

BP 210 Exchange Street-I
(Amdt. 25)

December 17, 1949

Mr. Ernest C. Soule
75 Edwards Street
Portland, Maine

Subject: Arrangement of drop ladder serving
Federal Post building in connection with
alteration job on the Union Mutual building
at 120 Exchange Street.

Dear Mr. Soule:

Our inspector reports that this drop ladder has been fixed with a hook to hold it in the "up" position so that a person in order to release the drop ladder would have to stoop down and reach out through a 15-inch wide space and unfasten the hook about 2 feet below his own foot level. This seems unnecessarily hazardous. It is questionable enough to have a person compelled to go through a space only 15" wide to get onto the ladder, but that is the width shown on your sketch and we do not mean to raise that question now.

It is necessary that suitable adjustment be made either by changing out the movable portion of the ladder or by adjusting the length of the hook or its fastenings so that a person can unfasten the hook and lower the drop ladder without having to bend over at all. Obviously the method of doing this should be so simple that anyone in an emergency would know how to release the movable ladder.

I tried to get you on the phone this morning but found that you were out of town until late Sunday night. Therefore this letter. I suggest that you decide how you are going to fix it and let us know before you actually do it, and of course we would like to have it adjusted right away.

Very truly yours,

Warren McDonald
Inspector of Buildings

WMCD/G

DP 120 Exchange Street
Auct. 75-1

September 21, 1949

Mr. Ernest C. Scule
75 Edwards Street
Portland, Maine

Subject: Amendment #5 to permit 48/2006 cover-
in construction of passageway between build-
ing at 120 Exchange Street and that at 187-189
Federal Street

Dear Sir:

The amendment covering the above work is issued herewith based on the revised plan filed and subject to the following:

1. Amendment is issued for the ramp to have a rise greater than one inch in twelve inches on the basis that there will never be more than twenty persons at any one time in the first story of the building at 187-189 Federal Street as noted in a letter from the owners which has been filed with the application.

2. The plan does not indicate just how the adjustment of the existing emergency egress of egress from the second story of the Federal Street building is to be taken care of and lacking information concerning such details, we are unable to pass upon the adequacy of the proposed arrangement. The location of the ladder leading to the ground from the roof of the new addition, the manner in which access is to be gained to it and how opening in rail at ladder is to be guarded are important features of the work. You should furnish such details for checking before any work is started on this part of the project in order to avoid the possibility of changes being necessary after the work has been done.

3. Existing vent and fill pipes projecting into the area to be enclosed are to be extended to a location outside the new addition.

4. All windows in the walls of the addition are to have metal shutters and wire glass.

Very truly yours,

Warren McDonald
Inspector of Buildings

AJ3/0

CC: Union Mutual Life Insurance Company
396 Congress Street



GENERAL BUSINESS ZONE

APPLICATION FOR ELEVATOR PERMIT

PERMIT ISSUED
AR 1 1949
CITY of PORTLAND

Portland, Maine, March 31, 1949

To the INSPECTOR OF BUILDINGS, Portland, Me.

The undersigned hereby applies for a permit to install alter _____ elevator _____ in accordance with the Laws of the State of Maine, the Building Code of the City of Portland, plans and specifications submitted herewith, and the following specifications:

Location 396 Congress Street Ward _____ Within Fire Limits? yes Dist. No. 1
Owner's name and address Union Mutual Life Insurance Co.
Elevator contractor's name and address Otis Elevator Co., 195 Fore St. Telephone 3-8058
Plans filed as part of application yes No. sheets 1
Last use of building Offices No. families _____
Proposed use of building _____ No. families _____
Material of outside wall of building brick & concrete, interior frame wood
No. of stories 4 Style of roof flat ta. & Gravel No. of existing elevators in building 0
Remarks _____ Fee \$ 2.00

Details of Proposed Work

Extent of work by elevator contractor installation of new passenger elevator
Extent of work by owner new shaftway
Type of Elevator passenger, in new or existing shaftway new
Shaftway enclosed or open enclosed No. elevator stops 4
Capacity of elevator 2500 / 1500, Speed in feet per minute 100'
Material of cables cable steel No. and size of hoisting cables 4 3"
Location of machinery overhead Material of supports steel, of guides steel
Minimum diameter of sheaves 30" Minimum clearance counterweights and overhead beams 4 3/4"
Minimum clearance above car at topmost floor level 3' 9"
Minimum clearance buffer plates and springs when car is at lowest floor level 13 5/8"
Type of power electric Type of machine Traction
Will elevator be equipped with the following safety devices:—governor? yes car safety? yes, electric brakes? yes, automatic terminal stops at top and bottom? yes, slack cable stops? none, safety floor stops? yes

If Passenger Elevator

Passenger capacity? 16 Area of platform 4' 6" x 38' 10" Material of enclosure steel
Type of gates solid steel, interlocked yes automatic closing device? yes
Elevator be automatic or will operator be in attendance? automatic
Doors in shaftway enclosure, be interlocked? yes

If Freight Elevator

Platform _____ No. of sides enclosed _____ Height of enclosure _____
Shaftway be enclosed? _____ Self-closing hatch gates? _____ Height? _____ Bi-parting doors? _____
Entrances to shaftway? _____ Self-closing slatted gates? _____ Height? _____
Signature of elevator contractor by: Otis Elevator Co.

STATEMENT OF ELEVATOR TESTS

PORTLAND, MAINE

I, _____, have personally supervised the installation or alterations to the elevator, hatchways and enclosures at _____ as permitted under Building Permit _____, and have personally supervised tests of loading capacity and of all brakes, interlocking and all other safety devices, and I do here state that, according to my best knowledge and belief, the elevator will safely carry the maximum rated loading and all brakes, interlocking and other safety devices are in satisfactory condition.

(Signature)

PORTLAND, MAINE,

STATE OF MAINE

CUMBERLAND, SS: _____ and made oath the statements by him subscribed are true.

Notary Public Justice of the Peace

INSPECTION COPY

Permit No. 49/386
 Station 39.6 Campground St.
 Owner Wichita Mutual Life Ins. Co.
 Date of permit 4/29/49
 Elev. Cont. _____
 Statement of tests rec'd Aug 27, 49
 Final Notif. _____
 Final Inspn. Aug 29, 49 006
 Certificate issued 8/29/49

NOTES
 7-22-49 Installation of wiring
 completed. Call Mr. Hanson
 for electric check top and
 bumper clearance also
 statement of test. 156
 7/26/49 Top and bumper
 clearance OK
 8-26-49 Mr. Hanson said
 statement of test in
 mail. 156

Remarks of Inspector Atank

Remarks of Inspector Atank
 The work was done in accordance with the approved plans and specifications. The work was inspected on 8/29/49 and found to be in accordance with the approved plans and specifications. The work was approved for occupancy on 8/29/49.

DATE 8/29/49
 BY [Signature]

STATEMENT OF ELEVATOR TESTS

PORTLAND, MAINE, August 26, 1949

I, E. S. Hanson

as an employe of Otis Elevator Company, have personally supervised the installation or alterations to the elevator, hatchways and enclosures at Union Mutual Life Insurance, permitted under Building Permit _____, and have personally supervised tests of loading capacity and of all brakes, interlocking and all other safety devices, and I do here state that, according to my best knowledge and belief, the elevator will safely carry the maximum rated loading and all brakes, interlocking and other safety devices are in satisfactory condition.

E. S. Hanson

(Signature)

PORTLAND, MAINE, AUG 26, 1949

STATE OF MAINE

CUMBERLAND, SS:

Personally appeared the above named E. S. Hanson and made oath the statements by him subscribed are true.

APPLICANT'S COPY

Notary Public
Justice of the Peace

(G) GENERAL BUSINESS ZONE

APPLICATION FOR PERMIT

PERMIT ISSUED
02375
DEC 24 1948
CITY of PORTLAND



Class of Building or Type of Structure Second Class
Portland, Maine, December 20, 1948

To the INSPECTOR OF BUILDINGS, PORTLAND, MAINE

The undersigned hereby applies for a permit to ~~erect~~ alter ~~repairs~~ ~~and~~ ~~work~~ on the following building ~~structure~~ ~~equipment~~ in accordance with the Laws of the State of Maine, the Building Code and Zoning Ordinance of the City of Portland, plans and specifications, if any, submitted herewith and the following specifications:

Location 396 Congress Street Within Fire Limits? yes Dist. No. 1
Owner's name and address Union Mutual Life Insurance Co., 396 Congress St. Telephone _____
Lessee's name and address Maine Bonding & Casualty Co., 396 Congress Street Telephone _____
Contractor's name and address Ernest C. Soule, 75 Edwards Street Telephone 2-7901
Architect _____ Specifications _____ Plans yes No. of sheets 2
Proposed use of building Offices No. families _____
Last use _____ " _____ No. families _____
Material brick No. stories 4 Heat _____ Style of roof _____ Roofing _____
Other buildings on same lot 1222
Estimated cost \$ 1200 Fee \$ 5.00

General Description of New Work

To make alterations on second floor as per plans.

Permit Issued with Letter

CERTIFICATE OF OCCUPANCY
REQUIREMENT IS WAIVED

It is understood that this permit does not include installation of heating apparatus which is to be taken out separately by and in the name of the heating contractor. PERMIT TO BE ISSUED TO Ernest C. Soule

Details of New Work

Is any plumbing involved in this work? _____ Is any electrical work involved in this work? _____
Height average grade to top of plate _____ Height average grade to highest point of roof _____
Size, front _____ depth _____ No. stories _____ solid or filled land? _____ earth or rock? _____
Material of foundation _____ Thickness, top _____ bottom _____ cellar _____
Material of underpinning _____ Height _____ Thickness _____
Kind of roof _____ Rise per foot _____ Roof covering _____
No. of chimneys _____ Material of chimneys _____ of lining _____ Kind of heat _____ fuel _____
Framing lumber—Kind _____ Dressed or full size? _____
Corner posts _____ Sills _____ Girt or ledger board? _____ Size _____
Girders _____ Size _____ Columns under girders _____ Size _____ Max. on centers _____
Studs (outside walls and carrying partitions) 2x4-16" O. C. Bridging in every floor and flat roof span over 8 feet.
Joists and rafters: 1st floor _____, 2nd _____, 3rd _____, roof _____
On centers: 1st floor _____, 2nd _____, 3rd _____, roof _____
Maximum span: 1st floor _____, 2nd _____, 3rd _____, roof _____
If one story building with masonry walls, thickness of walls? _____ height? _____

If a Garage

No. cars now accommodated on same lot _____, to be accommodated _____ number commercial cars to be accommodated _____
Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building? _____

APPROVED:

O.N. - 12/24/48 - A.J.S.

Miscellaneous

Will work require disturbing of any tree on a public street? no
Will there be in charge of the above work a person competent to see that the State and City requirements pertaining thereto are observed? yes

Union Mutual Life Insurance Co.
Maine Bonding & Casualty Co.

Signature of owner by:

E.C. Soule

NOTES

~~1/16/48 work on 1st level of trail
in. Apparently no consideration
as the means of access as given to
in para 3, with the letter, has been
given to.~~

Permit No. 48/2375
Location 396 Camp on road
Owner Mine Products Company
Date of permit 12/24/48
Notif. closing-in
Inspn. closing-in
Final Notif.
Final Inspn. 2/18/49 236.
Cert. of Occupancy issued

WADSWORTH, BOSTON & TUTTLE · ARCHITECTS

57 Exchange Street · Portland 3, Maine

Philip Shirley Wadsworth, A. I. A.
Royal Boston, Jr., A. I. A.
William Dana Tuttle, A. I. A.

January 18, 1949

Warren McDonald, Inspector of Buildings
City Hall
Portland, Maine

Re: Maine Bonding & Casualty Company

Dear Mr. McDonald:

Due to inability to obtain from Megquier & Jones the Lally columns as called for in time to permit the carrying out of the work with dispatch, it becomes necessary to make substitutions. The substitutions will be as follows:

In place of the 3 1/2" Lally column, a 4" x 4" H column will be substituted, weighing 13 pounds per foot.

In lieu of the 4" Lally and the 4 1/2" Lally columns, 5" x 5" H columns will be substituted, weighing 18.5 pounds per linear foot.

This substitution of H columns gives a carrying capacity somewhat greater than the Lally columns as originally shown.

Very truly yours,

William J. Tuttle

WADSWORTH, BOSTON & TUTTLE

RECEIVED

JAN 19 1949

DEPT. OF BLD'G. INSP.
CITY OF PORTLAND

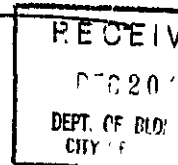
WDT:L

Copy - Mr. Ernest C. Soule
C-4839

These plans (2 sheets), covering Alterations to Offices of
the Maine Bonding & Casualty Company, 398 Congress Street,
Portland, Maine, have been designed and drawn up by the
undersigned according to the latest rules of engineering
practice and to comply with the allowable working stresses,
floor loads, etc., required by the Building Code of the
City of Portland.

