DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND SUILDING PERMIT



This is to certify that 1685 CONGRESS LLC, ** 1685 CONGRESS LLC

Located At 1685 CONGRESS

Job ID: 2011-06-1439-ALTCOMM

CBL: 219 - - A - 013 - 001 - - - - -

has permission to Tenant fit up

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

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must/be

Fire Prevention Officer

Code Enforcement Officer / Plan Reviewer

THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
PENALTY FOR REMOVING THIS CARD



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life . www.portlandmaine.gov

Director of Planning and Urban Development Penny St. Louis

Job ID: <u>2011-06-1439-ALTCOMM</u> Located At: <u>1685 CONGRESS</u> CBL: <u>219 - - A - 013 - 001 - - - - -</u>

Conditions of Approval:

Zoning

- 1. This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
- 2. ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District.
- 3. With the issuance of this permit and the certificate of occupancy, the second floor of this building shall remain as business services. Any change of use shall require a separate permit application for review and approval.
- 4. Separate permits shall be required for any new signage.

Fire

Emergency lights and exit signs are required. Emergency lights and exit signs are required to be labeled in relation to the panel and circuit and on the same circuit as the lighting for the area they serve.

This permit is being approved on the basis of the plans submitted. Any deviation from the plans would require amendments and approval.

The Fire alarm and Sprinkler systems shall be reviewed by a licensed contractor[s] for code compliance. Compliance letters are required.

A separate Fire Alarm Permit is required for new systems; or for work effecting more than 5 fire alarm devices; or replacement of a fire alarm panel with a different model.

Fire Alarm system shall be maintained. If system is to be off line over 4 hours a fire watch shall be in place. Dispatch notification required 874-8576.

The fire alarm system shall comply with the City of Portland Standard for Signaling Systems for the Protection of Life and Property. All fire alarm installation and servicing companies shall have a Certificate of Fitness from the Fire Department.

Sprinkler protection shall be maintained. Where the system is to be shut down for maintenance or repair, the system shall be checked at the end of each day to insure the system has been placed back in service.

City of Portland, Maine - Building or Use Permit Application

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

| Job No: 2011-06-1439-ALTCOMM | Date Applied: 6/13/2011 | | CBL: 219 A - 013 - 001 | | | | | | |
|---|--|-----------------|--|--|----------------------------------|--|--|--|--|
| Location of Construction: 1685 CONGRESS ST - July Flace | Owner Name: PORTLAND STROUDW ASSOCIATES | /ATER | Owner Address: Two Brattle SQ Cambridge, MA 021 | | Phone: | | | | |
| Business Name: | Contractor Name: Reagan, Earl | | Contractor Addre | | Phone: (207) 329-3441 | | | | |
| Lessee/Buyer's Name: Plymouth Consulting Services Inc. | Phone: | | Permit Type: Change of Use | | Zone: | | | | |
| Past Use: Professional Offices | Proposed Use: Business Services- Te for change of use from professional offices to services | n | Cost of Work: 245000.00 Fire Dept: Signature: Capt. | and tions | Type: 5B | | | | |
| Proposed Project Description Cenant fit up for change of use to Permit Taken By: | | | | ties District (P.A.D.) Zoning Approva | | | | | |
| | | Special 7 | one or Reviews | Zoning Appeal | Historic Pr | | | | |
| This permit application Applicant(s) from meet Federal Rules. Building Permits do not septic or electrial work. Building permits are vo | ing applicable State and tinclude plumbing, | Shorelan | nd no increase wholever or s floorwar whitehisty one streets | Variance Miscellaneous Conditional Use | Not in Dis Does not B Requires B | st or Landmark Require Review Review | | | |
| within six (6) months o False informatin may ir permit and stop all work | f the date of issuance. | Date: 0 kw | Min _ MM | Interpretation Approved Denied Date: | Denied Date: Any a | ed w/Conditions | | | |
| | | CERTIF | ICATION | | the hoter presente | | | | |
| ereby certify that I am the owner of owner to make this application as approaction is issued, I certify that | his authorized agent and I agree the code official's authorized re | e to conform to | all applicable laws of th | us jurisdiction. In addition | d that I have been a | nuthorized by rk described in | | | |

