

City of Portland, Maine - Building or Use Permit Application

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

Permit No: 2013-00293	Issue Date:	CBL: 296 D002001
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Location of Construction: 314 WARREN AVE (front unit)	Owner Name: ALPINE REALTY CORP	Owner Address: 380 WARREN AVE PORTLAND, ME 04103	Phone:
Business Name: Cumberland County Choppers & Cycles	Contractor Name: n/a	Contractor Address:	Phone:
Lessee/Buyer's Name Michelle Gordon	Phone: (207) 210-6701	Permit Type: Change of Use - Commercial	Zone: B4
Past Use: Motorcycle Sales & Services	Proposed Use: Motorcycle sales & service and classroom area to teach motorcycle safety classes	Permit Fee: \$105.00	Cost of Work: \$1,000.00
		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A	INSPECTION: Use Group: Type:
Proposed Project Description: Change of use to add classroom area for motorcycle safety classes within existing space		Signature:	Signature:
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: LDOBSON	Date Applied For: 02/13/2013	Zoning Approval
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1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building permits do not include plumbing, septic or electrical work. 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..	Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> <i>OK w/ conditions</i> Date: 2/13/13 <i>ASM</i>	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	Historic Preservation <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <i>ASM</i>
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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



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: <u>314 Warren Ave.</u>		<u>Jolly Family LLC</u> <u>dba Cumberland County Choppers + Cycles</u>	
Total Square Footage of Proposed Structure/Area		Square Footage of Lot	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>296 D 00200 1</u>	Applicant *must be owner, Lessee or Buyer* Name <u>Michelle A. Gordon</u> Address <u>314 Warren Ave.</u> City, State & Zip <u>Portland, Me. 04103</u>		Telephone: <u>207-210-6701</u>
Lessee/DBA (If Applicable) <u>Jolly Family LLC</u> <u>dba Cumberland County Choppers + Cycles</u>	Owner (if different from Applicant) Name <u>Alpine Realty Corp.</u> Address <u>380 Warren Ave.</u> City, State & Zip <u>Portland, Me. 04103</u>	Cost Of Work: \$ <u>N/A</u>	C of O Fee: \$ <u>75</u> Total Fee: \$ <u>75</u>
Current legal use (i.e. single family) <u>commercial retail</u>			
If vacant, what was the previous use? <u>-</u>			
Proposed Specific use: <u>commercial retail + Retail Education</u> <i>motorcycle permit - safety course</i>			
Is property part of a subdivision? <u>-</u> If yes, please name <u>-</u>			
Project description: <u>change permit to allow education classes to be held in showroom for 10-15 students after hours on a weekly basis (summer) + monthly (winter) basis.</u>			
Contractor's name: <u>N/A</u>			
Address: _____			
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: [Signature] Date: 10-29-12

This is not a permit; you may not commence ANY work until the permit is issued

RECEIVED

FEB 13 2013

Dept. of Building Inspections
City of Portland Maine



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.

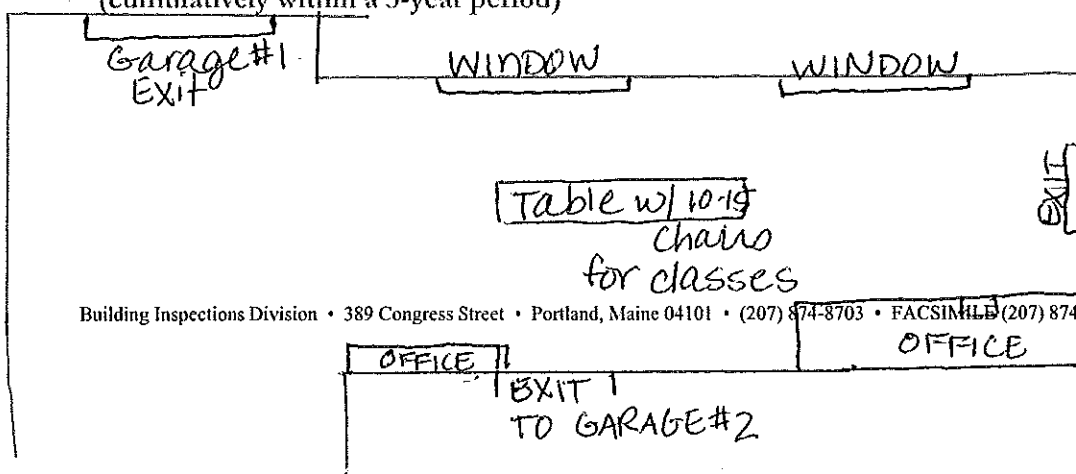
- Cross sections w/framing details
- Detail of any new walls or permanent partitions
- Floor plans and elevations
- Window and door schedules
- Complete electrical and plumbing layout.
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review
- Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IEBC 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.

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:

- 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.

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.

I spoke with Carol on the 15th of January. I have not received the additional information requested. Office Policy requires if the information is not included with application it must be returned.

Please resubmit with the following items;

A larger ^{enplot plan} floor plan, showing the footprint of entire building. On a separate sheet of paper

Give dimensions of rooms.

Show the area where classes being held.

* Travel distance from most remote point to exit.

* Location of fire extinguishers.

* Location of emergency lighting.

