

**City of Portland, Maine - Building or Use Permit Application**  
 389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

<b>Permit No:</b> 08-0016	<b>Issue Date:</b>	<b>CBL:</b> 330A C002001
------------------------------	--------------------	-----------------------------

<b>Location of Construction:</b> 317 RIVERSIDE IND PKWY	<b>Owner Name:</b> 351 Riverside, LLC (Ted Woodward)	<b>Owner Address:</b> 351 RIVERSIDE IND PKWY	<b>Phone:</b> 772-0414
<b>Business Name:</b>	<b>Contractor Name:</b> Maine Properties, Inc.	<b>Contractor Address:</b> PO Box 368 Scarborough	<b>Phone:</b> 2078833753
<b>Lessee/Buyer's Name:</b> GG Direct	<b>Phone:</b>	<b>Permit Type:</b> Change of Use - Commercial	<b>Zone:</b>

<b>Past Use:</b> Commercial Offices with warehouse space	<b>Proposed Use:</b> Commercial offices with warehouse space - direct mail service - print fliers & deliver them in bulk to Scarborough post office.	<b>Permit Fee:</b> \$615.00	<b>Cost of Work:</b> \$49,000.00	<b>CEO District:</b> 5
<b>Proposed Project Description:</b> Redesign warehouse space to establish direct mail center & reconfigure office space.		<b>FIRE DEPT:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>INSPECTION:</b> Use Group: Type	
		Signature:	Signature:	
<b>PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)</b>				
Action <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Condition <input type="checkbox"/> Denied				
		Signature:	Date:	

<b>Permit Taken By:</b> lmd	<b>Date Applied For:</b> 12/28/2007	<b>Zoning Approval</b>		
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..		<b>Special Zone or Reviews</b> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zon <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Mino <input type="checkbox"/> MM <input type="checkbox"/> Date:	<b>Zoning Appeal</b> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Us <input type="checkbox"/> Interpretatio <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	<b>Historic Preservation</b> <input type="checkbox"/> Not in District or Landma <input type="checkbox"/> Does Not Require Revie <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Condition <input type="checkbox"/> Denied Date:

**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 APPLICAN	ADDRESS	DATE	PHO
RESPONSIBLE PERSON IN CHARGE OF WORK, TIT		DATE	PHO

<b>Location of Construction:</b> 317 RIVERSIDE IND PKWY	<b>Owner Name:</b> 351 Riverside, LLC (Ted Woodward)	<b>Owner Address:</b> 351 RIVERSIDE IND PKWY	<b>Phone:</b> 772-0414
<b>Business Name:</b>	<b>Contractor Name:</b> Maine Properties, Inc.	<b>Contractor Address:</b> PO Box 368 Scarborough	<b>Phone:</b> 2078833753
<b>Lessee/Buyer's Name</b> GG Direct	<b>Phone:</b>	<b>Permit Type:</b> Change of Use - Commercial	<b>Zone:</b>

<b>Dept:</b> Zoning	<b>Status:</b> Approved with Conditions	<b>Reviewer:</b> Ann Machado	<b>Approval Date:</b> 01/22/2008
<b>Note:</b>			<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
1) Separate permits shall be required for any new signage.			
2) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.			
<b>Dept:</b> Building	<b>Status:</b> Approved with Conditions	<b>Reviewer:</b> Jeanine Bourke	<b>Approval Date:</b> 02/06/2008
<b>Note:</b>			<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
1) 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.			
<b>Dept:</b> Fire	<b>Status:</b> Approved with Conditions	<b>Reviewer:</b> Capt Greg Cass	<b>Approval Date:</b> 01/23/2008
<b>Note:</b> Mixed use per NFPA 101 6.14 Business = the more restrictive			<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
1) Fire extinguishers required			
2) All construction shall comply with NFPA 101			

<b>Comments:</b>
1/7/2008-amachado: Spoke to Travis Blake at Maine Properties. Application incomplete. Need right, title & interest for new owner. Need plot plan that shows the whole lot and parking. Needed better description of what they do.
1/10/2008-amachado: Recived contract for sale of Real Estate and plot plan. The plot plan needs to show the parking. Needs 14 spaces.
1/22/2008-amachado: Has 12 spaces. The office space verses warehouse space is similar to the previous tenant so the twelve spaces is OK.
1/29/2008-gg: received granted site exemption as of 1/29/08. /gg Gave to Tammy
1/30/2008-jmb: Spoke to Travis B. About the use classification and type of construction. I cannot find any permit records for the original building in 1993. Once this is established a fire separation design must be submitted. He will get back with details.
2/2/2008-jmb: Received code analysis from the architect, but he used IBC 2006. Reviewed the mixed use section with MJN for non-separated uses Sec. 302.1. It appears the B group and S or F don't need separation due to meeting table 503 for allowable height and building area. I asked Travis to have a code study on NFPA as this requires a 2 hr separation.
2/6/2008-jmb: Received the NFPA code analysis from the architect, ok for no separation, ok to issue

### 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 APPLICAN

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHO

\_\_\_\_\_  
RESPONSIBLE PERSON IN CHARGE OF WORK, TIT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHO