Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 03/20/18

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 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
- ☐ **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**
- ☐ **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: Martin's Point Health Care Building 4 - Contact Center Project Address: 331 Veranda Street Portland, ME 04104

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: 1934
  - ☑ Addition(s)/Alteration(s): 1987; 1992
- ☑ 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
(This is a legal document and your electronic signature is considered a legal signature per Maine state law.)

Name: Ann Fontaine-Fisher
Address: (PDT Architects)
49 Dartmouth St., Portland, ME 04101
Phone: 207-775-1059
Maine Registration #: 1439

Owner:

x Signature
(This is a legal document and your electronic signature is considered a legal signature per Maine state law.)

Name: Domenic Ciavarro (Martin's Point HC)
Address: 331 Veranda Street, PO Box 9746
Portland, Maine 04104-5040
Phone: 207-791-2690

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General Building Permit Application

Project Address: 331 Veranda Street, Portland, ME 04104

Tax Assessor's CBL: 434 (Chart #) C001 (Block #) 001 (Lot #) **Cost of Work:** $675,000.

Proposed use (e.g., single-family, retail, restaurant, etc.): Contact Center (employee based)

Current use: vacant **Past use, if currently vacant:** medical clinic

(●) **Commercial** ( ) **Multi-Family Residential** ( ) **One/Two Family Residential**

Type of work (check all that apply):

☐ New Structure	☐ Foundation Only	☐ Change of Ownership - Condo Conversion
☐ Addition	☐ Fence	☐ Change of Use
☑ Alteration	☐ Pool - Above Ground	☐ Change of Use - Home Occupation
☐ Amendment	☐ Pool - In Ground	☐ Radio/Telecommunications Equipment
☐ Shed	☐ Retaining Wall	☐ Radio/Telecommunications Tower
☐ Demolition - Structure	☐ Replacement Windows	☐ Tent/Stage
☑ Demolition - Interior	☐ Commercial Hood System	☐ Wind Tower
☐ Garage - Attached	☐ Tank Installation/Replacement	☐ Solar Energy Installation
☐ Garage - Detatched	☐ Tank Removal	☐ Site Alteration

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

The project involves a fit-up to the second floor (approx. 6,360 net sf). The building underwent a "shell and core" renovation in 2011 and has been vacant since that time. The space on the second floor will be fit-up as Martin Point's new contact center and occupied by Martin's Point employees. The contact center is an open office design with a few small offices, conference room, staff break area and toilet rooms. The first and third floors will remain unfinished.

VP Support Services

Applicant Name: Domenic Ciavarro, Martin's Point HC **Phone:** (207) 791 - 2690

Address: 331 Veranda Street, Portland, ME **Email:** domenic.ciavarro@martinspoint.org

Lessee/Owner Name (if different): _____ **Phone:** (____) _____ - _____

Address: _____ **Email:** _____

Contractor Name (if different): Not confirmed at this time **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: _____ Date: 2/6/18

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

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: x _____ Date: 2/5/18

I have provided electronic copies and sent themon: Date: 2/5/18

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.