

A. Edwin Smith
City Clerk
Warren McDonald
Inspector of Buildings

December 10, 1948

Application for dance hall license for Sally Wilson
School of the Dance, 18 Monument Square.

This studio is not counted as place of public assemblage under the Public Assemblage Ordinance and the enabling act therefor because this hall has a capacity of less than 100 persons.

For that reason the application does not require the approval of the Enforcing Officers, and the application is accordingly returned herewith.

HMT/H

Inspector of Buildings

January 5, 1940

To: A. Edwin Smith
City Clerk

From: Warren McDonald
Inspector of Buildings

Subject: Application for dance hall licenses for certain
dance studios—Hedel School of the Dance, 10 Con-
gress Square; Three Arts Studio, 115 High Street;
Sally Wilson School of the Dance, 13 Monument Sq.

These three studios are not counted as places of public
assemblage under the Public Assemblage Ordinance and the en-
abling act therefor because each hall has a capacity of less
than 100 persons.

For that reason the applications do not require the
approval of the Enforcing Officers, and the applications are
accordingly returned herewith.

Inspector of Buildings

WMB/S

P.S. The application of Yvonne Webber Blanchard
Studio, 29 Ocean Avenue has just come in and is in the same
category as the above three, having a capacity of only 12
persons, and is returned therefore with the others.

CITY OF PORTLAND, MAINE
Office of the City Clerk

License expires..Dec..31.....1943⁴11/29.....1943

Application for (RENEWAL) or (NEW LICENSE) for a license to operate
(Check the one Desired) Moving Picture Theatre Dance Studio ✓
Stage Productions Other Amusement
Dance Hall

Name Model School of the Dance.... Location.... 10 Congress Square.....

Name of the Operating Company or
Individual Isabel Baker Cragg..... Address 4 Davis Street... So..Portland (residence)

Name of Manager..... "..... Address..... "

Owner of Building Free Street Corp?..... Address.. 10 Congress Square.....

If OTHER AMUSEMENT than indicated above describe here.....

Have complete plans of the establishment been filed in duplicate with
Inspector of Buildings? (Answer Yes or No).....

TEE (Enclosed) \$.10.25.....

IF A THEATRE

Seating capacity of orchestra, exclusive of boxes?.....

Seating capacity of first balcony, if any?.....

Seating capacity of second balcony, if any?.....

Total seating capacity of boxes, if any, fixed seats?.....
loose seats?.....

Grand total capacity?

IF OTHER THAN THEATRE

Seating capacity main floor, loose seats or sections of seats at tables
or otherwise?.....; fixed seats (fastened down), booths or otherwise?

Seating capacity first balcony, if any, fixed seats?..... loose seats?
.....

Seating capacity second balcony, if any, fixed seats?..... loose seats?
.....

Estimated capacity for dancing or similar activities?.....

Total seating capacity main floor when part is used for dancing or similar?
.....

Signature operating individual or company.....

ROCHEL SCHOOL OF DANCE---10 CONGRESS SQUARE(LIBBY BUILDING)

December 31, 1943

RECOMMENDATION:

That license be granted.

ROOMS THIS LICENSED:

One room used as dance studio in rear of first story.

HARRY M. SHWARTZ, AGENT
ROOM 23

TELEPHONE
4-4282

*File with
Don a Studio
in the 1/31/41*

FREE STREET CORP.

156 FREE ST., CORNER HIGH ST.
CONGRESS SQUARE
PORTLAND, MAINE

January 29, 1941.

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

RECEIVED

JAN 30 1941

DEPT. OF ENGR. B'G.
CITY OF PORTLAND

Dear Sir:

In accordance with your request, we have already had all of the fire extinguishers in the Libby Building, #10 Congress Square, properly filled and put in order.

We are also arranging installation of a fusible link to be attached to the fire door in the basement, so that it will close automatically in the event of fire.

Thanking you for bringing the above matters to our attention, we are

Very truly yours,

FREE STREET CORP.

By *Harry M. Schwartz*

HMS: BM

Free Street Corp.
c/o Harry Sharts
10 Congress Square,
Portland, Maine

January 9, 1961

Gentlemen:

The Inspection Board of the city has approved the dance hall license for the Model School of the Dance in your building at 10 Congress Square for 1961, but the following conditions were found to be corrected which it is believed are the responsibility of the owner of the building:

All of the chemical fire extinguishers throughout the building require refilling and servicing. These fire extinguishers are required to be refilled and serviced at least once each year and a tag should be attached to each extinguisher showing the date of refilling and the person who actually performed the work.

The fire door at the boiler room was found to be rigged open so that it was neither self-closing nor automatic, and in case of fire could be of absolutely no use. The janitor claims that it is necessary to keep this door open at times, and if this is true we suggest that the automatic closing equipment now on the door be supplemented with the rest of the apparatus including a fusible link so that in case the door is left open and a fire occurs the door will close automatically and thus protect the rest of the building.

For the Inspection Board

MLC/H

Inspector of Buildings

CC: Beatrice B. Cragg
10 Congress Street

April 13, 1938

Harry Schwartz, Agt.
10 Congress Square
Portland, Maine

Dear Sir:

There was no light over the emergency exit from Mrs. Craig's Studio; there was rubbish on the outside stairs; and the fire extinguishers in the corridors need attention, all at the Libby Memorial Building upon examination several weeks ago.

If these conditions still exist, it is necessary to have them corrected at least by April 20, 1938.

