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: 09/22/17

New Commercial Structure and Addition Checklist

(Including accessory structure, ramp, stair)

All applications shall include the following:

- [x] **New Commercial Structures and Additions Checklist** (this form)
- [x] **General Building Permit Application**
- [ ] **Plot plan/site plan** showing lot lines, shape and location of existing and proposed structures
- [ ] **Stamped boundary survey and copy of final approved site plan** (for new commercial structures that were subject to Site Plan approval only)
- [ ] **Proof of Ownership** (e.g. deed, purchase and sale agreement) if purchased within the last six months OWNED FIFTY YEARS
- [x] **Administrative Authorization Application** from the Planning Department (required for new structures 500 square feet or less): http://me-portland.civicplus.com/DocumentCenter/View/2809

Please *note*: *All plans shall be drawn to a measurable scale (e.g., 1/4 inch = 1 foot) and include dimensions. Construction documents for projects with a construction cost in excess of $50,000 must be prepared by a design professional and bear their seal.*

Applications for detached accessory structures 120 square feet or less (for storage only) shall also include: One of the following which includes the length, width and height of the structure:

- [ ] A copy of the brochure from the manufacturer; or
- [ ] A picture or sketch/plan of the proposed shed/structure

Applications for new structures and additions shall also include the following *(As each project has varying degrees of complexity and scope of work, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project.)*

- [ ] **Complete Code Reviews** per 2009 IBC and 2009 NFPA 101 with project applicable details
- [ ] **Geotechnical report**
- [ ] **Structural load design criteria** per 2009 IBC
- [ ] **Statement of Special Inspections**
- [ ] **Certificate of Accessible Building Compliance**
- [ ] **ComCheck** https://www.energycodes.gov/comcheck/ or **ResCheck** https://www.energycodes.gov/rescheck/ with certificates of compliance for thermal envelope and MEP systems
- [ ] ***One complete set of construction drawings with the following:***
  - [ ] Life safety plan showing egress capacity, any egress windows, occupancy load, travel distances, common path distance, dead end corridor length, separation of exits, illumination and marking of exits, portables fire extinguishers, fire separations and any fire alarm or fire sprinklers systems.
  - [x] Foundation, floor and wall structural framing plans for each story and roof
  - [ ] Stair details with dimensions, direction of travel, handrails and guardrails
  - [ ] Wall/floor/ceiling partition types including listed fire rated assemblies and continuity
  - [ ] Sections and details showing all construction materials, floor to ceiling heights and stair headroom
  - [x] Building Elevations, existing and proposed for each side of the building
  - [ ] Door and window schedules
  - [ ] Insulation R-factors of foundation/slab, walls, ceilings, floors, roof and window U-factors
  - [ ] Accessibility features and design details
  - [ ] Complete electrical, plumbing and mechanical plans
  - [ ] Project specifications manual
  - [ ] A copy of the State Fire Marshal construction and barrier free permits. For these requirements visit: http://www.maine.gov/dps/fmo/plans/about_permits.html

Separate permits are required for internal and external plumbing, electrical installations, heating, ventilating and air conditioning (HVAC) systems, appliances and commercial kitchen hoods.

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General Building Permit Application

Project Address: 118 JOHNSON ROAD PORTLAND MAINE 04102

Tax Assessor's CBL: 214A (Chart #) A006 7&8 (Block #) 001 (Lot #) **Cost of Work: $** 108,000

Proposed use (e.g., single-family, retail, restaurant, etc.): ENTRY VESTIBULE - NON COMBUSTIBLE EXTERIOR WIND BREAK ONLY

Current use: OFFICE **Past use, if currently vacant:**

☒ **Commercial** ○ **Multi-Family Residential** ○ **One/Two Family Residential**

Type of work (check all that apply):