SIGNATURE OF APPLICANT ADDRESS DATE PHONE

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: | 1/20,5 | Carel | | 114 | | | | | |
|--|---------------------------------------|---|----------|---|--|--|--|--|--|
| Total Square Footage of Proposed Structure/A | irea . | Square Footage of Lot | | Number of Stories | | | | | |
| Tax Assessor's Chart, Block & Lot Chart# Block# Lot# | Name Roll Address | nust be owner, Lessec or Buyer of Sharduster Associates has Brith Sq. | | Telephone: | | | | | |
| Lessee/DBA (If Applicable) | Owner (if di Name Re Address 10 | fferent from Applicant) gent Compine 6 Marrille Qd. Zip Gray, MR 14039 | Co Wo | st Of ork: \$ 2 45,000.00 of O Fee: \$ tal Fee: \$ 2545 | | | | | |
| Current legal use (i.e. single family) If vacant, what was the previous use? Proposed Specific use: Is property part of a subdivision? If yes, please name Project description: And Office use New Ceilings, Flaving reuse in tenders. Change of use From Provessional Office To Boylness Services Contractor's name: Regan & Cimpony Address: Address: Address: Number of Residential Units Number of Residential Units | | | | | | | | | |
| City, State & Zip G-ray MB OX | | | | ione: 329 344/ | | | | | |
| Who should we contact when the permit is reac | ly: Raile | ТТ | eleph | one: 329~344/ | | | | | |
| Mailing address: | | | | | | | | | |
| Please submit all of the information do so will result in the n order to be sure the City fully understands the hay request additional information prior to the issues form and other applications visit the Inspection vision office, room 315 City Hall or call 874-8703. | automatic full scope of the | denial of your permit. ne project, the Planuing and Demit For further information. | ovelo | opment Department download copies of | | | | | |
| hereby certify that I am the Owner of record of the nate I have been authorized by the owner to make this aws of this jurisdiction. In addition, if a permit for wor athorized representative shall have the authority to entrovisions of the codes applicable to this permit. | application as hi k described in t | s/her authorized agent. I agree his application is assued, I certify | to con | aform to all applicable he Code Official's | | | | | |
| ignature (mulc) Ogl | 7 Date | 6/13/11 | | | | | | | |
| This is not a permit; you may n | ot commence | e ANY work until the perm | it is i | ssued | | | | | |

06-17-11 Permit is on hold. Spoke to Earle Reagan, contractor. Asked him what VTEC Training Center is. He said it is computer training classes. I need more information to determine if the use meets the permitted uses in the R-P zone. At the minimum it is a change of use. I have a call into Deb Napolitano, the realtor, to find out more about the use. I also have a call into Michael Charek to find out the exact square footage of the area regarding site plan review. —amachado

06-24-11 Met with Deb Napolitano on June 21, 2011 & Deb Napolitano and Varney Hintlian on June 24, 2011. They provided more information about the use of the space and it falls under the definition of "Business Services" which is a permitted use. I told them that it was a change of use so the \$75 certificate of occupancy was paid. -amachado

Ann Machado - 1685 Congress

From: "Deb Napolitano" <deb@paragonre.com>

To: <amachado@portlandmaine.gov>

Date: 6/21/2011 7:20 PM **Subject:** 1685 Congress

Ann.

Thank you for your time today to discuss the new tenant at Stroudwater Crossing. In review, the tenant is Plymouth Consulting Services Inc. This company is effectively the parent to three (3) operating businesses:

- (1) Global American Staffing—Provides technical staffing to other businesses, including but not limited to, computer programmers, engineers, drafts people and other similar professional technical staffing.
- (2) Infosecurus----Information security consulting and IT consulting services to businesses such as lending institutions.
- (3) VTEC---Computer based technical training and other forms of professional training for employees.

