approved by the Planning Board, and is not part of this permit application.

Please contact Mark Goodwin at 207-874-4700 or mgoodwin@northeastair.com regarding payment of the application fees.

Please contact myself with any questions regarding the application forms or the drawings. I can be reached at 207-871-5900 (o) or 207-318-7972 (m), or via email at mike@granthays.com at your convenience.

Thank You,
Michael F. Hays, Architect
ME Lic #ARC1724