☐ New Structure	☐ Fence	☐ Change of Ownership - Condo Conversion
☒ Addition	☐ Pool - Above Ground	☐ Change of Use
☐ Alteration	☐ Pool - In Ground	☐ Change of Use - Home Occupation
☐ Amendment	☐ Retaining Wall	☐ Radio/Telecommunications Equipment
☐ Shed	☐ Replacement Windows	☐ Radio/Telecommunications Tower
☐ Demolition - Structure	☐ Commercial Hood System	☐ Tent/Stage
☐ Demolition - Interior	☐ Tank Installation/	☐ Wind Tower
☐ Garage - Attached	☐ Replacement Tank Removal	☐ Solar Energy Installation
☐ Garage - Detatched		☐ Site Alteration

Project description/scope of work (attach additional pages if needed):

ADDING A 10 X 15 EXTERIOR VESTIBULE TO ASSIST WITH HEAT LOSS DURING WINTER AND COOLING DURING SUMMER. REALLY A GREEN INITIATIVE TO ASSIST ENERGY LOSS

Applicant Name: M H SANBORN INC **Phone:** (207) 650-9506

Address: 58 LOWELL JUNCTION ROAD ANDOVER MA 01810 **Email:** mark@abcorental.com

Lessee/Owner Name (if different): TRANSPORT LEASING CORP. **Phone:** (207) 650-9506

Address: SAME AS ABOVE **Email:** mark@abcorental.com

Contractor Name (if different): MARK H SANBORN **Phone:** (207) 650-9506

Address: SAME AS ABOVE **Email:**

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: Date: 7/28/17

This is a legal document and your electronic signature is considered a legal signature per Maine state law.

Review of this application will not begin until the permit payment is received. This is not a permit. Work may not commence until the permit is issued.

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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: _____ Date: 7/28/17

I have provided electronic copies and sent them on: Date: 7/28/17

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.

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Certificate of Accessible Building Compliance

All facilities for the use of a public entity shall be readily accessible by individuals with disabilities.

Project Name: CHARTER 118 JOHNSON RD VESTIBULE ADDITION

Project Address: 118 JOHNSON ROAD PORTLAND ME 04102

Classification: ○ Title II (State/Local Government) ○ Title III (Public Accommodation/Commercial Facility)

○ **New Building**
- ☐ Americans with Disabilities Act (ADA)
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Barrier Free Certification ($75,000+ scope of work)
  - ☐ State Fire Marshal Plan Review Approval

☒ **Alteration/Addition**
- ☐ Existing Building Completion date:
  - ☒ Original Building: OCTOBER 1997
  - ☐ Addition(s)/Alteration(s): _____
- ☐ Americans with Disabilities Act (ADA)
  Path of Travel ○ Yes ○ No HANDICAP ACCESSIBLE ALREADY
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Exceeds 75% of existing building replacement cost
  - ☐ Barrier Free Certification ($75,000+ scope of work)
  - ☐ State Fire Marshal Plan Review Approval

○ **Occupancy Change/Existing Facility**
- ☐ New Ownership – Readily Achievable Barrier Removal: _____

○ **Residential**
- ☐ Americans with Disabilities Act (ADA)
- ☐ Fair Housing Act (4+ units, first occupancy)
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Covered Multifamily Dwelling (4+ units)
  - ☐ Public Housing (20+ units)
- ☐ Uniform Federal Accessibility Standards (UFAS)
- ☐ None, explain: _____

Contact Information:

Design Professional:
SEE STAMPED DRAWINGS
Signature
(This is a legal document and your electronic signature is considered a legal signature per Maine state law.)

Name: JOE LEASURE L&L ENGINEERING
Address: SIX Q STREET
SOUTH PORTLAND MAINE 04106
Phone:
Maine Registration #: 6242 STRUCTURAL ENGINEER

Owner:
Signature
(This is a legal document and your electronic signature is considered a legal signature per Maine state law.)

Name: MARK H SANBORN
Address: 58 LOWELL JUNCTION ROAD
ANDOVER, MA 01810
Phone: 207-650-9506