As discussed today, the plan labels certain space as classrooms which are actually training rooms for the above stated purposes. The rooms are furnished with a 4' wide table and computer for the person in training, and the largest room provides for a maximum 8 stations.

Certainly this use is compliant with zoning under the definition of "business services" as defined in the ordinance and it also seems to me that it could easily be classified entirely as "professional offices" ----the professional field of IT just does not seem to be separately identified in the ordinance anywhere.

Having said, I haven't been able to connect with architect Mike Charek yet today, but when I do I will forward the floor plan depicting the areas on this floor which are devoted to office vs training use and provide sf calculations of this space including the vertical penetrations as you have requested. We are hoping an administrative review without need for a Level II review makes sense to you as well.

It was good to meet you. Both Drew and Tim O'neil asked about you and the girls----small world or what!

Respectfully, Deb



JUN 2 2 2011

Dept. of Building Inspections City of Portland Maine

Memo

RECEIVED

JUN 2 4 2011

To: File

From: Varney Hintlian

Re: VTEC Permit at 1685 Congress Street Portland

Date: June 24, 2011

Dept. of Building Inspections City of Portland Maine

The following is a brief summary of our position regarding the request for a permit for tenant improvements at the building located at 1685 Congress Street in Portland:

- 1. The building is located in the City's R-P Residential-Professional Zone and the tenant's proposed use of space in the building qualifies as a permitted use under Section 14-47 (b) of the City of Portland Land Use Ordinance.
- 2. Under this Section, "business services," as defined in Section 14-47 of the Ordinance, qualifies as a permitted business use. Section 14-47 defines business services as "establishments primarily engaged in rendering services to other business establishments on a fee or contract basis such as advertising, mailing services, building maintenance services, employment services, management and consulting services, protective services, personnel services and similar businesses."
- 3. The tenant's proposed use of space in the building for purposes of providing training classes to business professionals and general business consulting services clearly fits within the above definition for business services.
- 4. The prior use of the space as a medical office space was also a permitted business use in the R-P Residential-Professional Zone as a "professional office" under Section 14-147 (b) (1) of the Ordinance.
- 5. Both of these types of businesses fit within the permitted use category of "business" under Section 14-147 (b) of the Ordinance.
- 6. In addition, the proposed use for the tenant does not amount to a "change of use" under the definitions of Section 14-522 of the Ordinance. In this Section a "change of use" is defined as "any change in use of an existing building, whether or not alterations are involved, from any use in the following list to any other uses on the list: 1. Manufacturing or processing, storage and warehouse, and other industrial; 2. Residential; 3. Transportation; 4. Institutional; 5. Retail and Commercial; 6. Water-dependent use and marine use; and 7. Office.
- 7. A change within the "Business Services" definition is not a defined change of use under Section 14-522 of the ordinance. Further, even if a narrower definition is used namely that the prior use of this space in the building was for "office" use, under subsection 7 of

Section 14-522 the tenant's proposed use of the space will also be for "office" use. Therefore, there is no "change of use" under the definitions of Section 14-522 of the Ordinance.

8. Accordingly, given that the tenant's proposed use of the space does not amount to a "change of use" of the building, our request for a permit for the tenant improvements in this building should not trigger a review pursuant to the requirements of Section 14-523 (e) (7) of the Ordinance or any other additional review by City's Planning Authority.



