

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 be submitted online via the Citizen Self Service portal. Refer to the attached documents for complete instructions. The following items shall be submitted (please check and submit all items):

- Commercial Interior Alterations Checklist** (this form)
- 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.)
- N/A **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.



Jeanie Bourke <jmb@portlandmaine.gov>

12 Northwood Drive Building Permit #BLDC2018-00138

5 messages

Jeanie Bourke <jmb@portlandmaine.gov>
To: kmaxsimi71@gmail.com

Fri, Jun 22, 2018 at 4:21 PM

Hi Katherine,

I am in review of this permit for building code compliance and have some comments for you to address in order to continue with this review. Please provide information for the following items:

1. What do you mean by a CP lightweight wall, or CP wallboard?
2. Is cement board also considered gypsum drywall?
3. What is the ceiling height? Is the ceiling also finished?
4. Will this space be used for a sleeping room?
5. Does the closet under the stairs have a door access? If so, the inside walls, underside of the stair and soffits will need to also be covered with 1/2" gypsum board.

Let me know if you have any questions.

Thanks,
Jeanie

Jeanie Bourke
Code Enforcement Officer/LPI/Plan Reviewer
Team Leader

City of Portland
Permitting and Inspections Department
389 Congress St. Rm 315
Portland, ME 04101
jmb@portlandmaine.gov
(207)874-8715

Kathy Maxsimic <kmaxsimi71@gmail.com>
To: Jeanie Bourke <jmb@portlandmaine.gov>

Mon, Jun 25, 2018 at 2:55 PM

Hi Jeanie- Thanks for getting back to me regarding the building permit at 12 Northwood Drive. Here are answers to your questions:

1. Cp wallboard is plain old sheetrock.
2. We did not use any cement board.
3. The ceiling is finished with a drop ceiling using ceiling tiles and the height is 85 inches.
4. This space will not be used for sleeping.
5. The closet has door access and the inside walls are covered with 1/2 inch sheetrock.

Hope this helps. Please let me know if you have any other questions.

Kathy Maxsimic
207-939-8862

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Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.

Jeanie Bourke <jmb@portlandmaine.gov>
To: Kathy Maxsimic <kmaxsimi71@gmail.com>
Cc: Jason Grant <jgrant@portlandmaine.gov>

Tue, Jun 26, 2018 at 3:43 PM

Hi Kathy,

Thank you for this information, I am cc'ing the life safety plan reviewer, Jason Grant as he is also reviewing this permit.

The only clarification I need is for #5, you mentioned the walls have sheetrock, please confirm that the underside of the stair is also covered with sheetrock.

In speaking with Jason, he would like the following information:

1. Is the building sprinkled?
2. If not, a secondary means of escape needs to be provided from the basement in the form of a bulkhead opening or emergency escape and rescue opening (egress window), per the attached criteria.

Please let us know if you have any questions.

Thanks,
Jeanie

Jeanie Bourke
Code Enforcement Officer/LPI/Plan Reviewer
Team Leader

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Egress window policy-Portland.pdf
96K

Kathy Maxsimic <kmaxsimi71@gmail.com>
To: Jeanie Bourke <jmb@portlandmaine.gov>

Thu, Jun 28, 2018 at 11:07 AM

Hi Jeannie- The building is not sprinkled... the window size is 30" x 17" and is 72" from the floor. The underside of stairs is not covered in sheetrock but that can easily be done. Please advise me about the window. I do not see any way the window can be replaced. Thank you, Kathy Maxsimic

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Jeanie Bourke <jmb@portlandmaine.gov>
To: Kathy Maxsimic <kmaxsimi71@gmail.com>, Jason Grant <jgrant@portlandmaine.gov>

Thu, Jun 28, 2018 at 3:19 PM

Hi Kathy,

Thanks for the information, it sounds like this is a typical small basement window, insufficient for emergency escape. I will defer to Jason on this, however in past permits people have either put in window wells or a bulkhead. For your safety and that of any future owner, we are not able to approve the basement as habitable space without this egress element.

Please provide us with information on how this will be achieved.

Thanks,
Jeanie

Jeanie Bourke
Code Enforcement Officer/LPI/Plan Reviewer
Team Leader

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