Fire Alarm
Permit Application

If you or the property owner owes real estate or personal property taxes or u
within the City, payment arrangements must be made before permits o

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 03/29/16

Address/Location of Construction: 500 Washington Ave.		
Total Square Footage of Proposed Structure:		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	**Applicant Name:** Norris Inc. Address 2257 West Broadway South City, State & Zip Portland, ME 04106	T melissap@norrisinc.com Email:
Lessee/Owner Name: A&M Partners (if different than applicant) Address: 120 Exchange St. City, State & Zip: Portland, ME. 04101 Telephone & E-mail: 879-1358	**Contractor Name:** same (if different from Applicant) Address: City, State & Zip: Telephone & E-mail:	Cost Of Work: $ 3000.00 Fees: first $1000 = $25 fee + $11 for every other $1,000 of Cost of work **Total Fees** : $ 47.00

Current use (i.e. single family) vacant
If vacant, what was the previous use? business-- laundry mat
Proposed Specific use: Business-- Spa/ Relaxation Center
Is property part of a subdivision? NO If yes, please name
Project description: add, remove & relocate fire alarm devices as needed for tenant fit up.

Who should we contact when the permit is ready: Melissa Peters-- Norris Inc.
Address: same as above
City, State & Zip:
E-mail Address: melissap@norrisinc.com
Telephone:

Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

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: **Date:**

This is not a permit; you may not commence ANY work until the permit is issued.

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Jeff Levine, AICP, Director
Director of Planning and Urban Development

Tammy Munson
Director, Inspections Division

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a ***legal signature*** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are ***paid in full*** to the Inspections Office, City of Portland Maine by method noted below:

Within 24-48 hours, upon receipt of an e-mailed invoice from Building Inspections, which signifies that my electronic permit application and corresponding paperwork have been received, determined complete, entered by an administrative representative, and assigned a permit number, I then have the following four (4) payment options:

✓ to provide an on-line electronic check or credit/debit card (we now accept American Express, Discover, VISA, and MasterCard) payment (along with applicable fees beginning July 1, 2014),

o call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone,

o hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall,

o or deliver a payment method through the U.S. Postal Service, at the following address:

City of Portland
Inspections Division
389 Congress Street, Room 315
Portland, Maine 04101

Once my payment has been received, this then starts the review process of my permit. ***After all approvals have been met and completed, I will then be issued my permit via e-mail.*** No work shall be started until I have received my permit.

Applicant Signature: Melissa Peltier Date: 3/4/16

I have provided digital copies and sent them on: 3/4/16 Date: _____

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.

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Date: 03/29/16

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

Complete and submit the following

- ■ Design complies with City Code Ch. 10 and Fire Department Regulations Ch 5: Reno Only
- ■ Life Safety Code Occupancy Classification: business
- ■ A formal code analysis may be required depending on the complexity of the property: _____
- ■ Is the top occupiable floor of the building greater than 75 ft. above the lowest level of fire department access (high-rise)? No
- ■ Is this new work or a renovation to an existing system? Reno
- ■ Name of company providing programming and certification of system Norris Inc.
  (see http://www.portlandmaine.gov/fireprevention/firealarmcompanies.asp for approved companies):
- ■ Vectored pdf plans and documents included
- ■ Accurate scalable floor plan(s)
- ■ Reflected ceiling or electrical plans are not acceptable. The plans shall be represent only the fire alarm system
- ■ Each plan shall have a graphic scale
- ■ Each plan shall have a 3 in. x 3 in. space reserved in the top right hand corner for city approval stamp
- □ Each plan shall have FA and a sheet number and a descriptive tile on it
- ■ Each sheet shall be saved as a separate file and named the sheet number and title (ex. *FA-01 First Floor*, *FA-04 Wiring Diagram*, etc.)
- ■ In order to review revisions to previously submitted plans, each revision shall have the same file name as the previous version
- ■ Each document shall be a separate file with a descriptive file name
- ■ An example of one document and file is a four page data sheet for one smoke detector
- ■ Designer qualifications (copy of NICET IV certificate or stamped plans and documents)
- ■ Scope of work
- ■ Wiring diagram(s)
- □ Annunciator details N/a
- ■ Operations matrix

Building Inspections Division • 389 Congress Street • Portland, Maine 04101 • (207) 874-8703 • FACSIMILE (207) 874-8716 • TTY (207) 874-8936

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- Battery and voltage calculations
- Equipment data sheets
- A city electrical permit has been pulled

Master Box Approval (complete all items for approval)

- ☐ Is this check list applicable? N/A
- ☐ Will a master box be installed? _____
- ☐ AES approved installing contractor? _____
- ☐ Documentation of AES approval: _____
- ☐ Property Owner? _____
- ☐ Property Owner Billing Address? _____
- ☐ Property common name: _____
- ☐ E-911 Address for protected premises: _____
- ☐ Life Safety Code Occupancy Classification: _____
- ☐ Emergency contact name: _____
- ☐ Emergency contact phone: (_____)_____-_____
- ☐ Additional emergency contact phone: (_____)_____-_____
- ☐ Number of stories protected? _____
- ☐ Number of square feet of structure protected? _____
- ☐ Is the building protected by a supervised, automatic sprinkler system? _____

* See Applicant Submittal Requirements for Electronic Plan Review.

Separate permits are required for internal and external plumbing, & electrical installations.
For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405. Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.

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