



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

General Building Permit Application

Project Address: Casco Bay High School, 196 Allen Avenue, Portland, ME

Tax Assessor's CBL: 343 C013 001 Cost of Work: \$ \$950,000 estimated
Chart # Block # Lot #

Proposed use (e.g., single-family, retail, restaurant, etc.): Educational

Current use: Educational Past use, if currently vacant: n/a

Commercial Multi-Family Residential One/Two Family Residential

Type of work (check all that apply):

<input type="checkbox"/> New Structure	<input type="checkbox"/> Fence	<input type="checkbox"/> Change of Ownership - Condo Conversion
<input checked="" type="checkbox"/> Addition	<input type="checkbox"/> Pool - Above Ground	<input type="checkbox"/> Change of Use
<input checked="" type="checkbox"/> Alteration	<input type="checkbox"/> Pool - In Ground	<input type="checkbox"/> Change of Use - Home Occupation
<input type="checkbox"/> Amendment	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Radio/Telecommunications Equipment
<input type="checkbox"/> Shed	<input type="checkbox"/> Replacement Windows	<input type="checkbox"/> Radio/Telecommunications Tower
<input type="checkbox"/> Demolition - Structure	<input type="checkbox"/> Commercial Hood System	<input type="checkbox"/> Tent/Stage
<input checked="" type="checkbox"/> Demolition - Interior	<input type="checkbox"/> Tank Installation/Replacement	<input type="checkbox"/> Wind Tower
<input type="checkbox"/> Garage - Attached	<input type="checkbox"/> Tank Removal	<input type="checkbox"/> Solar Energy Installation
<input type="checkbox"/> Garage - Detached		<input type="checkbox"/> Site Alteration

Project description/scope of work (attach additional pages if needed):

Interior renovation of selected 2nd floor instructional areas of the existing Casco Bay High School and addition of a new two-story exit stair/security vestibule structure.

Applicant Name: Douglas Ritter Sherwood, Facilities ^{Coordinator} Director Phone: (207) 842-5342

Address: PPS, 353 Cumberland Ave., Portland, ME 04101 Email: SHERWD@portlandschools.org

Lessee/Owner Name (if different): same Phone: () -

Address: _____ Email: _____

Contractor Name (if different): not yet determined Phone: () -

Address: _____ Email: _____

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: Douglas Ritter Sherwood Date: February 20, 2018
This is a legal document and your electronic signature is considered a legal signature per Maine state law.

Review of this application will not begin until the permit payment is received. This is not a permit. Work may not commence until the permit is issued.



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Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: portlandmaine.gov/payyourpermit
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

**City of Portland
Permitting and Inspections Department
389 Congress Street, Room 315
Portland, Maine 04101**

*Request fee waiver
for this FY2018 CIP
project (CIB501)*

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature: *Douglas Ritter Newell* Date: *February 20, 2018*

I have provided electronic copies and sent them on: _____ Date: 2/20/2018

NOTE: All electronic paperwork must be delivered to permitting@portlandmaine.gov or with a thumb drive to the office.

If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.



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New Commercial Structure and Addition Checklist

(Including accessory structure, ramp, stair)

All applications shall include the following:

New Commercial Structures and Additions Checklist (this form)

General Building Permit Application

Plot plan/site plan showing lot lines, shape and location of existing and proposed structures

n/a **Stamped boundary survey and copy of final approved site plan** (for new commercial structures that were subject to Site Plan approval only)

n/a **Proof of Ownership** (e.g. deed, purchase and sale agreement) if purchased within the last six months

Administrative Authorization Application from the Planning Department (required for new structures 500 square feet or less): <http://me-portland.civicplus.com/DocumentCenter/View/2809>

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](#).

Applications for detached accessory structures 120 square feet or less (for storage only) shall also include: One of the following which includes the length, width and height of the structure:

n/a A copy of the brochure from the manufacturer; or
A picture or sketch/plan of the proposed shed/structure

Applications for new structures and additions shall also include the following (As each project has varying degrees of complexity and scope of work, some information may not be applicable. Please check and submit only those items that are applicable to the proposed project.)

Complete Code Reviews per 2009 IBC and 2009 NFPA 101 with project applicable details

n/a **Geotechnical report**

Structural load design criteria per 2009 IBC

Statement of Special Inspections

Certificate of Accessible Building Compliance

n/a **ComCheck** <https://www.energycodes.gov/comcheck/> or **ResCheck** <https://www.energycodes.gov/rescheck/> with certificates of compliance for thermal envelope and MEP systems

One complete set of construction drawings with the following:

Life safety plan 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.

Foundation, floor and wall structural framing plans for each story and roof

Stair details with dimensions, direction of travel, handrails and guardrails

Wall/floor/ceiling partition types including listed fire rated assemblies and continuity

Sections and details showing all construction materials, floor to ceiling heights and stair headroom

Building Elevations, existing and proposed for each side of the building

Door and window schedules

Insulation R-factors of foundation/slab, walls, ceilings, floors, roof and window U-factors

Accessibility features and design details

Complete electrical, plumbing and mechanical plans

Project specifications manual

In process

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

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



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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

n/a **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

In process **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.