WADSWORTH, BOSTON & TUTTLE

By *William J. Tuttle*
Partner



AF 396 Congress Street-I

December 24, 1948

Mr. Ernest C. Soule
75 Edwards Street
Haine Bonding & Casualty Company
396 Congress Street

Subject: Permit for alterations
in second story of building at
396 Congress Street

Gentlemen:

The permit for the above work is issued herewith to Mr. Soule based on plans filed with the application and subject to the following:

1. Since the new columns in second story are to be supported on top of the steel beams in second floor framing, we presume investigation has been made to make sure that the considerable loads to be deposited upon these beams will not be so great as to cause crippling action in the webs of the beams.

2. The new doors to be provided in the opening from lobby to stair tower are required to swing out instead of in as shown on plans.

3. We recommend that thought be given to providing better exit arrangements from this story of the building and from the stories above if conditions there are similar to those in the second story. It appears that, in case of an emergency near the center of the building with smoke and flame traveling the stairway around the open elevator well, persons working in the westerly end of the building would be left without any means of escape.

Very truly yours,

AJS/3

Inspector of Buildings

CC: Wadsworth, Boston & Tuttle
57 Exchange Street

Union Mutual Life Insurance Company
396 Congress Street

WADSWORTH, BOSTON & TUTTLE · ARCHITECTS

57 Exchange Street · Portland, Maine

Philip Shirley Wadsworth, A.I.A.
Royal Boston, Jr., A.I.A.
William Dana Tuttle, A.I.A.

*Dear Mr. McDonald,
I am sorry that I
cannot be with you
for a conference
on June 6, 1946*

Mr. Warren McDonald
Inspector of Buildings
City Hall
Portland, Maine

Dear Mr. McDonald:

We enclose one print of drawing showing proposed alterations to the executive floor of the Union Mutual Life Insurance Company, 88 1/2 Congress Street, Portland, Maine. None of the changes are structural. They only concern the rearrangement and decoration of space.

Ernest C. Soule, who is to do the work, has already applied for a permit, I believe, and this drawing will complete his application.

Very truly yours,

Philip Shirley Wadsworth

WADSWORTH, BOSTON & TUTTLE

PSW:L
Enclosure
C-4613

RECEIVED
JUN 7 1946
DEPT. OF BLD'G. INSP.
CITY OF PORTLAND

GENERAL BUSINESS ZONE

APPLICATION FOR PERMIT



Class of Building or Type of Structure. 2nd CLASS

Portland, Maine, June 1, 1946

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

Plan number 6, 7/46

PERMIT ISSUED 01029 JUN 8 1946

The undersigned hereby applies for a permit to erect alter repair demolish or move all the following building structure equipment in accordance with the Laws of the State of Maine, the Building Code and Zoning Ordinance of the City of Portland, plans and specifications, if any, submitted herewith and the following specifications:

Location 396 Congress Street Within Fire Limits? Yes Dist. No. 1
Owner's name and address Union Mutual Life Ins. Co., 396 Congress St. Telephone
Lessee's name and address Telephone
Contractor's name and address Ernest C. Soule, 75 Edwards Street Telephone 2-7301
Architect Specifications Plans yes No sheets 1
Proposed use of building Bank and offices No. families
Last use " " No. families
Material brick No. stories 4 Heat Style of roof Roofing
Other buildings on same lot
Estimated cost \$ 4,200. Fee \$ 4.50

General Description of New Work

To make alterations to lobby and executive office, third floor, as per plan.

CERTIFICATE OF OCCUPANCY REQUIREMENT IS WAIVED

It is understood that this permit does not include installation of heating apparatus which is to be taken out separately by and in the name of the heating contractor.

Details of New Work

Is any plumbing work involved in this work? Is any electrical work involved in this work?
Height: grade to top of plate Height average grade to highest point of roof.
Size, front depth No. stories solid or filled land? earth or rock?
Material of foundation Thickness, top bottom cellar
Material of underpinning Height Thickness
Kind of roof Rise per foot Roof covering
No. of chimneys Material of chimneys of lining Kind of heat fuel
Framing lumber--Kind Dressed or full size?
Corner posts Sills Girt or ledger board? Size
Girders Size Columns under girders Size Max. on centers
Studs (outside walls and carrying partitions) 2x4-16" O. C. Bridging in every floor and flat roof span over 8 feet.
Joists and rafters: 1st floor, 2nd, 3rd, roof
On centers: 1st floor, 2nd, 3rd, roof
Maximum span: 1st floor, 2nd, 3rd, roof
If one story building with masonry walls, thickness of walls? height?

If a Garage

No. cars now accommodated on same lot to be accommodated number commercial cars to be accommodated.
Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building?

APPROVED:
[Signature lines]

Miscellaneous

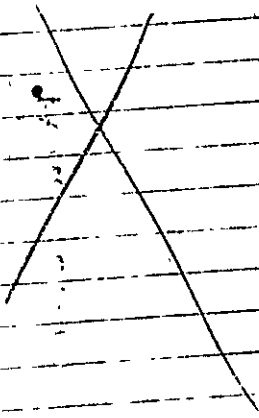
Will work require disturbing of any tree on a public street? no
Will there be in charge of the above work a person competent to see that the State and City requirements pertaining thereto are observed? yes

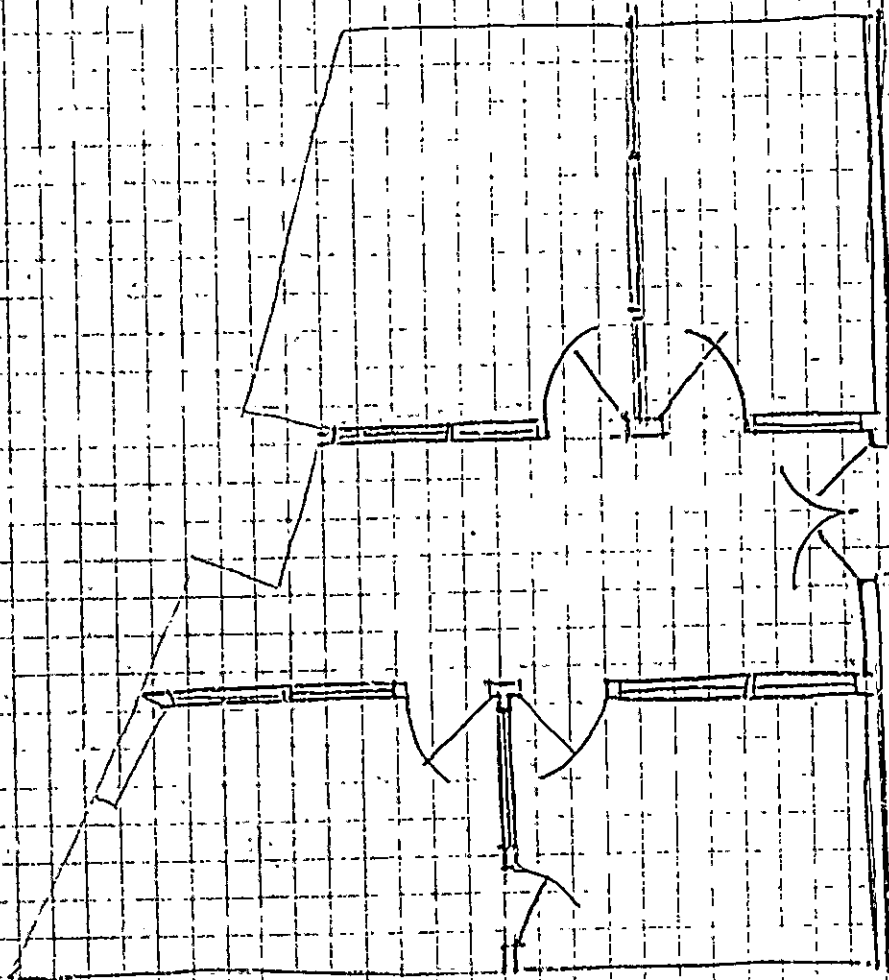
Union Mutual Life Insurance Co.

Signature of owner By: [Signature]

Permit No. 46/1029
Location 396 Congress St.
Owner Union Mutual Life Ins.
Date of permit 6/8/46
Notif. closing-in 7/11/46
Inspn. closing-in 7/11/46-GV.
Final Notif
Final Inspn. 7/11/46
Cert. of Occupancy issued None

NOTES





RECEIVED
FEB 12 1946
DEPT. OF BLD'G. INSP.
CITY OF CHICAGO

4th Floor
123 Exchange Bldg.



(G) GENERAL BUSINESS ZONE
APPLICATION FOR PERMIT

Class of Building or Type of Structure Second Class

Portland, Maine, February 12, 1946

PERMIT (ISSUED)
60191
FEB 12 1946

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

The undersigned hereby applies for a permit to ~~erect~~ ~~erect~~ ~~erect~~ all the following building structure equipment in accordance with the Laws of the State of Maine, the Building Code and Zoning Ordinance of the City of Portland, plans and specifications, if any, submitted herewith and the following specifications:

Location 392 Congress Street Within Fire Limits? yes Dist. No. 1
Owner's name and address Union Mutual Life Insurance Co., 392 Congress St Telephone _____
Lessee's name and address _____ Telephone _____
Contractor's name and address Ernest C. Soule, 75 Edward Street Telephone 2-3301
Architect _____ Specifications _____ Plans yes No. of sheets 1
Proposed use of building Bank and offices No. families _____
Last use _____ No. families _____
Material brick No. stories 5 Heat _____ Style of roof _____ Roofing _____
Other buildings on same lot _____
Estimated cost \$ 400. Fee \$ 1.00

General Description of New Work

To sub-divide one large offices into four private offices on fourth floor, as per plan.
Studs - 4" metal studs- 16" O.C., metal lath and plaster.

CERTIFICATE OF OCCUPANCY
REQUIREMENT IS WAIVED

It is understood that this permit does not include installation of heating apparatus which is to be taken out separately by and in the name of the heating contractor.

Details of New Work

Is any plumbing work involved in this work? _____ Is any electrical work involved in this work? _____
Height average grade to top of plate _____ Height average grade to highest point of roof _____
Size, front _____ depth _____ No. stories _____ solid or filled land? _____ earth or rock? _____
Material of foundation _____ Thickness, top _____ bottom _____ cellar _____
Material of underpinning _____ Height _____ Thickness _____
Kind of roof _____ Rise per foot _____ Roof covering _____
No. of chimneys _____ Material of chimneys _____ of lining _____ Kind of heat _____ fuel _____
Framing lumber--Kind _____ Dressed or full size? _____
Corner posts _____ Sills _____ Girt or ledger board? _____ Size _____
Girders _____ Size _____ Columns under girders _____ Size _____ Max. on centers _____
Studs (outside walls and carrying partitions) 2x4-16" O. C. Bridging in every floor and flat roof span over 8 feet.
Joists and rafters: 1st floor _____, 2nd _____, 3rd _____, roof _____
On centers: 1st floor _____, 2nd _____, 3rd _____, roof _____
Maximum span: 1st floor _____, 2nd _____, 3rd _____, roof _____
If one story building with masonry walls, thickness of walls? _____ height? _____

If a Garage

No. cars now accommodated on same lot _____, to be accommodated _____ number commercial cars to be accommodated _____
Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building? _____

Miscellaneous

Will work require disturbing of any tree on a public street? no
Will there be in charge of the above work a person competent to see that the State and City requirements pertaining thereto are observed? yes

Union Mutual Life Insurance Co.

APPROVED:

Signature of owner By: E. C. Soule

INSPECTION COPY

Permit No. 46/194

Location 392 Congress St.

Owner Worcester Mutual Life Ins. Co.

Date of permit 2/12/46

Notif. closing-in 2/15/46

Inspn. closing-in 2/15/46 - G.T.

