Portland, Maine | Yes. Life's good here.

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 04/05/17

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)**:**

- [4] **Commercial Interior Alterations Checklist** (this form)
- [4] **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
- [4] **Life Safety Plan** showing exits, travel distance, fire separations, detectors and devices
- [4] **Existing floor plans/layouts** including area layout, removals, exits and stairs
- [4] **Proposed floor plans/layouts** including dimensions, individual room uses and plumbing fixtures

Please note: Construction documents for projects with a construction cost in excess of $50,000 must be prepared by a design professional and bear their seal.

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.):*

- [4] **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
- [4] **Demolition plans and details for each story** including removal of walls and materials
- [4] **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
- [4] **Sections and details** showing all construction materials, floor to ceiling heights, and stair headroom
- [4] **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.

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Certificate of Accessible Building Compliance

All facilities for the use of a public entity shall be readily accessible by individuals with disabilities.

Project Name: N/A _____ Project Address: _____

Classification: ☐ Title II (State/Local Government) ☐ Title III (Public Accommodation/Commercial Facility)

☐ **New Building**
- ☐ Americans with Disabilities Act (ADA)
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Barrier Free Certification ($75,000+ scope of work)
  - ☐ State Fire Marshal Plan Review Approval

☐ **Alteration/Addition**
- ☐ Existing Building Completion date:
  - ☐ Original Building: _____
  - ☐ Addition(s)/Alteration(s): _____
- ☐ Americans with Disabilities Act (ADA)
  Path of Travel ☐ Yes ☐ No
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Exceeds 75% of existing building replacement cost
  - ☐ Barrier Free Certification ($75,000+ scope of work)
  - ☐ State Fire Marshal Plan Review Approval

☐ **Occupancy Change/Existing Facility**
- ☐ New Ownership – Readily Achievable Barrier Removal: _____

☐ **Residential**
- ☐ Americans with Disabilities Act (ADA)
- ☐ Fair Housing Act (4+ units, first occupancy)
- ☐ Maine Human Rights Act (MHRA)
  - ☐ Covered Multifamily Dwelling (4+ units)
  - ☐ Public Housing (20+ units)
- ☐ Uniform Federal Accessibility Standards (UFAS)
- ☐ None, explain: _____

Contact Information:

Design Professional:

_____
Signature

Name: _____

Address: _____

_____

Phone: _____

Maine Registration #: _____

Owner:

_____
Signature

Name: _____

Address: _____

_____

Phone: _____