City of Portland, Maine - Building or Use Permit Application

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

Permit No:	Issue Date:	CBL:
04-1829	PERMIT ISSUED	334 A014001

JAN - 6 2005

CITY OF PORTLAND

Location of Construction:	Owner Name:	Owner Address:	Phone:
56 Milliken St	C & S Logistics Of Portland Llc	Old Ferry Rd	772-1934
Business Name:	**Contractor Name:**	**Contractor Address:**	**Phone**
	Food Tech Structures LLC	2100 Washington St Hanover	
Lessee/Buyer's Name	**Phone:**	**Permit Type:**	**Zone:**
		Change of Use - Commercial	I-M

Past Use:	Proposed Use:	Permit Fee:	Cost of Work:	CEO District:
commercial space	commercial space w/change of use for foundation & structural steel	$1,821.00	$200,000.00	5

FIRE DEPT: ☑ Approved ☐ Denied

INSPECTION: Use Group: B/S1 Type: 2B

1/5/05

Signature Signature

Proposed Project Description:
commercial space w/change of use

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)

Action ☐ Approved ☐ Approved w/Conditions ☐ Denied

Signature Date

Permit Taken By:	Date Applied For:
jharris	12/14/2004

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	Zoning Appeal	Historic Preservation
☐ Shoreland	☐ Variance	☑ Not in District or Landmarl
☐ Wetland	☐ Miscellaneous	☐ Does Not Require Review
☐ Flood Zone	☐ Conditional Use	☐ Requires Review
☐ Subdivision	☐ Interpretation	☐ Approved
☐ Site Plan required	☐ Approved	☐ Approved w/Conditions
Maj ☐ Minor ☐ MM ☐	☐ Denied	☐ Denied
Date: OK 12/22/04	Date:	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 APPLICANT ADDRESS DATE PHONE

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE DATE PHONE

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04-1829	12/14/2004	334 A014001

Location of Construction:	Owner Name:	Owner Address:	Phone:
56 Milliken St	C & S Logistics Of Portland Llc	Old Ferry Rd	( ) 772-1934
Business Name:	**Contractor Name:**	**Contractor Address:**	**Phone**
	Food Tech Structures LLC	2100 Washington St Hanover	
Lessee/Buyer's Name	**Phone:**	**Permit Type:**	
		Change of Use - Commercial	

'roposed Use:	Proposed Project Description:
commercial space - foundation & structural steel	commercial space - for foundation & structural steel

Dept: Zoning **Status:** Approved **Reviewer:** Marge Schmuckal **Approval Date:** 12/22/2004

Note: 12/21/04 I notified planning (Sarah) that a site plan or exemption was required **Ok to Issue:** ☐

Dept: Building **Status:** Approved with Conditions **Reviewer:** Mike Nugent **Approval Date:** 01/05/2005

Note: **Ok to Issue:** ☑

1) Steel and Foundation only, exterior stairway foundation allowed but exterior stair structure is not part of this permit

Dept: Fire **Status:** Approved with Conditions **Reviewer:** Lt. MacDougal **Approval Date:** 12/23/2004

Note: **Ok to Issue:** ☐

1) the fire alarm system and sprinkler system shall be tested to the appropriate standard and the results shall be submitted to the Portland Fire Department

2) the fire alarm system shall be maintained to NFPA 72 standards

3) the sprinkler system shall be maintained to NFPA 13 standards

Comments:

01/03/2005-gg: received granted application for site plan exemption. /gg

FROM DESIGNER: DAVID S. WITTIFF PE

DATE: 12.7.04

Job Name: BARBER FOODS, OFFICE & WAREHOUSE, RENOVATION

Address of Construction: 56 Millikan Dr.

2003 International Building Code

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

Building Code and Year IBC 2003 Use Group Classification(s) B, S-1, S-2

Type of Construction II-B

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

Is the Structure mixed use? YES if yes, separated or non separated (see Section 302.3) NON

Supervisory alarm system? YES Geotechnical/Soils report required? (See Section 1802.2) NO

STRUCTURAL DESIGN CALCULATIONS

ATTACHED Submitted for all structural members *(106.1, 106.1.1)*

DESIGN LOADS ON CONSTRUCTION DOCUMENTS (1603)

Uniformly distributed floor live loads *(1603.1.1, 1607)*

Floor Area Use	Loads Shown
DATA ROOM CEILING	20 psf
PIPE SUPPORT FRAME	100 psf

Wind loads *(1603.1.4, 1609)*

- 1609.6 — Design option utilized *(1609.1.1, 1609.6)*
- 100 — Basic wind speed *(1609.3)*
- CAT. II, I_w = 1.0 — Building category and wind importance factor, I_w *(Table 1604.5, 1609.5)*
- C — Wind exposure category *(1608.4)*
- ± 0.18 — Internal pressure coefficient *(ASCE 7)*
- N.A. — Component and cladding pressures *(1609.1.1, 1609.6.2.2)*
- 22/15 — Main force wind pressures *(1609.1.1, 1609.6.2.1)*

Earthquake design data *(1603.1.5, 1614 - 1623)*

- _____ — Design option utilized *(1614.1)*
- I, CAT. C — Seismic use group ("Category") *(Table 1604.5, 1616.2)*
- S_{DS} = .355, S_{D1} = .160 — Spectral response coefficients, S_{DS} & S_{D1} *(1615.1)*

- N.A. — Live load reduction *(1603.1.1, 1607.9, 1607.10)*
- N.A. — Roof live loads *(1603.1.2, 1607.11)*

Roof snow loads *(1603.1.3, 1608)*

- 60 — Ground snow load, P_g *(1608.2)*
- 50 — If P_g ≥ 10 psf, flat-roof snow load, P_f *(1608.3)*
- 1.0 — If P_g > 10 psf, snow exposure factor, C_e *(Table 1608.3.1)*
- 1.0 — If P_g > 10 psf, snow load Importance factor, I_s *(Table 1604.5)*
- 1.2 — Roof thermal factor, C_t *(Table 1608.3.2)*
- N.A. — Sloped roof snowload, P_s *(1608.4)*
- C — Seismic design category *(1616.3)*
- Concentric Braced Frame — Basic seismic-force-resisting system *(Table 1617.6.2)*
- 5 — Response modification coefficient, R, and deflection amplification factor, C_d *(Table 1617.6.2)*
- Simplified — Analysis procedure *(1616.6, 1617.5)*
- V = .085W — Design base shear *(1617.4, 1617.5.1)*

Flood loads *(1603.1.6, 1612)*

- NONE — Flood hazard area *(7612.3)*
- N.A. — Elevation of structure

Other loads

- _____ — Concentrated loads *(1607.4)*
- _____ — Partition loads *(1607.5)*
- _____ — Impact loads *(1607.8)*
- _____ — Misc. loads *(Table 1607.6, 1607.6.1, 1607.7, 1607.12, 1607.13, 1610, 1611, 2404)*

CITY **OF PORTLAND**
BUILDING CODE CERTIFICATE
389 Congress St., Room 315
Portland, Maine 04101

TO: Inspector of Buildings City of Portland, Maine
Department of Planning & Urban Development
Division of Housing & Community Service

FROM: DAVID S. WITTLIFF PE

RE: Certificate of Design

DATE: 12.7.04

These plans and / or specifications covering construction work on:

OFFICE & WAREHOUSE RENOVATION, 56 MILLIKEN RD. FOR

BARBER FOODS

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)

STATE OF MAINE
DAVID S. WITTLIFF
No. 5339
REGISTERED PROFESSIONAL ENGINEER

12-7-04

As per Maine State Law:

$50,000.00 or more in new construction, repair expansion, addition, or modification for Building or Structures, shall be prepared by a registered design Professional.