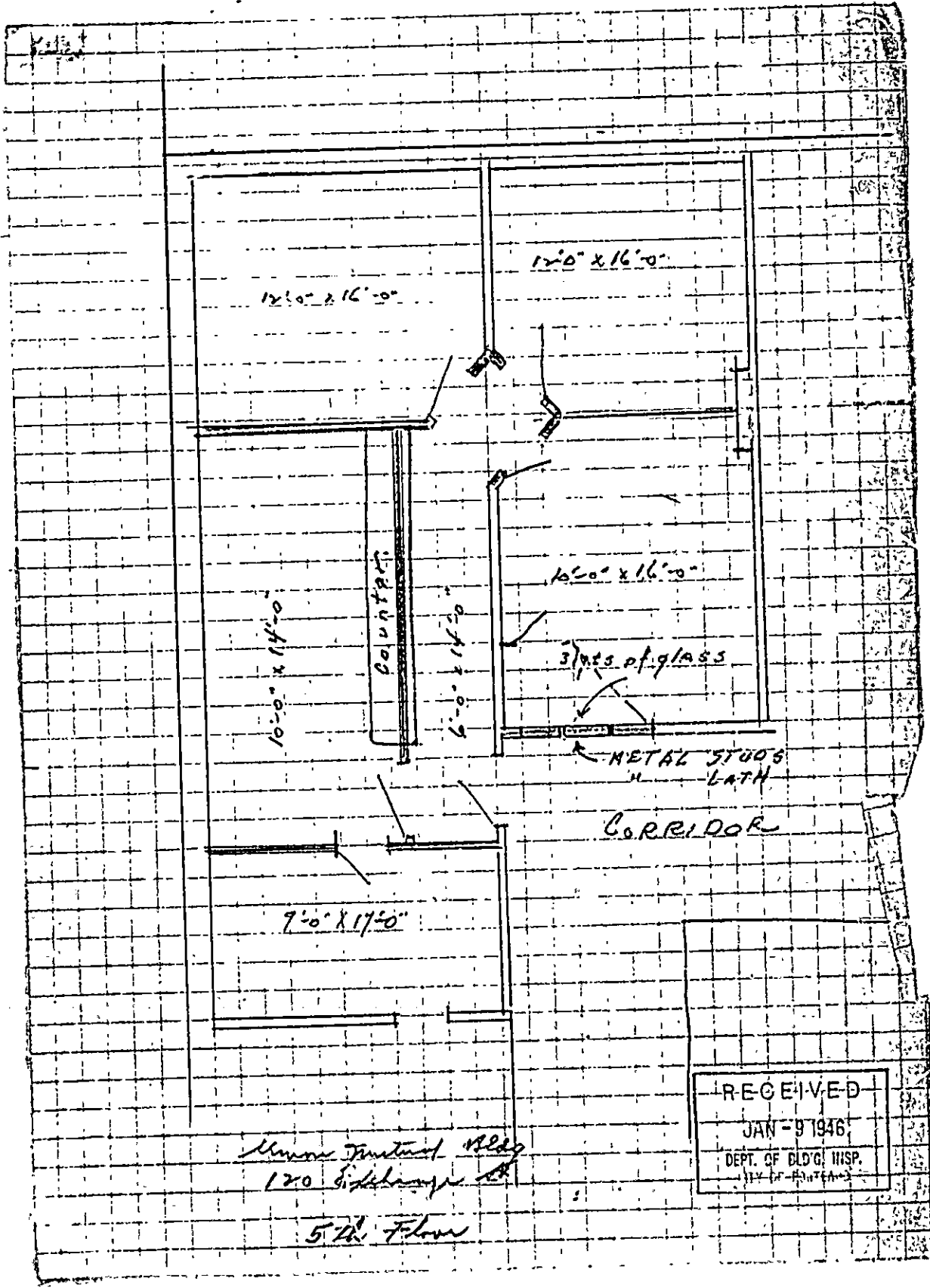
Final Notif _____

Final Inspn 2/15/46

Cert. of Occupancy issued None

NOTES

~~STAIR A~~
~~DIS. SECTION~~



Union Mutual Bldg
 120 Exchange St.
 5th Floor

RECEIVED
 JAN - 9 1946
 DEPT. OF BLDG. INSP.
 CITY OF BOSTON



(G) GENERAL BUSINESS ZONE
APPLICATION FOR PERMIT

Class of Building or Type of Structure Second Class

Portland, Maine, January 9, 1946

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

The undersigned hereby applies for a permit to ~~erect~~ alter ~~rebuild~~ ~~reconstruct~~ the following building structure equipment in accordance with the Laws of the State of Maine, the Building Code and Zoning Ordinance of the City of Portland, plans and specifications, if any, submitted herewith and the following specifications:

Location 392 Congress Street Within Fire Limits? Yes Dist. No. 1
 Owner's name and address Union Mutual Life Insurance Co., 392 Congress St. Telephone _____
 Lessee's name and address _____ Telephone _____
 Contractor's name and address Ernest C. Soule, 75 Edwards St. Telephone 2-7307
 Architect _____ Specifications _____ Plans Yes No. of sheets 1
 Proposed use of building Bank and offices No. families _____
 Last use _____ " " _____ No. families _____
 Material brick No. stories 5 Heat _____ Style of roof _____ Roofing _____
 Other buildings on same lot _____
 Estimated cost \$ 300. Fee \$ 1.00

General Description of New Work

To construct non-bearing partitions on fifth floor to provide new offices, as per plan. Inside partitions will have 2x4 studs, 16" O.C., covered with 5/8" plasterboard both sides. Corridor partitions to be metal studs, and metal lath and plaster.

CERTIFICATE OF OCCUPANCY
REQUIREMENT IS WAIVED

It is understood that this permit does not include installation of heating apparatus which is to be taken out separately by and in the name of the heating contractor

Details of New Work

Is any plumbing work involved in this work? _____ Is any electrical work involved in this work? _____
 Height average grade to top of plate _____ Height average grade to highest point of roof _____
 Size, front _____ depth _____ No. stories _____ solid or filled land? _____ earth or rock? _____
 Material of foundation _____ Thickness, top _____ bottom _____ collar _____
 Material of underpinning _____ Height _____ Thickness _____
 Kind of roof _____ Rise per foot _____ Roof covering _____
 No. of chimneys _____ Material of chimneys _____ of lining _____ Kind of heat _____ fuel _____
 Framing lumber—Kind _____ Dressed or full size? _____
 Corner posts _____ Sills _____ Girt or ledger board? _____ Size _____
 Girders _____ Size _____ Columns under girders _____ Size _____ Max. on centers _____
 Studs (outside walls and carrying partitions) 2x4-16" O. C. Bridging in every floor and flat roof span over 8 feet.
 Joists and rafters: 1st floor _____, 2nd _____, 3rd _____, roof _____
 On centers: 1st floor _____, 2nd _____, 3rd _____, roof _____
 Maximum span: 1st floor _____, 2nd _____, 3rd _____, roof _____
 If one story building with masonry walls, thickness of walls? _____ height? _____

If a Garage

No. cars now accommodated on same lot _____, to be accommodated _____ number commercial cars to be accommodated _____
 Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building? _____

Miscellaneous

Will work require disturbing of any tree on a public street? no
 Will there be in charge of the above work a person competent to see that the State and City requirements pertaining thereto are observed? yes

Life Insurance Co.
Union Mutual Building

APPROVED:

Signature of owner

By:

Ernest C. Soule

INSPECTION COPY

Permit No 46/40

Location 392 Congress St

Owner Union Mutual Life Ins Co

Date of permit 6/9/46

Notif. closing-in 1/21/46

Inspn. closing-in 1/21/46 - G.T.

Final Notif

Final Inspn 1/21/46

Cert. of Occupancy issued None

NOTES

Large area with horizontal lines, mostly blank, with a large handwritten 'X' drawn across it.





GENERAL BUSINESS TAXES
APPLICATION FOR PERMIT

PERMIT ISSUED
Permit No. 1209

Class of Building or Type of Structure Second Class NOV 14 1944

Portland, Maine, November 14, 1944

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

The undersigned hereby applies for a permit to erect alter install the following building structure equipment in accordance with the Laws of the State of Maine, the Building Code of the City of Portland, plans and specifications, if any, submitted herewith and the following specifications:

Location 396 Congress Street Within Fire Limits? yes Dist. No. 1
Owner's or Lessee's name and address Union Mutual Life Insurance Co. Telephone _____
Contractor's name and address Ernest Soule, 75 Edwards Street Telephone 2-7301
Architect _____ Plans filed, no. _____ No. of sheets _____
Proposed use of building offices No. families _____
Other buildings on same lot _____
Estimated cost \$ 125. Fee \$ 1.00

Description of Present Building to be Altered

Material brick No. stories 4 Flat _____ Style of roof _____ Roofing _____
Last use Offices No. families _____

General Description of New Work

To partition off private office 10'x10' on ~~4th~~ 3rd floor
2x4 studs, 16" O.C., covered with plaster board and glass

It is understood that this permit does not include installation of heating apparatus which is to be taken out separately by and in the name of the heating contractor.

Details of New Work

CERTIFICATE OF OCCUPANCY
REQUIREMENT IS WAIVED

Is any plumbing work involved in this work? _____
Is any electrical work involved in this work? _____ Height average grade to top of plate _____
Size, front _____ depth _____ No. stories _____ Height average grade to highest point of roof _____
To be erected on solid or filled land? _____ earth or rock? _____
Material of foundation _____ Thickness, top _____ bottom _____ cellar _____
Material of underpinning _____ Height _____ Thickness _____
Kind of roof _____ Rise per foot _____ Roof covering _____
No. of chimneys _____ Material of chimneys _____ of lining _____
Kind of heat _____ Type of fuel _____ Is gas fitting involved? _____
Framing lumber—Kind _____ Dressed or full size? _____
Corner posts _____ Sills _____ Girt or ledger board? _____ Size _____
Material columns under girders _____ Size _____ Max. on centers _____
Studs (outside walls and carrying partitions) 2x4-16" O. C. Girders 6x8 or larger. Bridging in every floor and flat roof span over 8 feet. Sills and corner posts all one piece in cross section.
Joists and rafters: 1st floor _____, 2nd _____, 3rd _____, roof _____
On centers: 1st floor _____, 2nd _____, 3rd _____, roof _____
Max. span: 1st floor _____, 2nd _____, 3rd _____, roof _____
If one story building with masonry walls, thickness of walls? _____ height? _____

If a Garage

No. cars now accommodated on same lot _____, to be accommodated _____
Total number commercial cars to be accommodated _____
Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building? _____

Miscellaneous

Will above work require removal or disturbing of any shade tree on a public street? no
Will there be in charge of the above work a person competent to see that the State and City requirements pertaining thereto are observed? yes
Ernest Soule
Signature of owner By: Ernest Soule

ORIGINAL

543109A

Permit No. 44/1169

Location 396 Currier St

Owner Union Mutual Life Ins Co

Date of permit 11/14/44

Notif. closing-in _____

Inspn. closing-in _____

Final Notif. _____

Final Inspn. 12/15-44

Cert. of Occupancy issued none

NOTES

11/18-44 work final checked
11/21-44 no work scheduled
12/15-44 component of partition started
send check on hand. H.P.S.

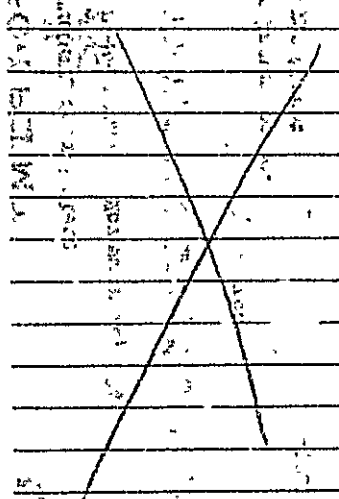


Table with multiple columns and rows, mostly obscured by noise and the large 'X' mark. The table appears to be a standard construction permit tracking table with columns for dates, descriptions, and various administrative fields.



Original Permit No. ~~10218~~ **PERMITS ISSUED**
Amendment No. 1

AMENDMENT TO APPLICATION FOR PERMIT

Portland, Maine, April 16, 1940

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

The undersigned hereby applies for an amendment to Permit No. 10218 relating to the building or structure comprised in the original application in accordance with the Laws of the State of Maine, the Building Code of the City of Portland, plans and specifications, if any, submitted herewith, and the following specifications:

Location 395 Congress St. Within Fire Limits? yes Dist. No. 1
Owner's or Lessee's name and address Union Mutual Life Ins. Co. 376 Congress St.
Contractor's name and address F. C. Soule 75 Edwards St. 2-7301
Plans filed as part of this Amendment no No. of Sheets _____
Is any plumbing work involved in this work? _____ Is any electrical work involved in this work? _____
Increased cost of work _____ Additional fee 25
Framing Lumber: Kind? _____ Dressed or Full Size? _____

Description of Proposed Work
To cut opening 24" Sq. at 4th floor level to accommodate dumb waiter, manually operated between the 3rd & 4th floors. Opening at 4th floor level to automatically close when car is down

Approved: _____

Signature of Owner F. C. Soule
Union Mutual Life Ins. Co.

