

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

Please Read
Application And
Notes, If Any,
Attached

BUILDING INSPECTION

PERMIT

Permit Number: 080502

This is to certify that RUTH'S REUSABLE RESOURCES

has permission to Change of Use of part of space to assess & retain use that is a secondary to warehouse & distribution use.

AT 39 BLUEBERRY RD 237 B014001

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

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and when permission procured before this building or part thereof is altered or used in any way. 24 HOUR NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS

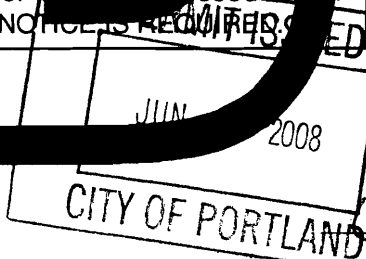
Fire Dept. Gregy CARR

Health Dept. _____

Appeal Board _____

Other _____

Department Name



PENALTY FOR REMOVING THIS CARD

City of Portland, Maine - Building or Use Permit Application

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

Permit No: 08-0502	Issue Date: 6/4/08	CBL: 237 B014001
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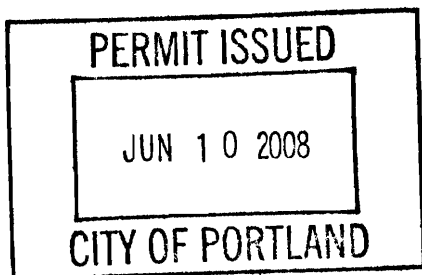
Location of Construction: 39 BLUEBERRY RD	Owner Name: RUTH'S REUSABLE RESOURCE	Owner Address: 39 BLUEBERRY RD	Phone: 207-699-5565
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Commercial	Zone: IM

Past Use: Commercial - Warehouse & distribution - "Ruth's Reuseable Resources" Non-profit re-distributor of school supplies.	Proposed Use: Commercial - Change of Use of part of space to assessorly retail use that is ancillary to warehouse & distribution use.	Permit Fee: \$105.00	Cost of Work: \$0.00	CEO District: 3
		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied See Conditions	INSPECTION: Use Group: M Type: SB IBC 2007	

Proposed Project Description: Change of Use of part of space to assessorly retail use that is ancillary to warehouse & distribution use.	Signature: Greg Cass Signature: 6/4/08 AM
PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: Date:	

Permit Taken By: lmd	Date Applied For: 05/13/2008	Zoning Approval
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<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..</p>	<p>Special Zone or Reviews</p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetland</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p>Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/></p> <p>OK w/condition Date: 5/21/08 APH</p>	<p>Zoning Appeal</p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date:</p>	<p>Historic Preservation</p> <p><input checked="" type="checkbox"/> Not in District or Landmark</p> <p><input type="checkbox"/> Does Not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p>ABU Date:</p>
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CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

to schedule your inspections as agreed upon

Permits expire in 6 months, if the project is not started or ceases for 6 months.

The Owner or their designee is required to notify the inspections office for the following inspections and provide adequate notice. Notice must be called in 48-72 hours in advance in order to schedule an inspection:

By initializing at each inspection time, you are agreeing that you understand the inspection procedure and additional fees from a "Stop Work Order" and "Stop Work Order Release" will be incurred if the procedure is not followed as stated below.

A Pre-construction Meeting will take place upon receipt of your building permit.

 X **Final inspection required at completion of work.**

Certificate of Occupancy is not required for certain projects. Your inspector can advise you if your project requires a Certificate of Occupancy. All projects DO require a final inspection.

If any of the inspections do not occur, the project cannot go on to the next phase, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.

CERIFICATE OF OCCUPANICES MUST BE ISSUED AND PAID FOR, BEFORE THE SPACE MAY BE OCCUPIED.

Cathleen Bowen - Treasurer

Signature of Applicant/Designee

6-10-08

Date

[Signature]

Signature of Inspections Official

6/10/08

Date

City of Portland, Maine - Building or Use Permit

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

Permit No: 08-0502	Date Applied For: 05/13/2008	CBL: 237 B014001
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Location of Construction: 39 BLUEBERRY RD	Owner Name: RUTH'S REUSABLE RESOURCE	Owner Address: 39 BLUEBERRY RD	Phone: 207-699-5565
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Commercial	

Proposed Use: Commercial - Change of Use of part of space to assessory retail use that is ancillary to warehouse & distribution use.	Proposed Project Description: Change of Use of part of space to assessory retail use that is ancillary to warehouse & distribution use.
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Dept: Zoning Status: Approved with Conditions Reviewer: Ann Machado Approval Date: 05/21/2008
Note: Ok to Issue: ☒

- 1) With the issuance of this permit the use of this space will be warehouse and distribution with a small assessory retail area that is ancillary to the permitted use.

Dept: Building Status: Approved with Conditions Reviewer: Chris Hanson Approval Date: 06/04/2008
Note: Ok to Issue: ☒

- 1) This is a Change of Use ONLY permit. It does NOT authorize any construction activities.
2) Separate permits are required for any electrical, plumbing, or HVAC systems.
Separate plans may need to be submitted for approval as a part of this process.
3) Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.

Dept: Fire Status: Approved with Conditions Reviewer: Capt Greg Cass Approval Date: 05/23/2008
Note: Ok to Issue: ☒

- 1) Emergancy lights and exit signs are required
2) The Fire alarm and Sprinkler systems shall be reviewed by a licensed contractor[s] for code compliance.
Compliance letters are required.
3) All construction shall comply with NFPA 101

Comments:

5/15/2008-amachado: Left message for Ruth. Need to know how the area is going to be set up for the public. How are the items going to be displayed?

5/21/2008-amachado: Received fax outlining the set up of the space.

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

to schedule your inspections as agreed upon

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If any of the inspections do not occur, the project cannot go on to the next phase, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.

CERIFICATE OF OCCUPANICES MUST BE ISSUED AND PAID FOR, BEFORE THE SPACE MAY BE OCCUPIED.

Signature of Applicant/Designee

Date

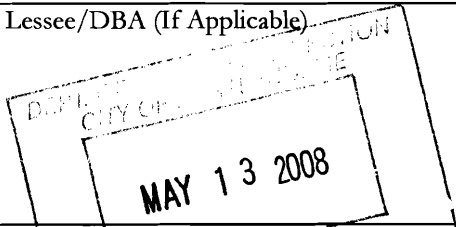
Signature of Inspections Official

Date



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: 39 Blueberry Road 04102		
Total Square Footage of Proposed Structure/Area 1140 SQ FT		Square Footage of Lot 2.189 Acres
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 237 B014 001	Applicant * <u>must</u> be owner, Lessee or Buyer* Name Ruth Libby Address 39 Blueberry Road City, State & Zip Portland 04102	Telephone: 201-699-5565
Lessee/DBA (If Applicable) 	Owner (if different from Applicant) Name Address City, State & Zip	Cost Of Work: \$ n/a C of O Fee: \$ Total Fee: \$
Current legal use (i.e. single family) non-profit re-distributor of school supplies (warehouse distribution) If vacant, what was the previous use? Proposed Specific use: low-cost retail store for general public - small area for accessory retail use. Is property part of a subdivision? no If yes, please name Project description: Open part of floor space in current facility to general public - no structural changes required to the building.		
Contractor's name: _____ Address: n/a City, State & Zip _____ Telephone: _____ Who should we contact when the permit is ready: _____ Telephone: _____ Mailing address: _____		

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

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: Ruth Libby	Date: 5-13-08
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This is not a permit, you may not commence ANY work until the permit is issue

3196

May 13, 2008

TO: Marge Schmuckal, Zoning Administration
cc: Nel Hannig, Economic Development

Portland City Hall
389 Congress Street
Portland, ME 04101

This letter is attached to our application to the City of Portland for a Change of Use to operate a for-public retail store at Ruth's Reusable Resources within our current facility, located at 39 Blueberry Road.