Signature:

Title: SENIOR VICE PRESIDENT

Firm: FOOD TECH STRUCTURES, LLC

Address: 200 WASHINGTON ST.
HANOVER MA 02339
781.261.9700

CITY OF PORTLAND
BUILDING CODE CERTIFICATE
389 Congress St., Room 315
Portland, Maine 04101

ACCESSIBILITY CERTIFICATE

Designer: DAVID S. WITTLIFF PE

Address of Project: 56 MILLIKEN DR.

Nature of Project: OFFICE & WAREHOUSE RENOVATION

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.

(SEAL)

STATE OF MAINE
DAVID S. WITTLIFF
No. 5331
REGISTERED PROFESSIONAL ENGINEER

12.7.04

Signature:

Title: SENIOR VICE PRESIDENT

Firm: FOOD TECH STRUCTURES, LLC

Address: 2100 WASHINGTON ST.
HANOVER MA. 02339

Phone: 781.261.9700

FOOD
T'EC'H

PLANNERS • ENGINEERS • BUILDERS

MEMO

Date: **January 4,2005**

To: **Jeff Shorey, Barber Foods**
From: **David S. Wittliff PE, Food Tech Structures, LLC**
CC: **Mike Costain PE, Food Tech Structures, LLC**
Via: **email**

Project: **Milliken Warehouse**
Reference: **Special Inspections**
No. of Pages: **cover, Specification Section 01450**

Jeff,
Attached is specification section 01450 Special Inspections that defines the special inspection requirements as defined in Ch. 17 of the IBC. Mike Costain has arranged for the following:

S. W. Cole to act as both the special inspector and as the materials testing agency.

Phil Hodge PE is the Structural Engineer of Record for the bar joist modification and will inspect that work when complete.

Food Tech Structures, LLC is the Structural Engineer of Record for the building and will review all special inspection and material testing reports.

Please forward this to the City of Portland Building Inspector.

2100 Washington St. Hanover, **MA** 02339 Tel: (781) 261-9700 Fax: (781) 261-9701

SCHEDULE OF SPECIAL INSPECTION SERVICES

The following sheets comprise the required schedule of special inspections for this specific project. The construction divisions which require special inspections for this project are as follow:

- [x] Soils and Foundations
- [x] Cast-in-Place Concrete
- [ ] Precast Concrete Planks
- [x] Masonry
- [x] Structural Steel
- [x] Steel Joists & Girder
- [ ] Metal Deck
- [ ] Wood
- [ ] Inspection of Fabricators
- [ ] Sprayed Fire-Resistant Materials
- [ ] Special Cases

inspection Agents	Firm
1. Special Inspector	S.W. Cole Engineering Inc.
2. Materials Testing Laboratory	S.W. Cole Engineering Inc.
3. Joist Modifications	Philip Hodge, P.E., Habco
4. SER	Food Tech Structures, LLC

SOILS AND FOUNDATIONS		
Item	**Agent No.**	**Scope**
1. Foundation Bearing Strata 1. (periodic) 2.	2	Observe subgrade prior to placing foundations for compliance with anticipated conditions stated on construction documents and geotechnical reports.