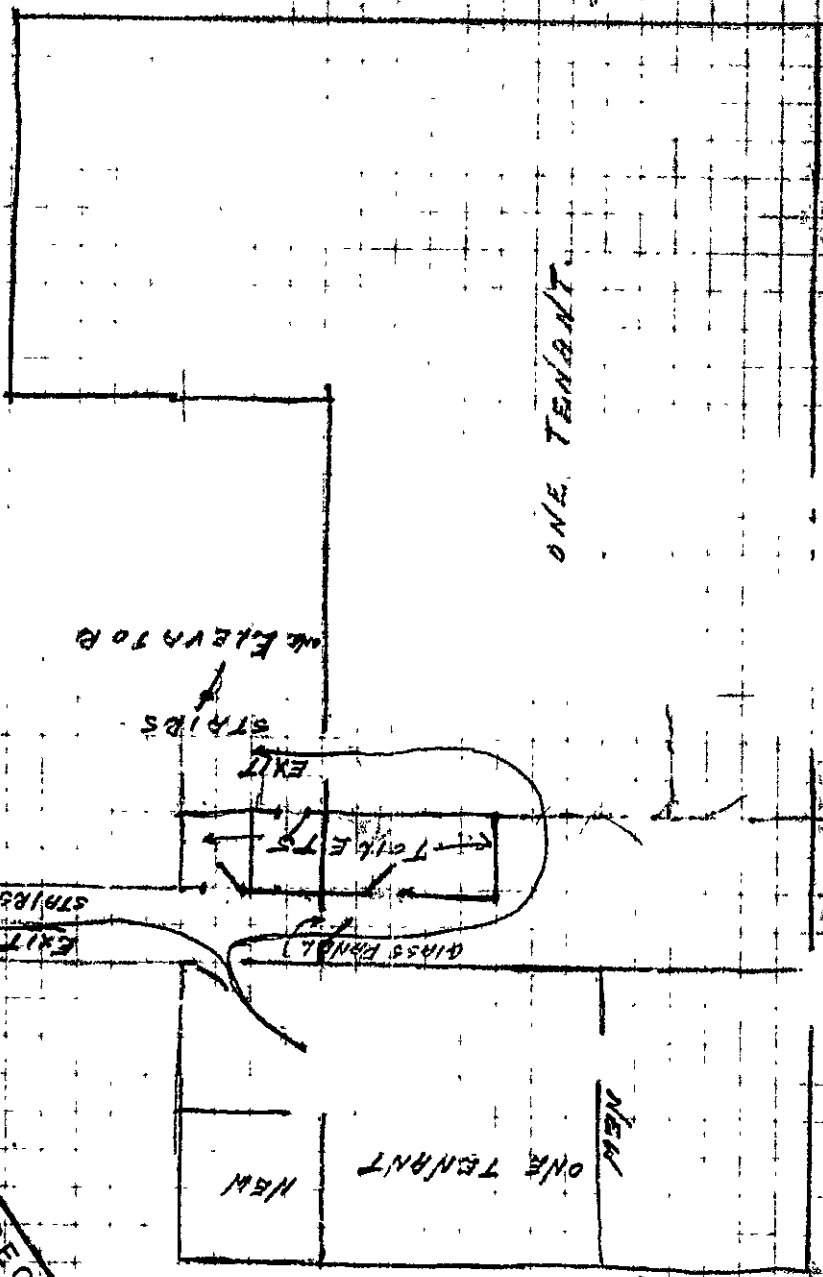
Inspector of Buildings Department

4/16

RECEIVED
APR 1 1940
BUREAU OF FIRE ALARMS
CITY OF PHOENIX

356 Exchange St
4th Floor

RECEIVED
APR 1 1940
BUREAU OF FIRE ALARMS
CITY OF PHOENIX



ONE TENANT

ELEVATOR

STAIRS

EXIT

TOILETS

STAIRS

EXIT

GIRLS BENCH

MEN

ONE TENANT

WOMEN

Exchange St

Cottrell St



(G) GENERAL BUSINESS ZONE

APPLICATION FOR PERMIT

Permit No. 111

PERMIT ISSUED

Class of Building or Type of Structure

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

Portland, Maine, March 22, 1940 APR 4 1940

The undersigned hereby applies for a permit to erect alter install the following building structure-equipment-in accordance with the Laws of the State of Maine, the Building Code of the City of Portland, plans and specifications, if any, submitted herewith and the following specifications:

Location 396 Congress Street Within Fire Limits? Yes Dist. No. 1
Owner's or Lessee's name and address Union Mutual Life Insurance Co., 120 Federal Telephone
Contractor's name and address F. C. Soule, 75 Edward's Street Telephone 2-7301
Architect Plans filed no No. of sheets
Proposed use of building Offices No. families
Other buildings on same lot
Estimated cost \$ 1,500 Fee \$ 3.75

Description of Present Building to be Altered

Material brick No. stories 4 Heat Style of roof Roofing
Last use Offices No. families

General Description of New Work

To remove non-bearing partitions on fourth floor, westerly end to provide large office - except for a suite of three offices on Exchange end - all trusses and hangers which support the fourth third floor are to remain undisturbed
Both suites offices on fourth floor are to be provided with two separate and distinct means of egress to meet the approval of the Board of Fire Engineers and Building Code requirements
New partition parallel with Exchange Street to divide two suites of offices to be 2x4 studs 16" OC and plastered

It is understood that this permit does not include installation of heating apparatus which is to be taken out separately by and in the name of the heating contractor.

Details of New Work.

TECHNICAL DEPARTMENT IS WAIVED

Is any plumbing work involved in this work?
Is any electrical work involved in this work?
Size, front depth No. stories Height average grade to top of plate
To be erected on solid or filled land? earth or rock?
Material of foundation Thickness, top bottom cellar
Material of underpinning Height Thickness
Kind of Roof Rise per foot Roof covering
No. of chimneys Material of chimneys of lining
Kind of heat Type of fuel Is gas fitting involved?
Framing Lumber--Kind Dressed or Full Size?
Corner posts Sills Girt or ledger board? Size
Material columns under girders Size Max. on centers
Studs (outside walls and carrying partitions) 2x4-16" O. C. Girders 6x8 or larger. Bridging in every floor and flat roof span over 8 feet. Sills and corner posts all one piece in cross section.
Joists and rafters: 1st floor, 2nd, 3rd, roof
On centers: 1st floor, 2nd, 3rd, roof
Maximum span: 1st floor, 2nd, 3rd, roof
If one story building with masonry walls, thickness of walls? height?

If a Garage

No. cars now accommodated on same lot, to be accommodated
Total number commercial cars to be accommodated
Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building?

Miscellaneous

Will above work require removal or disturbing of any shade tree on a public street?
Will there be in charge of the above work a person competent to see that the State and City requirements pertaining thereto are observed?

Union Mutual Life Insurance Co.

Signature of owner

F. C. Soule

INSTRUCTION COPY

6355C

Permit No. 40/315

Location 396 Congress St

Owner William Mutual Life Ins Co

Date of permit 4/14/40

Notif. closing-in

Inspn. closing-in

Final Notif.

Final Inspn. 6/24/40

Cert. of Occupancy issued None

NOTES

4/15/40 - Work not started

4/20/40 - Work well under way

4/24/40 - Work progressing

4/29/40 - Work about com.

5/17/40 - Work about com.

filed - OK

DATE	DESCRIPTION OF WORK	INSPECTOR	STATUS
4/15/40	Work not started		
4/20/40	Work well under way		
4/24/40	Work progressing		
4/29/40	Work about com.		
5/17/40	Work about com.		
6/24/40	Final inspection		



(G) GENERAL BUSINESS ZONE
APPLICATION FOR PERMIT **PERMIT ISSUED**
6207

Class of Building or Type of Structure Second Class MAR 7 1940

Portland, Maine, March 7, 1940

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

The undersigned hereby applies for a permit to erect alter (insert) the following building structure equipment in accordance with the Laws of the State of Maine, the Building Code of the City of Portland, plans and specifications, if any, submitted herewith and the following specifications:

Location 396 Congress Street Within Fire Limits? yes Dist. No. 1
 Owner's or Lessee's name and address Union Mutual Life Insurance Co. Telephone _____
 Contractor's name and address F. W. Cunningham & Sons, 181 State St. Telephone 3-0246
 Architect _____ Plans filed yes No. of sheets 1
 Proposed use of building Offices No. families _____
 Other buildings on same lot _____
 Estimated cost \$ 300. Fee \$.75

Description of Present Building to be Altered
Memorandum from Department of Building Inspection, Portland, Maine
396 Congress St. Union Mutual Life Insurance Co. - F. W. Cunningham & Sons, Contr.
3/7/40

To Builder:

Since a part of the proposed closet in the cellar is to be of burrable material, it is understood that no part of the closet will be under any part of the cellar stairs, thus satisfying Code requirements.

CC Union Mutual Life Ins. Co. 396 Congress
 (Signed) Warren McDonald
 Inspector of Buildings

~~The testing contractor, _____, in bearing apparatus which may be taken out separately by and in the name of _____~~

Details of New Work

**CERTIFICATE OF OCCUPANCY
 REQUIREMENT IS WAIVED**

Is any plumbing work involved in this work? yes
 Is any electrical work involved in this work? yes Height average grade to top of plate. _____
 Size, front _____ depth _____ No. stories _____ Height average grade to highest point of roof. _____
 To be erected on solid or filled land? _____ earth or rock? _____
 Material of foundation _____ Thickness, top _____ bottom _____ cellar _____
 Material of underpinning _____ Height _____ Thickness _____
 Kind of Roof _____ Rise per foot _____ Roof covering _____
 No. of chimneys _____ Material of chimneys _____ of lining _____
 Kind of heat _____ Type of fuel _____ Is gas fitting involved? _____
 Framing Lumber—Kind _____ Dressed or Full Size? _____
 Corner posts _____ Sills _____ Girt or ledger board? _____ Size _____
 Material columns under girders _____ Size _____ Max. on centers _____
 Studs (outside walls and carrying partitions) 2x4-16" O. C. Girders 6x8 or larger. Bridging in every floor and flat roof span over 8 feet. Sills and corner posts all one piece in cross section.
 Joists and rafters: 1st floor _____, 2nd _____, 3rd _____, roof _____
 On centers: 1st floor _____, 2nd _____, 3rd _____, roof _____
 Maximum span: 1st floor _____, 2nd _____, 3rd _____, roof _____
 If one story building with masonry walls, thickness of walls? _____ height? _____

If a Garage

No. cars now accommodated on same lot _____, to be accommodated _____
 Total number commercial cars to be accommodated _____
 Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building? _____

Miscellaneous

Will above work require removal or disturbing of any shade tree on a public street? no
 Will there be in charge of the above work a person competent to see that the State and City requirements pertaining thereto are observed? yes

INSTRUCTION COPY

Signature of owner _____ By F. W. Cunningham & Sons
 Union Mutual Life Insurance Co.
 By [Signature]

[Handwritten initials]



APPLICATION FOR PERMIT **PERMIT ISSUED**

Class of Building or Type of Structure Second Class **0207**

Portland, Maine, March 7, 1940 **MAR 7 1940**

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

The undersigned hereby applies for a permit to erect alter ~~insert~~ the following building structure ~~equipment~~ in accordance with the Laws of the State of Maine, the Building Code of the City of Portland, plans and specifications, ~~if any~~, submitted herewith, and the following specifications:

Location 395 Congress Street Within Fire Limits? yes Dist. No. 1
 Owner's or lessor's name and address Union Mutual Life Insurance Co. Telephone _____
 Contractor's name and address F. W. Cunningham & Sons, 181 State St. Telephone 3-0246
 Architect: _____ Plans filed yes No. of sheets 1
 Proposed use of building offices No. families _____
 Other buildings on same lot _____
 Estimated cost \$ 300. Fee \$.75

Description of Present Building to be Altered

Material brick No. stories 1 Heat _____ Style of roof _____ Roofing _____
 Last use offices No. families _____

General Description of New Work

To ~~make~~ janitor's closet in basement smaller and closing off space under stairs - no door to be - with wood stud, 2x4 12" OC covered with metal lath and plaster on one side and rock lath on the other
 To put metal lath and plaster on outside walls
 To change men's toilet room as shown on plan (two stalls instead of three) - mechanical ventilation

It is understood that this permit does not include installation of heating apparatus which is to be taken out separately by and in the name of the heating contractor.

Details of New Work

CERTIFICATE OF OCCUPANCY REQUIREMENT IS WAIVED

Is any plumbing work involved in this work? yes
 Is any electrical work involved in this work? yes Height average grade to top of plate _____
 Size, front _____ depth _____ No. stories _____ Height average grade to highest point of roof _____
 To be erected on solid or filled land? _____ earth or rock? _____
 Material of foundation _____ Thickness, top _____ bottom _____ cellar _____
 Material of underpinning _____ Height _____ Thickness _____
 Kind of Roof _____ Rise per foot _____ Roof covering _____
 No. of chimneys _____ Material of chimneys _____ of lining _____
 Kind of heat _____ Type of fuel _____ Is gas fitting involved? _____
 Framing Lumber—Kind _____ Dressed or Full Size? _____
 Corner posts _____ Sills _____ Girt or ledger board? _____ Size _____
 Material columns under girders _____ Size _____ Max. on centers _____
 Studs (outside walls and carrying partitions) 2x4-16" O. C. Girders 6x8 or larger. Bridging in every floor and flat roof span over 8 feet. Sills and corner posts all one piece in cross section.
 Joists and rafters: 1st floor _____, 2nd _____, 3rd _____, roof _____
 On centers: 1st floor _____, 2nd _____, 3rd _____, roof _____
 Maximum span: 1st floor _____, 2nd _____, 3rd _____, roof _____
 If one story building with masonry walls, thickness of walls? _____ height? _____

If a Garage

No. cars now accommodated on same lot _____, to be accommodated _____
 Total number commercial cars to be accommodated _____
 Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building? _____

Miscellaneous

Will above work require removal or disturbing of any shade tree on a public street? no
 Will there be in charge of the above work a person competent to see that the State and City requirements pertaining thereto are observed? yes

INSTRUCTION COPY

Signature of owner By Union Mutual Life Insurance Co.
F. W. Cunningham & Sons
 By [Signature]

Permit No. 40/207

Location 396 Congress St.

Owner Union Mutual Life Ins Co

Date of permit 3/7/40

Notif. closing-in 3/11/40

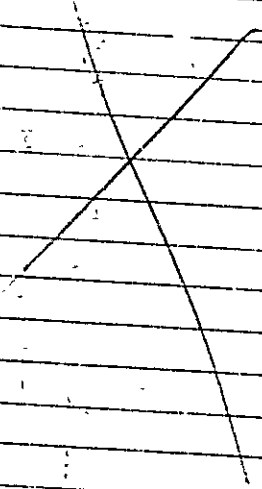
Inspn. closing-in 3/11/40 - G.T.

Final Notif.

Final Inspn. 3/11/40

Cert. of Occupancy issued None

NOTES





FILL IN COMPLETELY AND SIGN WITH INK

PERMIT ISSUED
Permit No. _____

APPLICATION FOR PERMIT FOR HEATING, COOKING OR POWER EQUIPMENT
No. 9 1939

Portland, Maine, August 7, 1939

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

The undersigned hereby applies for a permit to install the following heating, cooking or power equipment in accordance with the Laws of Maine, the Building Code of the City of Portland, and the following specifications:

Location 396 Congress Street Use of Building Bank & Offices No. Stories _____ New Building _____ Existing " _____"

Name and address of owner of appliance Union Mutual Life Ins. Co., 396 Congress St.

Installer's name and address Ballard Oil & Equip. Co. of Maine Telephone 2-1991

General Description of Work

To install Domestic Hot Water Heater

NOTIFICATION BEFORE LAYING
OR CLOSING-IN IS WAIVED.

IF HEATER, POWER BOILER OR COOKING DEVICE

Is appliance or source of heat to be in cellar? Yes If not, which story _____ Kind of Fuel Oil

Material of supports of appliance (concrete floor or what kind) Concrete

Minimum distance to wood or combustible material, from top of appliance or casing top of furnace, 6' to Overhead Ceiling
from top of smoke pipe 15" from front of appliance no wood from sides or back of appliance no wood

Size of chimney flue 16 X 20" Other connections to same flue thermostat

IF OIL BURNER

Name and type of burner Galileo Model (P.M.A.-2) Labeled and approved by Underwriters' Laboratories? Yes

Will operator be always in attendance? _____ Type of oil feed (gravity or pressure) Pressure

Location oil storage Basement No. and capacity of tanks 1 - 27.5 GAL.

Will all tanks be more than seven feet from any flame? Yes How many tanks fireproofed? _____

Amount of fee enclosed \$1.20 (\$1.00 for one heater, etc., 50 cents additional for each additional heater, etc., in same building at same time.)

Signature of Installer [Signature]

INSPECTION COPY

5006

Permit No 39/1212

Location 396 Congress St.

Owner Union Mutual Life Ins

Date of Permit 8/9/39

Post Card sent

Notif for insp. None

Approval Tag issued 11/14/39, C. Ko.

Oil Burner Check List (date) 11/14/39.

1. Kind of heat H.W. (Domestic)

2. Label 3357755

3. Anti-siphon

4. Oil storage

5. Tank distance

6. Vent Pipe

7. Fill Pipe

8. Gauge

9. Rigidity

10. Feed safety

11. Pipe sizes and material

12. Control valve

13. Ash pit vent

14. Temp. or pressure safety

15. Instruction card

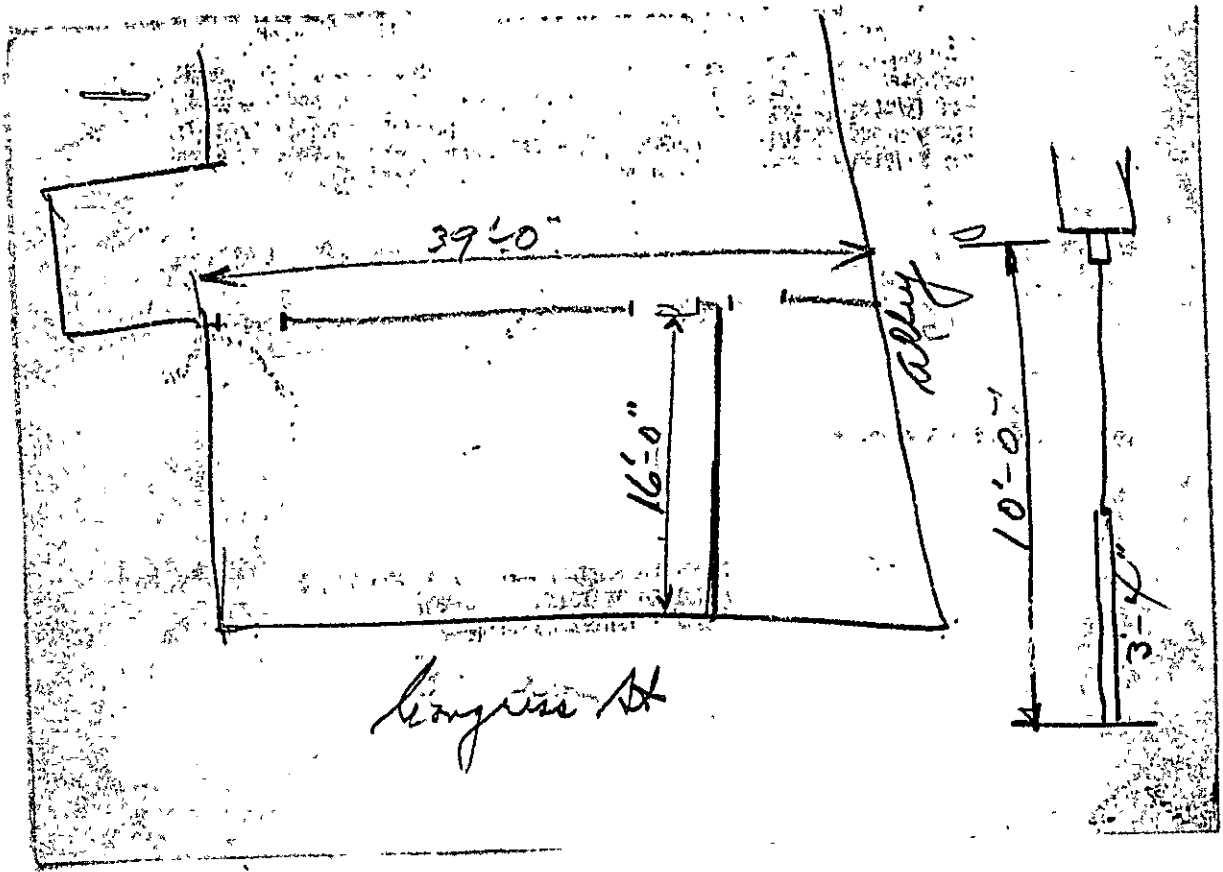
16. Per. Inspect. OK - Start

NOTES

V.H. Chief Inspector

4 x 4
16 x 20

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GENERAL BUSINESS ZONE PERMIT ISSUED
 APPLICATION FOR PERMIT Permit No. 0833

Class of Building or Type of Structure Second Class JUN 9 1937

Portland, Maine, June 9, 1937

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

The undersigned hereby applies for a permit to erect alter install the following building structure equipment in accordance with the Laws of the State of Maine, the Building Code of the City of Portland, plans and specifications, if any, submitted herewith and the following specifications:

Location 298 Congress Street Ward 4 Within Fire Limits? yes Dist. No. 1
 Owner's or Lessee's name and address Union Mutual Life Insurance Co. 728 Congress Telephone _____
 Contractor's name and address E. C. Soule, 75 Edwards St. Telephone 2-7701
 Architect _____ Plans filed _____ No. of sheets _____
 Proposed use of building Offices No. families _____
 Other buildings on same lot _____
 Estimated cost \$ 300. Fee \$ 74

Description of Present Building to be Altered

Material brick No. stories 4 Heat _____ Style of roof _____ Roofing _____
 Last use Offices No. families _____

General Description of New Work

To build new partitions (2x4 16" OS - ^{hard} ~~naif~~ board on both sides) to provide ^{private.} new offices on third floor at one end of main office of Company

It is understood that this permit does not include installation of heating apparatus which is to be taken out separately by and in the name of the heating contractor.

Details of New Work

CERTIFICATE OF OCCUPANCY

Height average grade to top of plate IS WAIVED

Size, front _____ depth _____ No. stories _____ Height average grade to highest point of roof _____

To be erected on solid or filled land? _____ earth or rock? _____

Material of foundation _____ Thickness, top _____ bottom _____

Material of underpinning _____ Height _____ Thickness _____

Kind of Roof _____ Rise per foot _____ Roof covering _____

No. of chimneys _____ Material of chimneys _____ of lining _____

Kind of heat _____ Type of fuel _____ Is gas fitting involved? _____

Corner posts _____ Sills _____ Girt or ledger board? _____ Size _____

Material columns under girders _____ Size _____ Max. on centers _____

Studs (outside walls and carrying partitions) 2x4-16" O. C. Girders 6x8 or larger. Bridging in every floor and flat roof span over 8 feet. Sills and corner posts all one piece in cross section.

Joists and rafters: 1st floor _____, 2nd _____, 3rd _____, roof _____

On centers: 1st floor _____, 2nd _____, 3rd _____, roof _____

Maximum span: 1st floor _____, 2nd _____, 3rd _____, roof _____

If one story building with masonry walls, thickness of walls? _____ height? _____

If a Garage

No. cars now accommodated on same lot _____, to be accommodated _____

Total number commercial cars to be accommodated _____

Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building? _____

Miscellaneous

Will above work require removal or disturbing of any shade tree on a public street? no

Will there be in charge of the above work a person competent to see that the State and City requirements pertaining thereto are observed? yes

Union Mutual Life Insurance Co.

Signature of owner By Ernest C. Soule

INSPECTION COPY

96173

Ward 4 Permit No. 37/833

Location 396 Congress St.

Owner Union Mutual Life Ins Co

Date of permit 6/9/37.

Notif. closing-in

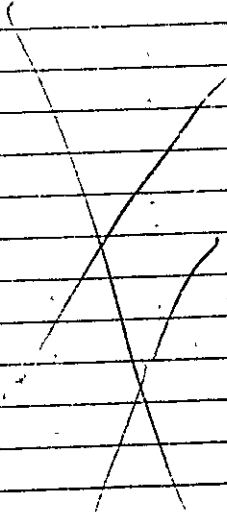
Inspn. closing-in

Final Notif.

Final Inspn. 6/12/37

Cert. of Occupancy issued. None

NOTES
6/12/37 P.I.F.-A.S.D





Original Permit No. **PERMIT ISSUED**

Amendment No. _____

JAN 18 1937

AMENDMENT TO APPLICATION FOR PERMIT

Portland, Maine, January 18, 1937

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

The undersigned hereby applies for an amendment to Permit No. 27/19 pertaining to the building or structure comprised in the original application in accordance with the Laws of the State of Maine, the Building Code of the City of Portland, plans and specifications, if any, submitted herewith, and the following specifications:

Location 298 Congress Street Ward 4 With the Fire Limits? Yes Dist. No. 1

Owner's or Lessee's name and address Union Mutual Life Insurance Co., 298 Congress St.

Contractor's name and address E. G. Soule, 75 Edwards St.

Plans filed as part of this Amendment no No. of Sheets _____

Increased cost of work _____ Additional fee .25

Description of Proposed Work

To put in plaster board partition (2x4 studs 16" 00) to divide one large room, fourth floor (Room 415), providing small room for stenographer

Union Mutual Life Insurance Co.

Signature of Owner By E. G. Soule

Approved:

Chief of Fire Department.

Approved: 1/18/37

Inspector of Buildings

INSPECTION COPY

Commissioner of Public Works.



GENERAL BUSINESS ZONE
APPLICATION FOR PERMIT Permit No. 0049 **PERMIT ISSUED**

Class of Building or Type of Structure Second Class JAN 7 1937

Portland, Maine, January 7, 1937

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

The undersigned hereby applies for a permit to ~~erect~~ alter install the following building structure equipment in accordance with the Laws of the State of Maine, the Building Code of the City of Portland, plans and specifications, if any, submitted herewith and the following specifications:

Location 336 Congress Street Ward 4 Within Fire Limits? yes Dist. No. 1
 Owner's or Lessee's name and address Union Mutual Life Insurance Co. Telephone _____
 Contractor's name and address E. C. Soule, 75 Edwards St. Telephone 2-7737
 Architect's name and address _____
 Proposed use of building Bank and Offices No. families _____
 Other buildings on same lot _____
 Plans filed as part of this application? no No. of sheets _____
 Estimated cost \$ 150. Fee \$.75

Description of Present Building to be Altered

Material brick No. stories 4 Heat _____ Style of roof _____ Roofing _____
 Last use Bank and Offices No. families _____

General Description of New Work app. 9' x 13'

To put in wood panel and glass partitions to provide private office/in one corner of large room on fourth floor.

It is understood that this permit does not include installation of heating apparatus which is to be taken out separately by and in the name of the heating contractor.

Details of New Work

CERTIFICATE OF OCCUPANCY
 REQUIREMENT IS WAIVED.

Size, front _____ depth _____ No. stories _____ Height average grade to top of plate _____
 To be erected on solid or filled land? _____ earth or rock? _____
 Material of foundation _____ Thickness, top _____ bottom _____
 Material of underpinning _____ Height _____ Thickness _____
 Kind of Roof _____ Rise per foot _____ Roof covering _____
 No. of chimneys _____ Material of chimneys _____ of lining _____
 Kind of heat _____ Type of fuel _____ Is gas fitting involved? _____
 Corner posts _____ Sills _____ Girt or ledger board? _____ Size _____
 Material columns under girders _____ Size _____ Max. on centers _____
 Studs (outside walls and carrying partitions) 2x4-16" O. C. Girders 6x8 or larger. Bridging in every floor and flat roof span over 8 feet. Sills and corner posts all one piece in cross section.
 Joists and rafters: 1st floor _____, 2nd _____, 3rd _____, roof _____
 On centers: 1st floor _____, 2nd _____, 3rd _____, roof _____
 Maximum span: 1st floor _____, 2nd _____, 3rd _____, roof _____
 If one story building with masonry walls, thickness of walls? _____ height? _____

If a Garage

No. cars now accommodated on same lot _____, to be accommodated _____
 Total number commercial cars to be accommodated _____
 Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building? _____

Miscellaneous

Will above work require removal or disturbing of any shade tree on a public street? no
 Will there be in charge of the above work a person competent to see that the State and City requirements pertaining thereto are observed? yes

Union Mutual Life Insurance Co.

Signature of owner by

E. C. Soule

INSPECTION COPY

55712

Ward 4 Permit No. 37/19

Location 396 Congress St.

Owi in Mutual Life Bldg.

Date of permit 1/7/37

Notif. closing-in _____

Insp _____-in _____

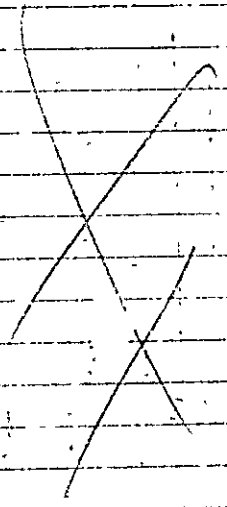
Final Notif. _____

Final Inspn. 1/7/36

Cert. of Occupancy issued None

NOTES

1/7/36 P.I.F.-A.G.S.





GENERAL BUSINESS PERMIT APPLICATION FOR PERMIT

Permit No. 2210 DEC 28 1936

Class of Building or Type of Structure Second Class

Portland, Maine, December 18, 1936

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

The undersigned hereby applies for a permit to erect alter install the following building structure equipment in accordance with the Laws of the State of Maine, the Building Code of the City of Portland, plans and specifications, if any, submitted herewith and the following specifications:

Location 398 Congress Street Ward 4 Within Fire Limits? yes Dist. No. 1

Owner's or Lessor's name and address Union Mutual Life Insurance Co., 598 Congress telephone

Contractor's name and address E. C. Soule, 75 Edwards Street Telephone 2-7801

Architect's name and address

Proposed use of building: Offices No. families

Other buildings on same lot

Plans filed as part of this application? no No. of sheets

Estimated cost \$ 25. Fee \$.25

Description of Present Building to be Altered

Material brick No. stories 4 Heat Style of roof Roofing

Last use Offices No. families

General Description of New Work

To cut in door in nonbearing partition between rooms in suite of offices on 4th floor

It is understood that this permit does not include installation of heating apparatus which is to be taken out separately by and in the name of the heating contractor. REQUIREMENT IS WAIVED

Details of New Work

Size, front depth No. stories Height average grade to top of plate Height average grade to highest point of roof

To be erected on solid or filled land? earth or rock?

Material of foundation Thickness, top bottom

Material of underpinning Height Thickness

Kind of Roof Rise per foot Roof covering

No. of chimneys Material of chimneys of lining

Kind of heat Type of fuel Is gas fitting involved?

Corner posts Sills Girt or ledger board? Size

Material columns under girders Size Max. on centers

Studs (outside walls and carrying partitions) 2x4-16" O. C. Girders 6x8 or larger. Bridging in every floor and flat roof span over 8 feet. Sills and corner posts all one piece in cross section.

Joists and rafters: 1st floor, 2nd, 3rd, roof

On centers: 1st floor, 2nd, 3rd, roof

Maximum span: 1st floor, 2nd, 3rd, roof

If one story building with masonry walls, thickness of walls? height?

If a Garage

No. cars now accommodated on same lot to be accommodated

Total number commercial cars to be accommodated

Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building?

Miscellaneous

Will above work require removal or disturbing of any shade tree on a public street? no

Will there be in charge of the above work a person competent to see that the State and City requirements pertaining thereto are observed? yes Union Mutual Life Insurance Co.

Signature of owner By E. C. Soule

INSPECTION COPY

634B

Ward 4 Permit No. 536/2210

Location 396 Congress St

Owner Union Mutual Life Ins. Co.

Date of permit 12/28/36

Notif. closing-in

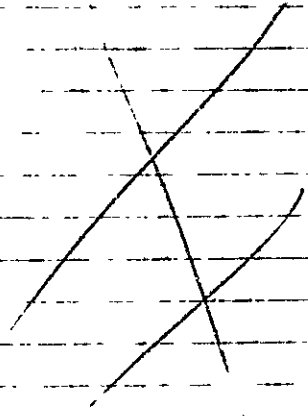
Inspn closing-in

Final Notif.

Final Inspn. 12/28/36

Cert. of Occupancy issued None

NOTES
12/28/36 - P.I. M - Q.G. J.





APPLICATION FOR PERMIT

Permit No. 0628

Class of Building or Type of Structure second

Portland, Maine, May 11, 1925

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

The undersigned hereby applies for a permit to ~~erect~~ alter ~~install~~ the following building structure equipment in accordance with the Laws of the State of Maine, the Building Code of the City of Portland, plans and specifications, if any, submitted herewith and the following specifications:

Location 296 Congress St. Ward 4 Within Fire Limits? yes Dist. No. 1
 Owner's or Lessee's name and address Union Mutual Life Insurance Co. 296 Congress St. Telephone _____
 Contractor's name and address E. C. Soule 75 Grand St. Telephone 2-7101
 Architect's name and address _____
 Proposed use of building Merchandise No. families _____
 Other buildings on same lot no
 Plans filed as part of this application? no No. of sheets _____
 Estimated cost \$ 50. Fee \$ 1.50

Description of Present Building to be Altered

Material brick No. stories 6 Heat _____ Style of roof Flat Roofing _____
 Last use Merchandise No. families _____

General Description of New Work

Remove 12'-0" of non-bearing partition on third floor ^{taking out} and build two non-bearing partitions about 12'-0" long to make laboratory on second floor

CITY OF PORTLAND

It is understood that this permit does not include installation of heating apparatus which is to be taken out separately by and in the name of the heating contractor.

Details of New Work

Height average grade to top of plate _____
 Size, front _____ depth _____ No. stories _____ Height average grade to highest point of roof _____
 To be erected on solid or filled land? _____ earth or rock? _____
 Material of foundation _____ Thickness, top _____ bottom _____
 Material of underpinning _____ Height _____ Thickness _____
 Kind of Roof _____ Rise per foot _____ Roof covering _____
 No. of chimneys _____ Material of chimneys _____ of lining _____
 Kind of heat _____ Type of fuel _____ Is gas fitting involved? _____
 Corner posts _____ Sills _____ Girt or ledger board? _____ Size _____
 Material columns under girders _____ Size _____ Max. on centers _____
 Studs (outside walls and carrying partitions) 2x4-16" O. C. Girders 6x8 or larger Bridging in every floor and flat roof span over 8 feet. Sills and corner posts all one piece in cross section.
 Joists and rafters: 1st floor _____, 2nd _____, 3rd _____, roof _____
 On centers: 1st floor _____, 2nd _____, 3rd _____, roof _____
 Maximum span: 1st floor _____, 2nd _____, 3rd _____, roof _____
 If one story building with masonry walls, thickness of walls? _____ height? _____

If a Garage

No. cars now accommodated on same lot _____, to be accommodated _____
 Total number commercial cars to be accommodated _____
 Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building? _____

Miscellaneous

Will above work require removal or disturbing of any shade tree on a public street? no
 Will there be in charge of the above work a person competent to see that the State and City requirements pertaining thereto are observed? yes
 Union Mutual Life Insurance Co.

Signature of owner by E. C. Soule

INSPECTION COPY

43145

Ward 4 Permit No 36/628

Location 396 Congress St.

Owner Union Mutual Life Ins. Co.

Date of permit 5/13/35

Notif. closing-in _____

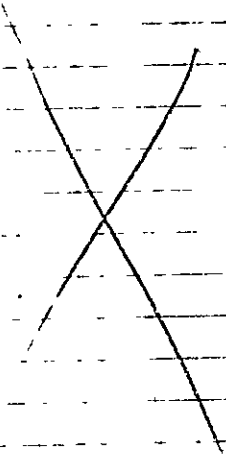
Inspn. closing-in _____

Final Notif. _____

Final Inspn. 5/25/35

Cert. of Occupancy issued None

NOTES
5/25/35 Work done -
D.G.S.





PERMIT ISSUED

Permit No.

APPLICATION FOR PERMIT

0585
APR 27 1931

Class of Building or Type of Structure Second CLASS

Portland, Maine, April 27, 1931

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

The undersigned hereby applies for a permit to erect alter install the following building structure equipment in accordance with the Laws of the State of Maine, the Building Code of the City of Portland, plans and specifications, if any, submitted herewith and the following specifications:

Location 328 Congress Street Ward 4 Within Fire Linits? yes Dist. No. 1

Owner's or lessee's name and address Union Mutual Life Ins. Co. Telephone _____

Contractor's name and address Brown & Berry, Inc. 22 Monument Sq. Telephone P 4696

Architect's name and address _____

Proposed use of building Bank and offices No. families _____

Other buildings on same lot _____

Plans filed as part of this application? no No. of sheets _____

Estimated cost \$ 30. Fee \$.50

Description of Present Building to be Altered

Material brick No. stories 4 Heat _____ Style of roof _____ Roofing _____

Last use bank and offices No. families _____

General Description of New Work

To put door in hall, 7' wide to close end of corridor on 3rd floor

NOTICE: ALL CITY REQUIREMENTS IS WAIVED
NOTIFICATION BEFORE LATHING OR CLOSING IS REQUIRED

It is understood that this permit does not include installation of heating apparatus which is to be taken out separately by and in the name of the heating contractor.

Details of New Work

Size, front _____ depth _____ No. stories _____ Height average grade to top of plate _____
Height average grade to highest point of roof _____

To be erected on solid or filled land? _____ earth or rock? _____

Material of foundation _____ Thickness, top _____ bottom _____

Material of underpinning _____ Height _____ Thickness _____

Kind of Roof _____ Rise per foot _____ Roof covering _____

No. of chimneys _____ Material of chimneys _____ of lining _____

Kind of heat _____ Type of fuel _____ Is gas fitting involved? _____

Corner posts _____ Sills _____ Girt or ledger board? _____ Size _____

Material columns under girders _____ Size _____ Max. on centers _____

Studs (outside walls and carrying partitions) 2x1-16" O.C. Girders 6x8 or larger. Bridging in every floor and flat roof span over 8 feet. Sills and corner posts all one piece in cross section.

Joists and rafters: 1st floor _____, 2nd _____, 3rd _____, roof _____

On centers: 1st floor _____, 2nd _____, 3rd _____, roof _____

Maximum span: 1st floor _____, 2nd _____, 3rd _____, roof _____

If one story building with masonry walls, thickness of walls? _____ height? _____

If a Garage

No. cars now accommodated on same lot _____, to be accommodated _____

Total number commercial cars to be accommodated _____

Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building? _____

Miscellaneous

Will above work require removal or disturbing of any shade tree on a public street? no

Will there be in charge of the above work a person competent to see that the State and City requirements pertaining thereto are observed? yes

Union Mutual Life Ins. Co.
By Brown & Berry Co.

Signature of owner

By E. G. Soule

INSPECTION COPY

4628A

Ward 4 Permit No. 31/585

Location 396 Congress St.

Owner Union Mutual Life Ins. Co.

Date of permit 4/27/31

Notif. closing-in _____

Inspn. closing-in _____

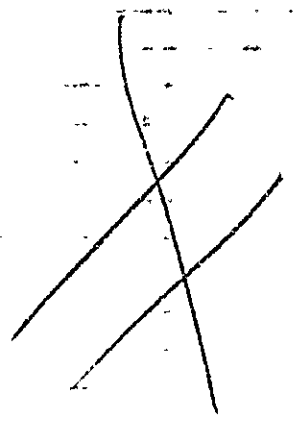
Final Notif. _____

Final Inspn. 5/12/31

Cert. of Occupancy issued None

NOTES

5/12/31 - P.I.T.F. - a.g.d.



STATEMENT OF ELEVATOR TESTS

PORTLAND, MAINE,

July 1 1930

I, Wm M. Todd
as an employee of The Portland Co hr. ss supervised the
installation of alterations to the elevator hatchways and enclosures at 396 Cong as permitted
under Building Permit 29/2515, and have personally supervised tests of loading capacity and of all brakes, inter-
locking and all other safety devices, and I do here state that, according to my best knowledge and belief, the elevator will
safely carry the maximum rated loading and all brakes, interlocking and other safety devices are in satisfactory condition.

Wm M. Todd
(Signature)

PORTLAND, MAINE,

July 1 1930

STATE OF MAINE

CUMBERLAND, SS:

Personally appeared the above named Wm M Todd and made oath the statements by him
subscribed are true.

Carroll Roberts
Notary Public Justice of the Peace

APPLICANT'S COPY



APPLICATION FOR ELEVATOR PERMIT

PERMIT NO. 2516
ISSUED NOV 20 1929

Portland, Maine, November 26, 1929

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

The undersigned hereby applies for a permit to ~~erect~~ alter one elevator in accordance with the Laws of the State of Maine, the Building Code of the City of Portland, plans and specifications submitted herewith, and the following specifications:

Location 396 Congress St. Ward _____ Within Fire Limits? Yes Dist. No. _____
 Owner's name and address Union Mutual Life Ins. Co.
 Elevator contractor's name and address The Portland Co., 58 Fore St. Telephone F-1770
 Last use of building Offices No. families _____
 Proposed use of building _____ No. families _____
 Material of outside walls of building Brick, interior frame steel truss
 No. of stories _____ Style of roof Flat No. of existing elevators in building 1
 Remarks in this section

Details of Proposed Work

Extent of work by elevator contractor re-erect overhead sheaves on new beams
 Extent of work by owner Re-construct roof
 Type of elevator plunger passenger, in new or existing shaftway existing
 Shaftway enclosed or open open No. elevator stops 4
 Capacity of elevator 2000 lbs. Speed in feet per minute 300 f.p.m.
 Material of cables iron (compensating) No. and size of hoisting cables 4- 7/8"
 Location of machinery overhead Material of supports steel, of guides steel
 Minimum diameter of sheaves 32 Minimum clearance counterweights and overhead beams 2 ft.
 Minimum clearance above car at topmost floor level 3 ft.
 Minimum clearance buffer plates and springs when car is at lowest floor level 4"
 Type of power direct plunger hydraulic Type of machine none
 Will elevator be equipped with the following safety devices:—governor? no, car safety? no, electric brakes? no
no, automatic terminal stops at top and bottom? yes, slack cable stops? no, safety floor stops? no

If Passenger Elevator

Passenger capacity? 25 Area of platform 5'8" x 6'6" Material of enclosure wire grille
 No. of entrances 4 Type of gates as present, interlocked? no, automatic closing device? no
 Will elevator be automatic or will operator be in attendance? Operator
 Will doors in shaftway enclosure be interlocked? no

If Freight Elevator

Area of platform _____ No. of sides enclosed _____ Height of enclosure _____
 Will shaftway be enclosed? _____ Self-closing hatch gates? _____, height? _____
 No. outside entrances to shaftway? _____ Self-closing slatted gates? _____, height? _____

Miscellaneous

Plans filed as part of this application? Yes No. of sheets 1
 Estimated cost of work by elevator contractor? \$ 200.00 Fee \$ 1.00
 Signature of elevator contractor The Portland Co. Elev. Eng.

STATEMENT OF ELEVATOR TESTS

PORTLAND, MAINE, _____

I, _____, have personally supervised the installation of alterations to the elevator, hatchways and enclosures at _____ as permitted under Building Permit _____, and have personally supervised tests of loading capacity and of all brakes, interlocking and all other safety devices, and I do here state that, according to my best knowledge and belief, the elevator will safely carry the maximum rated loading and all brakes, interlocking and other safety devices are in satisfactory condition.

(Signature)

PORTLAND, MAINE, _____

STATE OF MAINE

CUMBERLAND, SS:

Personally appeared the above named _____ and made oath the statements by him subscribed are true.

INSPECTION COPY

Notary Public Justice of the Peace

Ward 4 Permit No. 29/2516 P

Location 396 Congress St.
2nd fl.

Owner Union Mutual Life

Date of permit 11/29/29

Elev. Cont.

Statement of tests rec'd 7/2/30

Final Notif.

Final Inspn.

Certificate issued

5/15/30
Work done - ajs

NOTES

X

Trust 9865

424A-1

November 20, 1929

Hisbet & Griffin
187 Middle Street
Portland, Maine

Gentlemen:

The permit covering general construction for the Union Mutual Life Insurance Company building at 396 Congress Street is issued today to the contractors, accompanied by a copy of this letter.

The following matters are called to your attention:

All of the spandrel beams more than 16" in depth are required to have at least 2" of fireproofing instead of 1 1/2" as shown on the plans. Concrete fireproofing is shown in several places upon the plans. It should be noted that while satisfactory to use metal lath for reinforcement of this fireproofing, the concrete is not to be plastered upon the lath, but is required to be poured concrete.

On Sheet 8-A of the plans, a reference is made to the new skylights in the roof as shown on revised plan Sheet #6-A. We are apparently short this Sheet #6-A but I presume care will be taken to see that the skylights are constructed in accordance with Section 316, Paragraph d of the Building Code.

The walls of the new elevator pent house are required to be covered inside and out with metal or other incombustible material. (See Section 316, Paragraph e.) This pent house should have a skylight in the roof or windows in the side walls with a total area of each equal to at least 3/4 of the area of the elevator shaft or the entire shaft below the pent house. In either case, the glass is to be thin glass without any wire, and the lights are to be not less than 800 square inches in area. If a skylight is used, the sash should be of metal. If a skylight is not used, the pent house should be celled with fire-resistive material. (See Section 379, Paragraph e.)

Special care should be taken to anchor the broad metal cornice to the building without depending upon any woodwork or other combustible material.

All of the windows above the first story in the new portion of wall on the alley side are required to be protected either by making them fire windows, by protecting them with shutters or by using a system of open sprinkler heads with one head over each window. We should strongly recommend the open sprinkler heads in this situation, and also that you provide them not only over the windows in the new portion of wall on the alley but also over all of the windows above the first

Hibbet & Griffin--2

story which have exposures in the alley, and also on the south side of the Union Mutual Building.

Very truly yours,

CC- F. W. Cunningham & Son

Inspector of Buildings.

FM:HC

THESE PLANS (NINE SHEETS) AND THE SPECIFICATIONS ACCOMPANYING THE SAME,
COVERING THE ERECTION OF (ALTERATIONS OF UNION MUTUAL BUILDING) HAVE BEEN DESIGNED
AND DRAWN UP BY THE UNDERSIGNED ACCORDING TO THE LATEST RULES OF ENGINEERING
PRACTICE AND TO COMPLY WITH THE ALLOWABLE WORKING STRESSES, FLOOR LOADS, ETC.,
REQUIRED BY THE BUILDING CODE OF THE CITY OF PORTLAND.

(SIGNED) NISBET & GRIFFIN, INC.

BY *J. H. Griffin*
TREASURER

CITY OF PORTLAND
OCT 13 1938
RECEIVED

OCT 14 1938

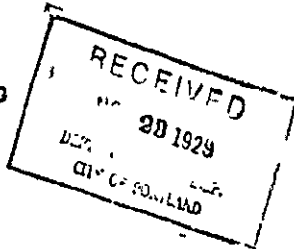
PERMIT ISSUED

29/2457

SPECIFICATION

FOR

VAULTS FROM BASEMENT TO AND INCLUDING 4TH FLOOR, ALSO FOR ALTERATIONS ON THIRD AND FOURTH FLOORS OF BLDG. AT CORNER CONGRESS & FIDELITY STREETS OF RD BY UNION MUTUAL LIFE INSURANCE COMPANY.



NISBET & GRIFFIN, INC.] ENGINEERS,

NOV. 10, 1929.

MAJOR WORK:

VAULTS:

Excavating:

Excavate the grade of the present area to a point 6" above the existing floor.

IS UNDERSTOOD AND AGREED THAT A SUITABLE SCUTTLE WILL BE PROVIDED IN THE ROOF AND AN EASY MEANS OF ACCESS TO SAID SCUTTLE, ELEVATOR MACHINERY AND VENTILATING FAN MOTOR OVER NEW VAULT WILL BE PROVIDED, ALL IN ACCORDANCE WITH CITY AND STATE ORDINANCES.

ON THE THIRD FLOOR, THE TILE WHICH IS TO REMAIN IS TO BE IN AS GOOD CONDITION AS WHEN FOUND OR IN AS GOOD CONDITION AS WHEN WORK COMMENCED.

Build the new walls of vault 12" thick except where doors require greater thickness. All to be of soft hard-burnt brick. The exposed work on the inside is to be a face brick jointed.

All of the window openings so indicated are to be filled to a thickness of 12" with brick, and where exposed to be face brick, jointed.

Height of wall on 4th floor to be 8'-0".

Ungl. Mason Work:

Remove granite threshold in basement, cut opening for vault door down to level of vault floor, then fill in with brick the space between vault door and the existing door opening.

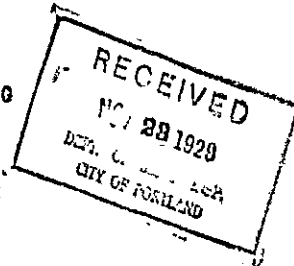
29/2457

2-

SPECIFICATION

FOR

VAULTS FROM BASEMENT TO AND INCLUDING
4TH FLOOR, ALSO FOR ALTERATIONS ON
THIRD AND FOURTH FLOORS OF BLDG. AT
CORNER CONGRESS & EXCHANGE STREETS
ORDERED BY UNION MUTUAL LIFE INSURANCE
COMPANY.



HISSET & GIFFIN, INC.]
ENGINEERS,

NOV. 10, 1929.

MAZON WORK:

VAULTS:

Excavating:

Reduce the grade of the present area to a point 6" above
the existing floor.
Excavate trench for North wall down to ledge.

Concrete Work:

Install concrete to footing for North wall.
Install North wall up to first floor height.
Install reinforced floor of Concrete design indicated
on plans for the first, second, third and fourth floors,
and for the roof. These slabs are to be given a smooth
troweled finish.
Basement floor to be a 3" rough slab with 1" finish.

Brickwork:

Build the new walls of vault 12" thick as shown on plans
except where doors require greater thickness. All is to
be of new hard-burnt brick. The exposed work on the inside
is to be a face brick jointed.
All of the window openings so indicated are to be filled to a
thickness of 12" with brick, and where exposed to be face brick,
jointed.
Height of wall on 4th floor to be 8'-0".

Misc. Mason Items:

Remove granite threshold in basement, cut opening for
vault door down to level of vault floor, then fill in with
brick the space between vault door and the existing door
opening.

29/2457

Misc. Mason Work Cont:

Remove the shutter guides and granite sills from the exposed windows which are to be bricked up.
Remove rear wall of present small vault on second floor;
Cut holes for new rafters at main roof level.
Cut holes through floors and partitions for toilet vents.
Cut holes through wall of 120 Exchange Street to allow vent duct to come through on top of the new vault.
Cut opening through old vault on third floor for access to new vault.
Raise sill of window in the Worthen Co. quarters on fifth floor to bring sills above roof level.

MASON WORK:

3RD. & 4TH. FLOOR ALTERATIONS:

Cut opening between the Congress Street and Exchange Street buildings on 4th floor for entrance to W. S. Hammons Company's quarters.
Build partitions where so shown on 4th floor of 3" hollow gypsum blocks laid in gypsum mortar.
Change brickwork on six circle-head window openings on 4th floor to square-head, and brick up one circle-head window.

TERRAZZO FLOORS:

In two toilets on 3rd floor and in two toilets on fourth floor, install 6" terrazzo base and terrazzo floor, divided by brass strips into approximately 18" squares, work to be done in the same manner as the existing 1st floor toilets.

STRUCTURAL STEEL:

VAULT

Furnish and install all the structural steel indicated on vault plan except the steel purchased for shoring is to be used as far as practical; also four 3 x 3 x 1/4" Ls. 3'-4" long over each of the three vault doors and door cut through to 3rd floor vault, also 3 - 3 x 3 x 1/4" Ls. 4'-6" long where vent duct passes through wall of Exchange Street building to top of vault.

-7

Structural Steel Cont:

3rd. and 4th Floor Changes:

Furnish and install lintels over new opening on 4th floor corridor between buildings.
Furnish and install 3 - 3 x 3 x 1/4" Lu over the circle-headed windows in 4th floor which are changed.
Furnish and install hangers and structural steel for carrying the 4th floor framing as indicated on framing plans.

Vault Doors:

Basement- Install 2nd. hand door.
1st. Floor - Install door which is to be removed from Bank Vault.
2nd. and 3rd. Floors- None required.
Fourth Floor - Install door taken from Kaynard S. Bird Company's office.

Roof & Metal:

Main roof is to be extended over space occupied by vaults. This is to have tarred gravel roof the same as specified for main roof and to have top and bottom flashing of galv. iron installed by metal man who is to rake out joints to receive same. Also flash curb for vent duct where coming through roof.
On main roof furnish and install complete with wire glass and ventilator, two hipped skylights of galv. iron. Over these two skylights and one skylight of stair well, furnish and install protective covering as required by City Ordinance.

Lath & Plaster:

Where windows are closed up or changed to doors as indicated on vault plan, do the necessary lathing and plastering. Where vent ducts occur, furr around same with 12 channels and the lath and plaster, installing corner beads at all angles.
Ceiling of vault on 1st. floor is to be plastered.
Where partition is removed on 3rd. floor, Exchange Street Building, Union Mutual Offices, patch plaster on wall and ceiling.

Lathing & Plastering Cont.:

3rd. and 4th. Floor Alterations:

All work on the third and fourth floors of Congress Street building is to be new except the inside of stair well and where applied directly to vault. On fourth floor where location of partition at stair well is changed, this will of course, be new.

Do the necessary patching in 4th. floor corridor leading from Exchange Street building to Congress Street building. All work is to be on wire lath with three coats of plaster as required by previous contract.

Plasterer is to install at all external angles including window openings, a satisfactory metal corner bead.

CARPENTER WORK:

In Connection with Vaults:

Install forms for wall in basement and for the first, second, third and fourth floors and roof slabs. Furnish and install the necessary reinforcing rods and beam wrapping for these slabs. Alternating rods bent. Remove windows or doors from the various openings so indicated. Furr these openings to receive lathing. Install new wood roof over the vault area, same being a continuation of main roof.

Raise sill of window on 5th. floor in Worthen Co. quarters.

Install door, frame and trim, also hardware in front of vault door on 4th floor. This door is to be removed from partition around card room of Union Mutual quarters on 3rd. floor of Exchange Street building.

Alterations 3rd. and 4th Floors:

Demolition:

Remove present lathing and plastering from all surfaces on the 3rd. and 4th floors, except as noted under "Lathing and Plastering".

Remove the gallery portion of 4th. floor framing, retaining the balance for future 4th floor.

Remove 3rd. and 4th. floor partitions where same do not agree with new layout.

Remove partition in card room, 3rd. floor Union Mutual quarters and patch floor.

New Construction:

Frame the new sections of fourth floor as indicated on framing plans, thoroughly bridged.

Build new partitions; re-locate openings to make other alterations in present partitions, same to be of 2 x 4, 16" O. C. doubled at openings and bridged once in height. Where no double timbers occur under partitions, the partitions are to be trussed.

Furr new portions of 3rd. story ceiling to receive lathing, furr around steel beams which are to carry 4th. floor. Furr where

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CARPENTER WORK CONT:

ALTERATIONS 3rd. AND 4th. FLOORS:

New Construction Cont:

necessary for pipes, risers, vent ducts from toilets both in walls and ceilings, and hangers from trusses. Cut in nailing pieces in back of toilet fixtures.

Frame for new skylight in 4th. floor ceiling and roof, and build curbs for same.

Do all cutting and patching for other trades.

Drop the floor boarding 1" between timbers and adze top of timbers in areas where terrazzo floors occur in the four toilets.

Set all necessary grounds for plaster, wood finish and terrazzo base; grounds for gypsum partitions to be 5/8" thick, others 3/4". Where gypsum partitions occur, set up wood bucks for all doors and build in nailing strips for attaching grounds and finish.

Exterior Finish:

Six circle head windows in 4th floor walls are to be removed and new square head windows installed.

Metal Windows:

One Window on 2nd., 3rd. and 4th floors occurring in new section of wall on Alley elevation to be of hollow metal, glazed with polished wire glass.

Interior Finish:

All interior finish on 3rd. floor, also Director's Room, President's office and Mr. Oakley's office on 4th floor to be of gumwood.

In the balance of 4th floor finish to be of plain oak.

Door frames to be necessary width according to thickness of partitions in which they occur. In gypsum partitions to be 4 1/4". Frames to be 1 3/4" thick.

Doors except in toilet and closets to be 3' x 7' x 1 3/4", 2-panel type, upper panel where so indicated to be of ondyant or other obscure glass to allow letting. Glass to be putty bedded.

Toilet and closet doors to be 2' - 8" x 7' - 1 3/4" thick.

Doors to be of gumwood or oak, or both, to match adjoining work.

All doors to have plain oak thresholds.

Remove present doors to W. S. Hammon's quarters and relocate at new entrance and hang new doors where old are removed.

Door Casings:

Architraves 13/16" - 4 1/2" moulded, headers to be 3-piece with cap, all to detail.

Interior Finish Cont:

Window Trims:

Suitable bands, inside casing, angle mould, stool and apron. All to detail. Metal windows to have wood trim to match adjoining work.

Edges:

To be 1/2" x 7" w th beveled top except in toilets. No base mould.

Chair Rail:

On all walls and partitions except toilets, mail room, store room and closets, set 3'-0" above floor, except at counters where it will be 3'-6".

Cornices and Picture Mould.

To be omitted.

Panel Dado:

To be omitted.

Ceiling Sawks:

Under two skylights in Salesman's Room, furnish and install ceiling wash, arranged to ventilate and clean. Glass with sashpan or similar glass.

Glazed Partitions:

Those shown to be 8'-0" high, without cornice, glazed with 1/4" plate glass, top edge polished. Lower section paneled with pilasters carrying through to top; gates will be used in place of doors. All to be as per detail.

Counters, Casinets, etc.

On 3rd floor, existing counter to be relocated as shown.

On 3rd floor, furnish new information booth to have birch counters with height of 3'-6" from floor with mould and apron under counter on exposed sides. Apron is to come on top of chair rail with brackets.

Furnish and install rail in General Office around Stenographer's space.

Cabinets in mailing room.

On 4th floor furnish and install counters and gates as shown. No wood filling required under same, but arranged to receive fitting cabinets furnished by others. All as per detail.

There is to be no shelving in store room under this contract.

Interior Finish Cont.:

Telephone Booths:

In Stenographer's room, 4th. floor, panel to a height of 3'-6" to match counter front. Above this the partition and door will be double-glazed, also transom to carry to ceiling with cornices, all as per detail.

Floors:

Patch present floors in Lobby and Corridor to Exchange Street building to match old work.
In General office, old floor to remain. At completion of work floor to be sanded and refinished.

Where new finished floors are required, same are to be 2 1/2" face plain oak, well laid and sanded.
Under all floors lay rosin sized paper or deadening felt.

Under Linoleum- Where present floor is not suitable or where there is no top floor, furnish and lay 3 1/4" fact fir rift "C" grade. Joints to be smoothed.

Toilet Partitions:

Where indicated in the four toilets, furnish and install metal toilet partitions as indicated, to have baked enamel finish, same as in 2nd. floor toilet.

Linoleum:

Spaces so indicated on plans are to be 3/16" Brown Battleship Linoleum laid on heavy felt cemented down.

Hardware:

Furnish all rough and finished hardware required.

Doors: All lock sets to have brass knobs and escutcheons.
Entrance doors on 4th floor, entrance to President's office, Mr. Oakley's office, Director's Room, are- room and stair-hall to be cylinder sets; communicating doors 3-coil lock sets, others to have latch sets. Cylinder locks master-keyed. Doors to have 1 1/2 pr. 1 x 4 steel plated butts. Metal brass knobs with rubber tip for all doors.
No checks except on doors from Corridor to Reception Room and Toilets.

Gates: Secret latches, and butts.

Counter Case Work: To have drawer pulls, cupboard catches, etc. as required.

Windows: Sash fasts and one pair lifts to each window.

Telephone Booths and Cabinets: As required.

PAINTING:

Work in Connection with New Vaults:

Where openings and vent ducts are newly plastered and patching is done, the new work is to be given one coat of sizing and one coat of lead and oil, and then the entire surface of that same wall from corner to corner of rooms to be given one final coat, stippled if necessary. Any wood finish affected is to be treated like adjoining work. No painting is included on the inside of vaults.

3rd. and 4th. Floor Alterations:

The entire 3rd. and 4th. floor of the Con. rose Street building including passage to Exchange Street Corridor on 4th. floor is now to be entirely new work as far as painting is concerned. Part of this work was provided for under previous contract, and the balance is required by the agreement. Where old plaster remains, as noted under "Lath & Plaster", the work is to be brought to the same finish as new work. New plastered walls are to be sized and given two coats of lead and oil, last coat stippled. Space between chair rail and base on 3rd. floor to be of a color to match furniture, and on fourth floor to be specially selected. In toilets the last coat is to be a gloss finish. Where partition is removed in 3rd. floor Card Room, Exchange Street Building, no painting is required under this contract. Ceilings to be sized and given two coats of Mursaco, except that toilet ceilings will be treated same as walls.

Exterior Painting:

Where the circle-head windows are changed on 4th. floor, the windows are to be given 2 coats of lead and oil and the brickwork is to be finished to match existing work.

Interior Woodwork:

Any panel work coming against plastered surfaces is to be back-painted. On 3rd. floor, wood work is to be brought to same finish as the furniture. On the 4th floor, the plain oak is to have one coat of filler, with color required, one coat of shellac, and two coats of approved varnish, rubbed. All is to be as per approved sample. Gumwood given same treatment except that first coat will be stain only. Sand between coats. Whenever old work remains, principally the cashier's counter, 3rd. floor, and door to vault and entrance door on 4th floor, are to be re-finished to match existing work.

PAINTING CONT:

Floors:

In General Office, 3rd. floor, where present floor is to be sanded; same is to be re-finished with China Wood oil as previously.

There new plain oak is used, give one coat of filler, two coats of shellac and one coat of wax, polished with sighted brush.

Pipes & Radiators:

All exposed pipes and radiators are to be painted with a heat resisting paint in colors selected and a sufficient number of coats to thoroughly cover.

ELECTRIC WORK:

VAULTS:

The wiring in each vault will be done in galv. rigid iron conduit run concealed where possible. Outlet boxes and switch boxes will be as specified for the other electric work in the building. In each vault the lights shown will be controlled by a switch at the entrance. The electric service to each vault will be conveyed through a flexible cable from a receptacle on the outside. When the vault door is closed this cable will have to be reared and service will therefore be cut off. The fixtures in the vaults will consist of a porcelain conduit fitting. Each fixture will be equipped with a flat metal shade.

Alterations 3rd. and 4th. Floors:

Wiring:

The electric wiring will commence at the switchboard in the basement, from which a network of risers will be installed to each of the distribution cabinets on the third and fourth floors. From the distribution cabinets on each floor install a complete new system of wiring to each outlet as marked on the plans. All wiring is to be done in flexible steel armoured cable run concealed between floors, over ceilings and in walls. At each ceiling outlet furnish and install an approved pressed steel outlet box galv. or galvanized and equipped with a 3/4" fixture stud. At each wall outlet for receptacles or switches install an approved wall case made of pressed steel and galvanized. Where these wall cases are to be used for wall light outlets an approved box bar will be furnished and installed to support the fixture. All floor outlets will consist of a cast iron water-tight floor box as manufactured by the Russell & Stoll Mfg. Co. and each outlet will be equipped with a floor stem in which two attachment plugs can be attached. This floor stem is shown in Russell & Stoll Mfg. Co. Catalog under #3000. At each box connection a contact will be maintained between the conduit and the box so that a complete metallic circuit will exist between the conduit and boxes which encase the wires.

Distribution Cabinets:

On the third and fourth floors respectively and at each position shown on the plans furnish and install approved cutout cabinets consisting of cutouts and switches. The type of this cabinet will be that known as the dead front and there will be two doors, one inside the other. One door exposes the switches and is used by a workman who wishes to turn off the current in any circuit while he is working on the lights. The other door exposes the fuses and is used only when it is necessary to renew the fuses in any circuit. This door is equipped with a cylinder lock and is kept locked, the keys being in the possession of those who are supposed to have access to the fuses. Two keys will be furnished for each cabinet.