



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:

11/9/16

I have provided digital copies and sent them on:

Date:

11/9/16

NOTE: All electronic paperwork must be delivered to [buildinginspections@portlandmaine.gov](mailto: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.

<b>Address/Location of Construction:</b> 1685 Congress Street, Portland, ME 04102		
<b>Total Square Footage of Proposed Structure:</b>		5,300 sf renovation
<b>Tax Assessor's Chart, Block &amp; Lot</b> Chart#      Block#      Lot#  219            A            013	<b>Applicant Name:</b> Michael Charek  <b>Address</b> 25 Hartley Street <b>City, State &amp; Zip</b> Portland, ME 04103	<b>Telephone:</b> 207-761-0556  <b>Email:</b> mcharek@me.com
<b>Lessee/Owner Name :</b> Portland (if different than applicant)      Stroudwater Address:      Assoc. LLC c/o Prospectus LLC 2 Brattle Street City, State & Zip: Cambridge, MA 02138 <b>Telephone &amp; E-mail:</b> 617-868-0800	<b>Contractor Name:</b> Reagan & Co. (if different from Applicant) <b>Address:</b> 106 Merrill Street <b>City, State &amp; Zip:</b> Gray, ME 04039 <b>Telephone &amp; E-mail:</b> 207-329-3441 ereagan@maine.rr.com	<b>Cost Of Work:</b> \$ Const. \$78,000 Fee \$872 <b>C of O Fee:</b> \$100  <b>Historic Rev \$</b> _____ <b>Total Fees :</b> \$ 972
<b>Current use (i.e. single family)</b> Vacant <b>If vacant, what was the previous use?</b> Business <b>Proposed Specific use:</b> Business - office space for healthcare support services company <b>Is property part of a subdivision?</b> No      If yes, please name _____ <b>Project description:</b> Renovation of vacant second floor space for offices for Stroudwater Associates, a healthcare support services company.		
<b>Who should we contact when the permit is ready:</b> Earle Reagan		
<b>Address:</b> 106 Merrill Road		
<b>City, State &amp; Zip:</b> Gray, ME 04039		
<b>E-mail Address:</b> ereagan@maine.rr.com		
<b>Telephone:</b> 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](http://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:** 11/9/16

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: 11/9/16  
 Job Name: Offices for Stroudwater Associates  
 Address of Construction: 1685 Congress Street, Portland, ME 04102

To the best of my knowledge and belief, Construction project was designed to the building code criteria listed below:

## 2009 International Building Code

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)  
 \_\_\_\_\_ Basic wind speed (1809.3)  
 \_\_\_\_\_ Building category and wind importance Factor,  $w$  (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)

### Earth design data (1603.1.5, 1614-1623)

N/A Design option utilized (1614.1)  
 \_\_\_\_\_ Seismic use group ("Category")  
 \_\_\_\_\_ Spectral response coefficients,  $S_D$  &  $S_{D1}$  (1615.1)  
 \_\_\_\_\_ Site class (1615.1.5)

N/A 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,  $I_s$   
 \_\_\_\_\_ 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  $C_{d1}$  (1617.6.2)  
 \_\_\_\_\_ Analysis procedure (1616.6, 1617.5)  
 \_\_\_\_\_ Design base shear (1617.4, 16175.5.1)

### 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)  
 \_\_\_\_\_ Partition loads (1607.5)  
 \_\_\_\_\_ 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 second floor space to  
create office space for Stroudwater Associates.

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](http://www.portlandmaine.gov)



# Certificate of Design

Date: November 9, 2016

From: Michael R. Charek

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

Offices for Stroudwater Associates, 1685 Congress Street,  
Portland, ME 04102

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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