CAST-IN-PLACE CONCRETE		
Item	**Agent No.**	**Scope/Frequency**
3. 1. Mix Design (periodic)	2	Review concrete mix design submittals for all classes of concrete specified on the Drawings or Specifications. Proportioning of materials shall be in conformance with ACI 318 SEC. **4,** 5.2, 5.3 or 5.4.
4. 2. Material Certification 5. (periodic)	2	Review material certificates of compliance or other acceptable documentation for all materials used in the concrete mix designs for conformance with ACI 318-95 Chapter 3.
6. 3. Reinforcement and 7. Reinforcement Installation (periodic)	2	Verify material conformance with specified ASTM. Weldability of material except that which conforms with ASTM A706 shall be determined by carbon equivalency method. Welding of rebars shall conform to AWS D1.4. Inspect the following percentages of installed reinforcement for compliance with approved construction documents, project specs and ACI 318 SEC. 3.5, 7.1, 7.2, 7.3, 7.4, 7.5, 7.6 and 7.7. Footings 50%, Foundation **Walls** 100%.
8. **4.** Batching Plant	2	Periodic
9. 5. Formwork Geometry 10. (periodic)	2	Review formwork to insure the finished concrete size and shape will meet the general requirements of the contract documents. Inspection of form removal and reshoring shall be conducted to verify compliance with ACI Section 6.2.
11. 6. Concrete and Shotcrete 12. Placement (continuous)	2	Review ready mix truck delivery tickets for proper class of concrete and required admixtures. Test for proper slump (ASTM C-143), air content (ASTM C-173 or C-231) and temperature. Inspect that preparation of equipment, place of deposit, mixing, conveying and depositing techniques are in conformance with ACI 318 SEC. 5.7, 5.8, 5.9, 5.10 and the contract documents.
13. 7. Evaluation of Concrete 14. Strength (sampling fresh concrete, ASTM C172)	2	Make one strength test for each 150 cubic yards or fractions thereof from each mix design of concrete placed in any one day, except that in no case the frequency of testing be less than five strength tests for a given class of concrete. Test specimens are to be molded, cured and tested in conformance with ACI 318 SEC. 5.6.
15. 8. Curing and Protection (periodic)	2	Inspect all concrete periodically for maintenance of proper curing and protection techniques in compliance with ACI 318 SEC. 5.11, 5.12 and 5.13 and Specification.
16. 9. Inserts and Anchor Bolts (continuous)	2	Confirm size, length and embedment of anchor bolts, inserts and embedded bolts. Verify inserts for compliance with contract plans.
10. Expansion and Epoxy Bolts (periodic)	2	Review material report from approved agency. In the absence of such approval in-site load tests as directed by Engineer shall be required to assure compliance with manufacturer's load tables.

MASONRY ICC Table 1704.5.1 Level 1 Applies		
Item	**Agent No.**	**Scope**
17. 1. Material Certification	1 or 2	Review all material submittals for each type of structural masonry unit, mortar, grout reinforcement and admixtures specified for conformance to ACI 530.1/ASCE 6 Part 2 and project Specifications. Verify installed materials conform to approved samples.
18. 2. Mixing of Mortar and Grout (periodic)	1 or 2	Conduct sufficient number of periodic field review of mortar and grout proportioning, mixing and consistency to establish conformance with ACI 530.1/ASCE 6, Part 2, and the construction documents, a minimum of one day per week.
19. 3. Installation of Masonry (periodic)	1 or 2	Conduct sufficient number of periodic field review of masonry unit and mortar installation to establish conformance with ACI 530.1/ASCE 6 and the construction documents, a minimum of one day per week.
20. 4. Reinforcement Installation (periodic)	1 or 2	Conduct sufficient number of periodic field reviews of reinforcement installation to establish conformance with ACI 530 Chapter 1.12 and ACI 530.1/ASCE 6, Part 3.4, and the construction documents, a minimum of one day per week.
21. 5. Grouting Operations (periodic) (grout placement; continuous)	1 or 2	Verify grout space is clean. Review 50% of all grouting for conformance to ACI 530.1/ASCE 6 Section 3.2, 3.3B, 3.4 and 3.5 and the construction documents.
22. 6. Weather Protections (periodic)	1 or 2	Conduct field review of completed masonry protection in accordance with contract Specifications. Further, when the ambient temperature is below 40°F or above 90°F, review protection for conformance to ACI 530.1/ASCE 6, Part 1.8, ACI 530/ASCE5 Section B.5.7.2 and the construction documents.
23. 7, Evaluation of Masonry 24. Strength (Structural Bearing 25. Walls only)	1 or 2	Verify f'_m of masonry prior to construction and at every 5,000 sf during construction by unit method or prism test method (as specified in Specification) in conformance with ACI 530.1/ASCE 6 Part 1.4.
26. 8. Anchorage 27. (periodic)	1 or 2	Review all exposed and 50% of concealed anchorages during construction for multi-wythe walls and masonry attachment to structural members to verify conformance with the construction documents.
28. 9. Expansion and Epoxy Bolts 29. (periodic) 30.	1 or 2	Review material report from approved a ency. In the absence of such approval in-site loa! tests as directed by Engineer shall be required to assure compliance with manufacturer's load tables.

STRUCTURAL STEEL		
tem	**Agent No.**	**Scope**
31. 1. Fabricator Certification Quality 32. Control Procedures	1 & 2	Verify whether Fabricator holds a current AISC Category I or II certification, or is a member of the Structural Steel Fabricators and conducts a periodic in-plant inspection by an approved independent agency. During the fabrications, verify the fabrication and quality control procedures determined above are being properly implemented.
33. 2. Material Certification	1 & 2	Inspect structural steel bolt, nut and washer and weld filler material for proper materials identification markings as required by the approved Drawings and AISC-ASD, Section A3.4 and A3.6; AISC LRFD, Section A3.3 and A3.5. Review all structural steel certified mill test reports and bolt nut and washer and weld filler manufacturer's certificates of compliance for conformance with the proper ASTM or AWS standards.
34. 3. Bolting a. Bearing-Type (periodic inspection) b. Slip-Critical (continuous for turn of nut or calibrated wrench method)	1 or 2	Inspect all bolted connections for required size, location and number of bolts and also for contact of plies. Inspection, minimum bolt tension, method of tightening and method of inspecting installed bolts shall be as specified in "Specifications for Structural Joints Using ASTM A-325 or A-490 Bolts", and the commentary that follows. Use of a calibrated torque wrench on a previously tightened bolt is not an acceptable method of inspection.
35. 4. Welding continuous inspection except periodic for: c. Single Pass Fillet Weld < 5/16 d. Floor and Deck Welds e. Welded Studs Welding Stairs and Railing System	1	Reference Standards: AWS D1.1, D1.3, D1.4. Perform a complete visual inspection of all shops and field welds in accordance with Section 6 of the AWS "Structural Welding Code". Perform NDT inspections as follows: U.T. Inspection 100% of field welds, 50% of shop welds (special inspection of welds performed in approved shops is not required). Weld inspectors shall be AWS Certified Welding Inspectors. Verify weldability of reinforcing steel except A706.
36. 5. Shear Connectors (periodic)	1 or 2	Material certification per Item 2, above. Welds shall be visually inspected. U.T. inspection of welds is not reauired unless noted on Drawings or Specification.
37. 6. Structural Details	1 & 2	Visual inspection of the erected steel frame to verify compliance with AISC "Code of Standard Practice" and with details shown on the approved erection shop drawings and construction documents, such as bracing, stiffening, member locations and proper application of joint details at each connection.
38. 7. Other		

FINAL REPORT OF TIONS

PROJECT:

LOCATION:

OWNER:

OWNER'S ADDRESS:

STRUCTURAL ENGINEER (S) OF RECORD: _____

To the best of my information, knowledge and belief, the special inspections required for this project, and itemized in the Statement of Special Inspections submitted for permit, have been performed and all discovered discrepancies have been reported and resolved other than the following.

Comments: _____

_____

_____

_____

Interim reports submitted prior to this final report form a basis for, and are to be considered an integral part of this final report.

Respectfully submitted,
Special Inspector

_____
Type or Print Name Date

_____
Signature Date

Signature: _____
Accepted, Building Inspector
Date: _____

Signature: _____
Accepted, Food Tech Structures, LLC
Date: _____

SPECIFICATIONS
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DIVISION 15 – MECHANICAL

DIVISION 16 – ELECTRICAL

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DIVISION 17 – MECHANICAL REFRIGERATION

END

DIVISION 1 - GENERAL REQUIREMENTS

SECTION 01450 SPECIAL INSPECTIONS

PART 1 GENERAL

1.1 GENERAL REQUIREMENTS

A. The construction inspection and testing required by this Section is in addition to the inspections required by the Building Officials. Special inspection is not a substitute for inspection by a local municipal building inspector. Specially inspected work which is installed or covered without the approval of the Engineer or local municipal building inspector is subject to removal or exposure.

