Reviewed for Code Compliance
Inspections Division
Approved with Conditions
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Portland, Maine — Yes. Life's good here.

Permitting and Inspections Department
Michael A. Russell, MS, Director

Commercial Interior Alteration Checklist

(Including change of use, tenant fit-up*, amendment and/or interior demolition)

All applications shall include the following (please check and submit all items):

- ☒ **Commercial Interior Alterations Checklist** (this form)
- ☒ **General Building Permit Application** completed
- ☒ **Plot plan/site plan** showing lot lines, shape and location of all structures, off-street parking areas and noting any dedicated parking for the proposed business
- ☒ **Proof of Ownership or Tenancy** (If tenant, provide lease or letter of permission from landlord. If owner, provide deed or purchase and sale agreement if the property was purchased within the last 6 months.)
- ☒ **Key plan** showing the location of the area(s) of renovation within the total building footprint and adjacent tenant uses
- ☒ **Life Safety Plan** drawn to scale, showing egress capacity, any egress windows, occupancy load, travel distances, common path distance, dead end corridor length, separation of exits, illumination and marking of exits, portables fire extinguishers, fire separations and any fire alarm or fire sprinklers systems
- ☒ **Existing floor plans/layouts** drawn to scale, including area layout, removals, exits and stairs
- ☒ **Proposed floor plans/layouts** drawn to scale, including dimensions, individual room uses and plumbing fixtures

Please note: All plans shall be drawn to a measurable scale (e.g., 1/4 inch = 1 foot) and include dimensions. Construction documents prepared and stamped by a licensed architect or engineer shall be required for certain projects in accordance with the stated ***Policy on Requirements for Stamped or Sealed Drawings.***

Additional plans may also require the following *(As each project has varying degrees of complexity and scope of work for repairs, alterations and renovations, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project.):*

- ☐ **Code information** including use classifications, occupant loads, construction type, existing/proposed fire alarm, smoke and sprinkler protection systems, egress (exits and windows), fire separation areas and fire stopping
- ☒ **Demolition plans and details for each story** including removal of walls and materials
- ☐ **Construction and framing details** including structural load design criteria and/or non-structural details
- ☐ **New stairs** showing the direction of travel, tread and rise dimensions, handrails and guardrails
- ☐ **Wall and floor/ceiling partition types** including listed fire rated assemblies
- ☐ **Sections and details** showing all construction materials, floor to ceiling heights, and stair headroom
- ☐ **New door and window schedules** (include window U-factors)
- ☐ **Accessibility features and design details** including the Certificate of Accessible Building Compliance
- ☐ **Project specifications manual**
- ☐ **A copy of the State Fire Marshal construction and barrier free permits.** For these requirements visit: http://www.maine.gov/dps/fmo/plans/about_permits.html

Food service occupancies require additional plans and details for review, such as occupant load per square foot area for tables and chairs, number of fixed bar, banquet and booth seating, equipment and plumbing fixture plans with schedule, hood location and interior finish materials. Accessible seating and counter details shall be included, please refer to this site: http://www.alphaonenow.org/userfiles/resto_access_sheet.pdf

Separate permits are required for internal and external plumbing, electrical installations, heating, ventilating and air conditioning (HVAC) systems, appliances and commercial kitchen hoods.

*Tenant fit-up: construction necessary within the demising walls of a leased space, including partitions, finishes, fixtures, lighting, power, equipment, etc. making the interior space suitable for the intended occupation.