No structural changes will be required to the building. Floor space adjacent to our current outlet will be used for the new operation. For your information:

- Ever since 3Rs opened in 1994 to serve the schoolchildren and teachers of Maine, we have been asked frequently to open a section of our store to the general public.
- We receive an abundant supply of items that do not "move." Our new venture would keep these items from being diverted to Maine landfills by making them available at virtually no cost to:
 - Private day care centers and nurseries
 - Food cupboards, homeless shelters and other essential non-profits
 - Area artists and crafts people
 - Art studios and schools
 - Tutors and home schoolers
 - Summer camp and hotel youth programs
 - Small businesses
- We would not be offering for sale any items that would ordinarily be found in retail stores.
- All items would be offered first through our teachers' store, and only moved to the for-public side of our warehouse if they were not selected.
- Our inventory consists of items donated by businesses that have agreed that moving these products at nominal fees meets their organization's philanthropic guidelines.
- The model we are using for this new outlet is the former Creative Resources Center, another 501(3)(c) that was open to the general public.

We already have received verbal approval from your office to proceed with our plans. Please let us know, officially, if we can move forward with the goal of opening this for-public store later this year.

Thank you.

Sincerely,



Ruth Libby
Executive Director
Ruth's Reusable Resources

Encl.

MAY 21 2008

May 20th, 2008

To Whom It May Concern,

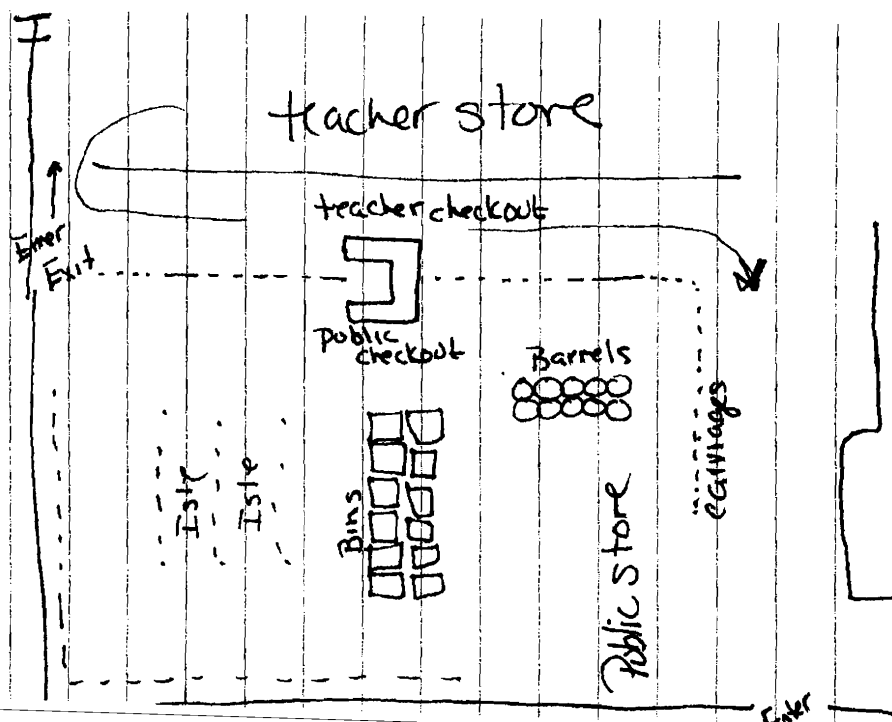
Ruth's Reusable Resources' *for-public store* will be set up the same as our teacher store. We will be using the same gondola shelving as we are now. Two of the walls in the room will have shelves on them. There will be several aisles in the middle using the same shelves. We will also be using bins and barrels for to display product just as we have in the teacher store.

For the most part the two areas will look alike but will be separated by a larger wall of shelving that is already in place.

