



Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

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.

Applicant Signature:

Michael R. Charek

Date:

4/21/14

I have provided digital copies and sent them on:

Date:

4/21/14

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



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.

Address/Location of Construction: 1685 Congress Street, Portland, ME 04102		
Total Square Footage of Proposed Structure:		2,600 sf renovation
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 219 A 013	Applicant Name: Michael Charek Address 25 Hartley Street City, State & Zip Portland, ME 04103	Telephone: 207-761-0556 Email: mcharek@me.com
Lessee/Owner Name : Portland (if different than applicant) Stroudwater Address: Assoc. LLC c/o Prospectus LLC 2 Brattle Street City, State & Zip: Cambridge, MA 02138 Telephone & E-mail: 617-868-0800	Contractor Name: Reagan & Co. (if different from Applicant) Address: 106 Merrill Street City, State & Zip: Gray, ME 04039 Telephone & E-mail: 207-329-3441 ereagan@maine.rr.com	Cost Of Work: \$ Const. \$72,000 Fee \$740 C of O Fee: \$ \$75 Historic Rev \$ _____ Total Fees : \$ \$815
Current use (i.e. single family) Vacant		
If vacant, what was the previous use? Business		
Proposed Specific use: Business - office space for mortgage company		
Is property part of a subdivision? ___ If yes, please name _____		
Project description:		
Who should we contact when the permit is ready: Earle Reagan		
Address: 106 Merrill Road		
City, State & Zip: Gray, ME 04039		
E-mail Address: ereagan@maine.rr.com		
Telephone: 207-329-3441		

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

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.

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: Michael R. Charek 	Date: 4/21/14
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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: Michael Charek Architects

Date: 4/21/14

Job Name: Offices for Regency Mortgage

Address of Construction: 1685 Congress Street, Portland, ME 04102

To the best of
my knowledge
and belief,

2009 International Building Code

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

Building Code & Year IBC 2009 Use Group Classification (s) B Business

Type of Construction V-B

Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2009 IBC Yes

Is the Structure mixed use? No If yes, separated or non separated or non separated (section 302.3) _____

Supervisory alarm System? Yes Geotechnical/Soils report required? (See Section 1802.2) No

Structural Design Calculations

N/A 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
<u>N/A</u>	<u>N/A</u>

Wind loads (1603.1.4, 1609)

N/A Design option utilized (1609.1.1, 1609.6)

N/A Basic wind speed (1809.3)

N/A Building category and wind importance Factor, w_b , table 1604.5, 1609.5)

N/A Wind exposure category (1609.4)

N/A Internal pressure coefficient (ASCE 7)

N/A Component and cladding pressures (1609.1.1, 1609.6.2.2)

N/A Main force wind pressures (7603.1.1, 1609.6.2.1)

Earth design data (1603.1.5, 1614-1623)

N/A Design option utilized (1614.1)

N/A Seismic use group ("Category")

N/A Spectral response coefficients, S_D & S_{D1} (1615.1)

N/A Site class (1615.1.5)

N/A Live load reduction

N/A Roof *live* loads (1603.1.2, 1607.11)

N/A Roof snow loads (1603.7.3, 1608)

N/A Ground snow load, P_g (1608.2)

N/A If $P_g > 10$ psf, flat-roof snow load P_f

N/A If $P_g > 10$ psf, snow exposure factor, C_e

N/A If $P_g > 10$ psf, snow load importance factor, I_s

N/A Roof thermal factor, C_t (1608.4)

N/A Sloped roof snowload, P_s (1608.4)

N/A Seismic design category (1616.3)

N/A Basic seismic force resisting system (1617.6.2)

N/A Response modification coefficient, R , and deflection amplification factor C_d (1617.6.2)

N/A Analysis procedure (1616.6, 1617.5)

N/A Design base shear (1617.4, 1617.5.1)

Flood loads (1803.1.6, 1612)

N/A Flood Hazard area (1612.3)

N/A Elevation of structure

Other loads

N/A Concentrated loads (1607.4)

N/A Partition loads (1607.5)

N/A Misc. loads (Table 1607.8, 1607.6.1, 1607.7, 1607.12, 1607.13, 1610, 1611, 2404)



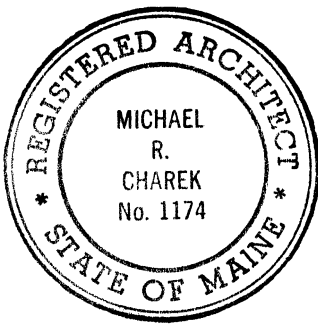
Accessibility Building Code Certificate


Designer: Michael R. Charek

Address of Project: 1685 Congress Street, Portland, ME 04102

Nature of Project: Renovation of vacant first floor space to
create office space for Regency Mortgage.

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 if 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: April 21, 2014

From: Michael R. Charek

To the best of my knowledge and belief,
These plans and / or specifications covering construction work on:

Offices for Regency Mortgage, 1685 Congress Street, Portland, ME 04103

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

Signature: 

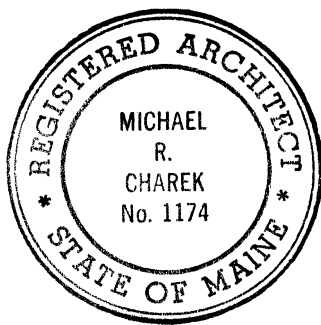
Title: Principal

Firm: Michael Charek Architects

Address: 25 Hartley Street

Portland, ME 04103

Phone: 207-761-0556



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