B. The Owner shall employ the inspectors or testing agencies

C. Special Inspector shall be an independently established and recognized agency regularly engaged in conducting tests or furnishing professional and inspection services and shall be approved by the Engineer. The agency shall disclose all possible conflicts of interest so that objectivity can be confirmed. The agency shall have adequate equipment to perform all required tests. Personnel performing special inspection activities shall have qualifications according to the requirements for special inspector as noted below.

D. Special inspector shall:

1. Be a qualified person who shall demonstrate competence, to the satisfaction of the Building Official and Engineer, for inspection of the particular type of construction or operation requiring special inspection.

2. Be under the supervision of a professional engineer registered in the state in which work is under construction.

3. Observe the work assigned for conformance with the approved Drawings and Specifications and shall keep records of inspections.

4. Furnish inspection reports directly to the Building Official and Construction Manager/General Contractor and the Engineer. Reports shall indicate that work inspected was done in conformance with approved construction documents. Discrepancies shall be brought to the immediate attention of the Contractor for correction, then, if uncorrected, t he attention of the building official and Engineer prior to completion of that phase of work.

5. Submit a final signed report stating the work was in conformance with the approved Drawings and Specifications and the applicable workmanship provisions of the governing state code.

E. Should the Contractor fail to notify the special inspector or inspection agency when their services are required and testing is not performed, this Contractor shall bear the cost of non-destructive testing as determined by the Engineer to determine compliance.

F. Continuous inspection is always required during the performance of the work unless otherwise specified.

G. Special Inspector shall review this specification and Chapter 17 of the Inspection Building Code. In the event of conflict with this specification and the Building Code, the Code shall govern.

1.2 ADDITIONAL TESTING

A. The Owner will pay for all testing and inspections specifically requested by the Engineer, Owner or Bulding Official over and above those described in this Section and other Sections of the Specifications.

B. When initial tests indicate non-complicance with the Contract Documents, subsequent retests will be paid for by the Contractor.

PART 2 PRODUCTS – OMITTED

PART 3 EXECUTION – OMITTED

DEC 1 3 2004

All Purpose 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.

Ilike

Total Square *Footage* of Proposed Structure	Square Footage of Lot
60,980 SF	

Tax Assessor's Charf, Block & Lot Chart# / Block# / Lot#	Owner:	Telephone:
7 4 / A	KDJS Partners LLC	772 1934 x 316

Lessee/Buyer's Name (if Applicable)	Applicant *name*, address & telephone:	cost Of Work: $ / **Fee:** $
	Jeff Shorey 54 ST John St Portland, ME 04102	200,000 — 1,821.00

Current use: S-2 Storage / B Business

If the location is currently vacant, what was prior use: Same

Approximately how long has it been vacant: _____

Proposed use: Conversion of cold Storage space from freon to ammon.

Project description: refrigeration, construction of dock offices. This application is for foundations & structural steel.

Contractors name, address & telephone: Food Tech Structures LLC. 2100 Washington Street, Hanover, MA 02339

Who should we contact when the permit is ready: Jeffrey D Shorey

Mulling address: 54 ST John St
Portland ME 04102

We will contact you by phone when the permit is ready. You must come in and pick up the permit and revlew the requirements before starting any work, with a Pian Reviewer, A stop work order will be Issued and a $100.00 fee if any work starts before the permit is picked up. **PHONE:** 772-1934 ext 316

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APROVE THIS PERMIT.

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 of applicant: _____ **Date:** 12-13-04

This is NOT a permit, you may not commence ANY work until the permit is issued.
If you are in a Historic District you may be subject to additional permitting and fees with th Planning Department on the 4th floor of City Hall