Plot Plan

* I told Michelle & Carrie
that this will be needed by
the plan reviewer & fire department.
Am 2/12/13

Receiving the above items will start the permitting process. There may be additional items when the subsequent reviews commence.

Thank you, Lannie Dobson

This info was received as Janice
~~Markham~~
Gardner verified on 2/5/13.

Cumberland County Scooters & Cycles
314 Warren Avenue
Portland, ME 04103
207-210-6701

January 30, 2013

To whom it may concern:

Attached is the information I believe that is necessary to proceed with the paperwork for our business to obtain the licensing necessary to conduct Maine Motorcycle Safety Courses. We were previously licensed at our prior address, 342 Warren Avenue.

If you require anything additional, please contact us so that we may gather that as well.

Thank you.

2013 FEB -1 PM 12:24

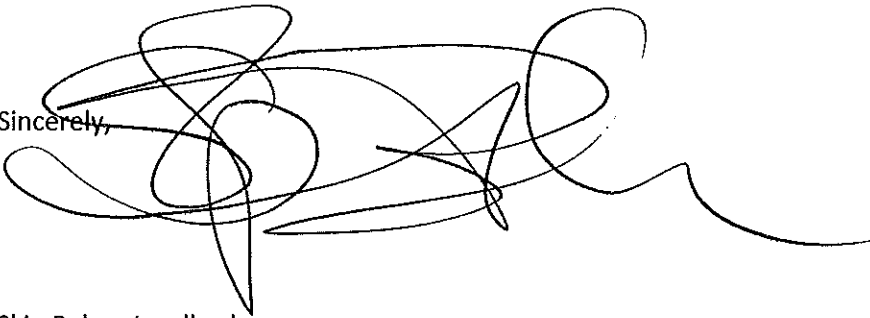
CITY CLERK

January 30, 2013

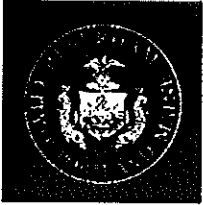
To whom it may concern:

I, Skip Baker of 314 Warren Avenue, Portland, ME 04103, give permission for Cumberland County Scooters & Cycles to furnish space for the Eight (8) hour Maine Motorcycle Safety Course to be held.

Sincerely,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Skip Baker, Landlord



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: 2011-03-556-CH OF USE

Located At: 314 WARREN

CBL: 296 - - D - 002 - 001 - - - - -

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. It is understood that all alterations are interior of the existing building.
2. This property shall remain a motorcycle sales and service use with the issuance of this permit and subsequent issuance of a certificate of occupancy. Any change of use shall require a separate permit application for review and approval.
3. Separate permits are required for any new signage.

Fire

1. This permit is for change of use only; any construction shall require additional permits. The occupancy shall comply with City Code Chapter 10 upon inspection.
2. A fire permit is required for garage repair. The application is available through the City Clerk's Office.

Building

1. Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.
2. This is a Change of Use ONLY permit. It does NOT authorize any construction activities.
3. Separate permits are required for any electrical, plumbing, sprinkler, fire alarm, HVAC systems, heating appliances, including pellet/wood stoves, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.
4. This building shall meet the requirements for mixed use separation for Business and Factory (vehicle repair).



Certificate of Occupancy



CITY OF PORTLAND, MAINE Department of Planning and Urban Development Building Inspections Division

Issued to: DWIGHT P BAKER

Location: 314 Riverside St.

Date Issued: 4/5/2011

CBL: 296-D002001

This is to certify that the building, premises, or part thereof, at the above location, built-altered-changed as to use under Building Permit No. 2011-03-556, has had a final inspection, has been found to conform substantially to the requirements of the Building Code and the Land Use Code of the City of Portland, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

Suite A

APPROVED OCCUPANCY

Motorcycle Sales and Service

Use Group B/F-1


Type 5B

IBC-2009

Limiting Conditions: NONE

Approved:

4-5-11 
Inspector


Inspections Division Director

Notice: This certificate identifies the legal use of the building or premises, and ought to be transferred from owner to owner upon the sale of the property.

SECRETARY OF STATE
BUREAU OF MOTOR VEHICLES
STATE HOUSE STATION 29
AUGUSTA, MAINE 04333

296-D 002

Applicant's Name, Business Name and Business Address

Michelle A Gordon
Jolly Family LLC
314 Warren Ave
Portland, ME 04103

BUILDING CODE, ZONING AND LAND USE REGULATORY ORDINANCE CLEARANCE

Dear Sir:

As required by the Secretary of State, the above named applicant, at the location shown, is in compliance with all local building codes and land use regulatory ordinances for the **initial application for a dealer license and/or for the application for additional dealer license types** as they pertain to a commercial building, a vehicle display area, and sale and service of vehicles and the display of a permanently mounted sign.

A local seller's license: _____

Is required

Is not required

Has been issued

Will be issued

[Signature]
Signature - Authorized City/Town Official

Zoning Specialist
Title

NOTARIZATION REQUIRED

STATE OF MAINE - County of Cumberland Date, August 31 2012 Then personally appeared the above AUTHORIZED CITY/TOWN OFFICIAL named

ANN MACHADO and acknowledge the foregoing instrument under oath to be her free act and deed.

NOTARY PUBLIC or ATTORNEY Margaret Schmuckel

My commission expires: June 28, 2019