Certificate of Design Application

| From Designer: | Michael Charek Archi | tects | |
|--|---|-----------------------|---|
| Date: | June 15, 2011 | | |
| Job Name: | VTEC Training Center | | |
| Address of Construction: | 1685 Congress Street | , Portland, I | ME 04102 |
| | 2009 International E | Building Code | |
| | 2003 International I | 0 | |
| Const | ruction project was designed to the | building code criter | ia listed below: |
| Building Code & Year IBC | 2009 Use Group Classification | (s) B Busines | S |
| Type of Construction | | | |
| | opression system in Accordance with Se | | 2003 IRCYes |
| • | If yes, separated or non sepa | | |
| | esGeotechnical/Soils report re | | |
| supervisory marin by stein. | Geoteenment, constriport to | quired. (bee beetion) | |
| Structural Design Calculations | • | N/A | _ Live load reduction |
| N/A Submitted for all | structural members (106.1 – 106.11) | | _ Roof live loads (1603.1.2, 1607.11) |
| | | | Roof snow loads (1603.7.3, 1608) |
| Design Loads on Construction Uniformly distributed floor live load | | | Ground snow load, Pg (1608.2) |
| | Loads Shown N/A | | If $Pg \ge 10$ psf, flat-roof snow load p . |
| N/A | N/A | | If $Pg > 10$ psf, snow exposure factor, Q |
| | | | If $P_g > 10$ psf, snow load importance factor, |
| | | | Roof thermal factor, $G(1608.4)$ |
| Ψ | \vee | | Sloped roof snowload, p _s (1608.4) |
| Wind loads (1603.1.4, 1609) | | | Seismic design category (1616.3) |
| N/A Design option utiliz | zed (1609.1.1, 1609.6) | | Basic seismic force resisting system (1617.6.2) |
| Basic wind speed (1 | (809.3) | | Response modification coefficient, Ry and |
| Building category a | and wind importance Factor, in table 1604.5, 1609.5) | | deflection amplification factor (1617.6.2) |
| Wind exposure cate | egory (1609.4) | | Analysis procedure (1616.6, 1617.5) |
| Internal pressure coef | | $\overline{}$ | Design base shear (1617.4, 16175.5.1) |
| \/ | ding pressures (1609.1.1, 1609.6.2.2) sures (7603.1.1, 1609.6.2.1) | Flood loads (1 | 803.1.6, 1612) |
| Earth design data (1603.1.5, 16 | | N/A | Flood Hazard area (1612.3) |
| N/A Design option utiliz | | | Elevation of structure |
| Seismic use group | | Other loads | |
| | coefficients, SD: & SDI (1615.1) | N/A | Concentrated loads (1607.4) |
| Site class (1615.1.5) | | | Partition loads (1607.5) |
| | | V | Misc loads (Table 1607 8 1607 6 1 1607 7 |

1607.12, 1607.13, 1610, 1611, 2404



Accessibility Building Code Certificate

| Designer: | Michael Charek Architects | | | | | | | | | | | |
|---------------------|---|--|--|--|--|--|--|--|--|--|--|--|
| Address of Project: | 1685 Congress Street | | | | | | | | | | | |
| Nature of Project: | Renovation of existing second story of 3-story office | | | | | | | | | | | |
| , | building to create classrooms and support spaces for | | | | | | | | | | | |
| | the VTEC Training Center. | | | | | | | | | | | |
| | | | | | | | | | | | | |

To the best of my knowledge and belief,

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 i applicable



Signature:

Title: Principal

Firm: Michael Charek Architects

Address: 25 Hartley Street

Portland, ME 04103

Phone: 207-761-0556

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: | June 16, 2011 | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|
| From: | Michael Charek Architects | | | | | | | | |
| | my knowledge and belief, or specifications covering construction work on: | | | | | | | | |
| Renovation of existing second story of 3-story office building to create classrooms | | | | | | | | | |
| and support spaces | s for the VTEC Training Center. | | | | | | | | |
| | | | | | | | | | |

Have been designed and drawn up by the undersigned, a Maine registered Architect / Engineer according to the **2003 International Building Code** and local amendments. **2009 International Building Code**



Signature:

Title: Principal

Firm: Michael Charek Architects

Address: 25 Hartley Street

Portland, ME 04103

Phone: 207-761-0556

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

Training Center

1685 Congress Street Portland, Maine

| and accessioner in inflicated team to around delaying property of the work. Submit requests for submittations shall be a reduce produced externing. Submit publicated reformations for Archants (to en Maulle propriets) submittation. | Products and Substitutions 1. Provide products and massaula specified. Request Architects selection of colors. | Provide the energylathers in even largest pulsary prosperution. Provide lampourly polection for educate construction. Promptle report any damage at no additional cost to the Owner. | Marchard for allowing retirement or operation of control of c | | | Owner will per to: utility service consumed. Do not ware. | Temporary in cates: 1. Provide temporary facilities and connections as required to the proper completion. | additional requirements. | Use of any augglier or subcontractor is subject to Owner's approval. Engage and pay for leating argumber as required. Refer to induction for the property of the pro | Use expension installers. Furrein existence of expensions of exposition. Debus in Juniole, and store insternals in stort accordance with manufacturers. | Proude products of acceptable manufacturers which have been in sethifactory use in similar service for these years. | Comply with psycholic colors insplittions, orderinances and inspurements of authorities having prediction victually accessibility guidelines where applicable. Superin receive of immediation involves and female decreased to a kindland. | Quality Answarce | indicate any deviation from requirements of the contact documents. Fabricate materials from approved any deviation and only only on the contact documents. | | expenditable below in installable sections with the following number of copies. Stopp drawings, reviewed and annotated by the Contractor 3 copies product data 3 drawings, reviewed and annotated by the Contractor 3 copies product data 3 | Submit a project schedule and update at least monthly. Submit to appropriat all | Arrange to progress make a common surround commons or a pool to application for the commons of the commons and destinate promptly. | | | Field Engineering 1. Verify and locate utilities expelling facilities, and equipment. | decrease energy performance, decrease operational life or decrease safety factors. | Do not cut and participant in a manner that equid evail in a failure of the work to perform as ordereded, decrease for performance decrease accuracial performance. | | Provide cutting and patietining week to properly complete the Project. Do not remove or affect structural components without written approval. | Cutting and Patititing | Verify dimensions on Dissenge with dimensions at the Project. Do not scale Dissenge. | vegured between building elements and mechanical and electrical work. verify location of utilizes and existing conditions. Notify Architect of conditions. | 12 | Coperination | consignation of the integral substate for the amendad use of the Tenturic. There not expressly set fouth but which are responsibly intigled on necessary for the proper performance of their work made by including. | Drawings and specifications are intended to provide the basis for the proper | making not contain, and pay not containing personal open personal, and company company to currently required to perform the width. Submit topes to Acchimet, | Permits 1. Acres to detain and the faulting generals other particular common | Work fourth to be senement (50 pm and 5 00 pm. Contractors Use of Premises and Adjacent Facilities. As directed by properly manager. | In Solding Sile Conditions and Restrictions. Adjacent spaces are occupied by other | ss Tenant or these specifications | * The Project consists of renovations to secund second floor space at 1585 Congress Street, Portaind ME, No offices for the VTEC Training Center indicated | Summary | SECTION 01000 - PROJECT REQUIREMENTS |
|---|--|---|---|--|--|---|---|---|--|---|---|--|--|---|--|---|---|--|---|--------|--|---|---|----------|---|--|--|---|--|---|---|---|---|---|--|--|---|---|----------------------------|--------------------------------------|
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LOCATION MAP

Title
TITLE SHEET &
SPECIFICATIONS

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Scale:

PERMIT

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Title Sheet & Specifications Specifications Demolition Plan Floor Plan Life Safety Plan Furniture Plan DRAWING LIST

