

## **Building Change of use permit 2/20/16**

Dear Directors of Planning and Urban Development and Inspections Division,

I am applying for a General Building Permit for my family daycare facility in my residence at 58 Deering Run Drive in Portland, Maine. There was a miscommunication with my first application years ago and was asked to reapply for a building change of use permit. When reading the Commercial Interior and Change of Use Permit Application Checklist, I realize that it addresses the needs for documents showing construction drawings for changes, which I will have none. I will only be reapplying with no changes or additions to the residential structure. There will also be no added plumbing or wiring.

### **Fire Department requirements:**

1. Michele Clayton- 58 Deering Run Drive, Portland Me.-207-797-7902- no architect
2. Structure will be used for an in home family daycare
3. 1,820 sq. ft. downstairs (used for daycare) 1,300 upstairs (not used for daycare)
4. Fire Marshall approved structure for many years up to present time (2/20/16)
5. a.) Fire doors are used for egress and cellar door  
b.) smoke detectors in sleep room, one in main floor hallway, 2 in basement, one upstairs.  
Also carbon monoxide detectors, one on main floor hallway and one in basement.

### **Life Safety Plan:**

- a. Large windows for egress in each room of main floor (used for daycare), fire door egresses and basement door.
- b. The travel distance from the most remote point is about 20'. Our emergency fire drill practices average about 10 seconds to exit discharge.
- c. There are fire extinguishers on each floor. One under the sink in kitchen. One at the bottom of basement stairs, and one in upstairs hall.
- d. The emergency lighting consists of flashlights in the kitchen drawer.
- e. There is a fire safety exit map and sign on the basement door on the first floor, and another on the wall upstairs. (not used for daycare)
- f. There are smoke detectors on every floor. One in upstairs hallway (not used for daycare). One in the main floor hallway, along with a carbon monoxide detector. One in the main floor sleep room. Two in the basement along with a carbon monoxide detector. Also an ADT system with smoke detector.
- g. No elevators.

The Fire Marshall is scheduled to inspect on Friday 2/26/16 and I will comply with any changes, if needed .

Thank you for your consideration.

Sincerely, Michele Clayton

Owner- It Takes a Village Daycare