Most of the items that will be in the public store will not be in the teacher store and vice versa, with the exception of color or sizes (i.e. maybe a black spool that doesn't move as fast as the yellow and white ones will go in the public store and the other colors stay in the teacher store). The same goes with sizes variations of some items. At times an item could be too small for teacher needs but just right for an artist. The new items and basic school supplies will most likely never be in the public store.

There is a probability that any furniture that doesn't move in the teacher store will get a chance in the public store before we recycle it.

There will be one "check out" counter, which will have a teacher side and a public side.



This is a quick drawing of what it may look like

Ruth
May
5-20-08



Commercial Interior & Change of Use Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

One (1) complete set of construction drawings must include:

Note: Construction documents for costs in excess of \$50,000.00 must be prepared by a Design Professional and bear their seal.

- ☐ Cross sections w/framing details
 - ☐ Detail of any new walls or permanent partitions
 - ☐ Floor plans and elevations
 - ☐ Window and door schedules
 - ☐ Complete electrical and plumbing layout.
 - ☐ Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review
 - ☐ Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IECC 2003
 - ☐ Proof of ownership is required if it is inconsistent with the assessors records.
 - ☐ Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
 - ☐ Per State Fire Marshall, all new bathrooms must be ADA compliant.
- n/a

Separate permits are required for internal and external plumbing, HVAC & electrical installations.

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including:

n/a

- ☐ The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines.
- ☐ Location and dimensions of parking areas and driveways, street spaces and building frontage.
- ☐ Dimensional floor plan of existing space and dimensional floor plan of proposed space.

A Minor Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively within a 3-year period)

Fire Department requirements.

The following shall be submitted on a separate sheet:

- ☐ Name, address and phone number of applicant **and** the project architect.
- ☐ Proposed use of structure (NFPA and IBC classification)
- ☐ Square footage of proposed structure (total and per story)
- ☐ Existing and proposed fire protection of structure.
- ☐ Separate plans shall be submitted for
 - a) Suppression system
 - b) Detection System (separate permit is required)
- ☐ A separate Life Safety Plan must include:
 - a) Fire resistance ratings of all means of egress
 - b) Travel distance from most remote point to exit discharge
 - c) Location of any required fire extinguishers
 - d) Location of emergency lighting
 - e) Location of exit signs
 - f) NFPA 101 code summary
- ☐ Elevators shall be sized to fit an 80" x 24" stretcher.

*Please see
attached floor
plan. All fire
codes have been
met. (Location
of extinguishers, etc. are
noted.)*

For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405.

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.

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.

Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost

This is not a Permit; you may not commence any work until the Permit is issued.



Accessibility Building Code Certificate

Designer: _____

Address of Project: _____

Nature of Project: _____

n/a

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.

(SEAL)

Signature: _____

Title: _____

Firm: _____

Address: _____

Phone: _____

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: _____

From: _____ n/a

These plans and / or specifications covering construction work on:

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

(SEAL)

Signature: _____

Title: _____

Firm: _____

Address: _____

Phone: _____

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 Application

From Designer: _____
Date: _____
Job Name: n/a
Address of Construction: _____

2003 International Building Code

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

Building Code & Year _____ Use Group Classification (s) _____

Type of Construction _____

Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2003 IRC _____

Is the Structure mixed use? _____ If yes, separated or non separated or non separated (section 302.3) _____

Supervisory alarm System? _____ Geotechnical/Soils report required? (See Section 1802.2) _____

Structural Design Calculations

_____ 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
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Wind loads (1603.1.4, 1609)

_____ Design option utilized (1609.1.1, 1609.6)
_____ Basic wind speed (1809.3)
_____ Building category and wind importance Factor, I_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)

_____ Design option utilized (1614.1)
_____ Seismic use group ("Category")
_____ Spectral response coefficients, S_D & S_I (1615.1)
_____ Site class (1615.1.5)

_____ 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 , and
deflection amplification factor, C_d (1617.6.2)
_____ Analysis procedure (1616.6, 1617.5)
_____ Design base shear (1617.4, 1617.5.1)

Flood loads (1803.1.6, 1612)

_____ Flood Hazard area (1612.3)
_____ Elevation of structure

Other loads

_____ 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)