VTEC TRAINING CENTER

1685 Congress Street Portland, ME 04102



Michael Charek Architects

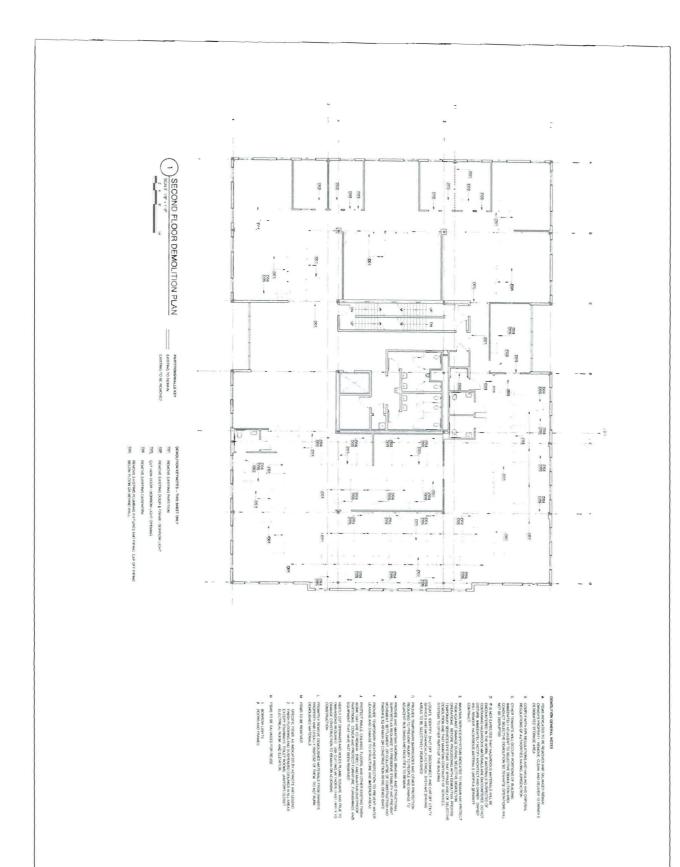
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| Scale: Date: P. P | VTEC TRAINING CENTER | Michael Charek Architects |

SCAR: 197 a 1-77 Date: 69711 Revisions ISSUED FOR PERMIT

1685 Congress Street Portland, ME 04102



Architects





Scale 14" = 1'-0"
Date: 69911
Revisions
ISSUED FOR PERMIT

SECOND FLOOR DEMOLITION PLAN

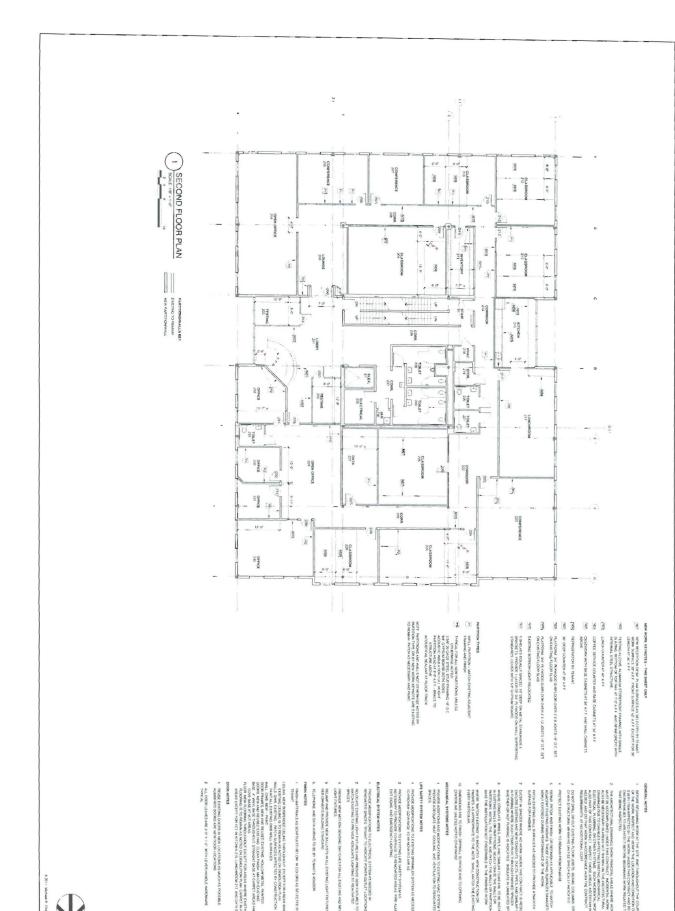
Title

VTEC TRAINING CENTER

1685 Congress Street Portland, ME 04102



Michael Charek Architects



ISSUED FOR PERMIT Sheet

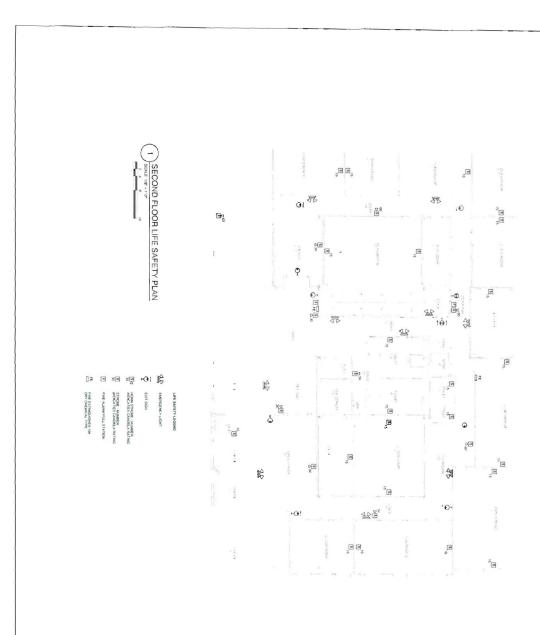
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SECOND FLOOR PLAN Title VTEC TRAINING CENTER

1685 Congress Street Portland, ME 04102



Michael Charek Architects





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VTEC TRAINING CENTER

1685 Congress Street Portland, ME 04102



Michael Charek Architects

SECOND FLOOR FURNITURE PLAN COMPR TOTANGE TOTANGE · ----- 8 §-----> SULCHON SHE CORUR 238 OFFICE B and a DATA 222 ZU CONTROL COMA 200

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Revisions

ISSUED FOR PERMIT

VTEC TRAINING CENTER

1685 Congress Street Portland, ME 04102



Michael Charek Architects



Original Receipt

| | | 6-15-2011 | | | | | | |
|--|------------|--------------------------------|--|--|--|--|--|--|
| Received from | < 200m | - Congress- | | | | | | |
| Location of Work |) | 1685 July | | | | | | |
| | | 0 ' | | | | | | |
| Cost of Construction | \$ | Building Fee: | | | | | | |
| Permit Fee | \$ | Site Fee: | | | | | | |
| | Certific | cate of Occupancy Fee:// | | | | | | |
| | | Total: 42575 | | | | | | |
| Building (IL) Plum | nbing (I5) | Electrical (I2) Site Plan (U2) | | | | | | |
| Other | *** | _ | | | | | | |
| CBL: 2/9-11. | 15 | | | | | | | |
| Check #: 655 | 7. | Total Collected s | | | | | | |
| No work is to be started until permit issued. Please keep original receipt for your records. | | | | | | | | |
| Taken by: | 1- | | | | | | | |

WHITE - Applicant's Copy YELLOW - Office Copy PINK - Permit Copy



Original Receipt

| | Ine 24 2011 | | | | | | |
|---|--------------------------------|--|--|--|--|--|--|
| * | | | | | | | |
| Received from Varan H | intlian | | | | | | |
| | MS St. | | | | | | |
| · · | | | | | | | |
| Cost of Construction \$ | Building Fee: | | | | | | |
| Permit Fee \$ | Site Fee: | | | | | | |
| | ificate of Occupancy Fee: | | | | | | |
| | Total: | | | | | | |
| Building (IL) Plumbing (I5) | Electrical (I2) Site Plan (U2) | | | | | | |
| Other Building permit of | ready applied for. | | | | | | |
| CBL: 219- A-13 | | | | | | | |
| Check #: | Total Collected s 75.00. | | | | | | |
| No work is to be started until permit issued. | | | | | | | |

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

Taken by: _____

WHITE - Applicant's Copy YELLOW - Office Copy PINK - Permit Copy