INSPECTION BOARD

Chief of the Fire Department

Inspector of Buildings

Chief of the Police Department

1935 Dance Hall File

April 4, 1936

Mr. Harry Schwartz,
153 Free Street,
Portland, Maine

Dear Sir:

On February 10, 1936 I wrote to you concerning an additional means of egress from the rooms in the building at 156 Free Street occupied by the Model School of the Dance.

I find that a substantial wooden stairway has been provided outside of one of the windows, but your contractor failed to apply for a building permit to cover the construction of these stairs as required by the Building Code, and he also failed to provide a satisfactory foundation beneath the stairs.

Please have him apply for this permit on or before April 10, 1936. It will be necessary to indicate on the application for the permit that the stairs will be provided with satisfactory foundation to extend at least four feet below the grade of the ground, and it will also be necessary for your contractor to go ahead and provide the foundation.

Please be governed accordingly.

Very truly yours,

Inspector of Buildings

McD/R

FREE STREET CORP.

156 FREE ST., CORNER HIGH ST.

CONGRESS SQUARE

PORTLAND, MAINE

March 10, 1936

City of Portland
Inspection Board
Portland, Maine

Gentlemen:

We beg to advise that in compliance with the recommendations of your letters of February 10th. the following work has been done on the building at 156 Free Street:

An outside platform and stairway has been erected from the window of the Model School of the Dance and an exit light has been provided over the window.

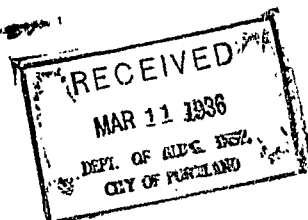
The fire escape, in the rear of the building, has been repaired and the holes in the landings have been filled in.

Very truly yours,

FREE STREET CORP.

By *H. M. Schwartz* Agent

SPS:G



INSPECTION BOARD

3/27/56.

#12

February 10, 1956

Mr. Harry Shwartz,
156 Free Street,
Portland, Maine

Dear Sir:

Upon recent inspection of the Model School of the Dance in the Libby Memorial Building at 156 Free Street, the Inspection Board of the City found that this dancing school has been moved from one of the upper stories down to the first story of the building in the rear. In the present location the dancing school has only one means of egress, - that through the front door of the building. We are unable to consider escape from the windows in the dance studio, which are six or eight feet above the ground, as an alternate means of egress.

It will be necessary to arrange an outside platform and stairway or a standard fire escape outside of one of the windows in the dance studio and to provide an exit light over this window.

Please have this matter fully taken care of on or before March 1, 1956 and notify the Inspector of Buildings when the work is done so that another inspection may be made and a favorable report be given upon the dance hall license.

INSPECTION BOARD

Chief of the Fire Department

Inspector of Buildings

Chief of the Police Department

*Return to
File*

Copy for Chief Brooks

Copy for Chief Sanborn

*Letter to
Mr. Brooks 1/8/35*

January 17, 1935

Mrs. Isabel B. Cragg,
4 Davis Street,
South Portland, Maine.

Dear Madam:

Upon inspection of the Libby Memorial Building at 183 Free Street in which you operate the Modern School of Dancing, we find that this dancing school has only one satisfactory means of egress although two separate and distinct means of egress are required by this Board before approval may be given upon a dance hall license.

In 1933 when the license for this dancing school was originally approved, it was understood that you were to occupy and always have direct access to the smaller rooms adjoining the room used for dancing, and, on this basis, the balcony of the fire escape was extended to reach the nearest window in these smaller rooms.

We now find that you are not occupying these smaller rooms but they have been rented to persons who have no connection with the dancing school and who occupy them partially for commercial purposes and partially for living quarters. The door between the dancing school and these smaller rooms was found to be locked on the dancing school side and to have a hook on the side toward the fire escape.

We have now notified George B. Allen, Superintendent of the building, that it will be necessary to provide a satisfactory emergency means of egress from this dancing school on or before January 20, 1935 or we shall find it necessary to recommend the denial of the dance license for the year 1935.

This letter is being sent to you so that you may be fully advised of the situation and thus have opportunity to look after your interest. Between now and January 20th or the time when the satisfactory means of egress is provided, we must require that you provide some sort of a special officer on duty when the dance floor is in use at night to see to it that access to the fire escape be secured without fail.

INSPECTOR BOARD

Chief of the Fire Department

Inspector of Buildings

Chief of the Police Department

(G) GENERAL BUSINESS ZONE



APPLICATION FOR PERMIT TO ERECT SIGN OVER PUBLIC SIDEWALK OR STREET

Permit No. _____

Portland, Maine, February 17, 1946

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

The undersigned hereby applies for a permit to erect the following described sign extending over a public sidewalk or street in accordance with the Building Code of the City of Portland, and the following specifications:

Location 127 High Street Within Fire Limits? yes Dist. No. 1
Owner of building to which sign is to be attached Harry Schwartz, 602 Congress Street
Name and address of owner of sign Revel Jewelers, 127 High Street
Contractor's name and address Wallace Neon, 183 Main St., Co. Portland Telephone 3-1611
When does contractor's bond expire? January 1948

Information Concerning Building

No. stories 6 Material of wall to which sign is to be attached brick

Details of Sign and Connections

Electric? yes Vertical dimension after erection 1'7" Horizontal 4'6"
Weight 65 lbs. Will there be any hollow spaces? yes Any rigid frame? yes
Material of frame angle iron No. advertising faces 2, material glass
No. rigid connections 3 Are they fastened directly to frame of sign? yes
No. through bolts none, Size _____, Location, top or bottom _____
No. guys 1, material cable, Size 1"
Minimum clear height above sidewalk or street 11'
Maximum projection into street 5'6"

CERTIFICATE OF OCCUPANCY
REQUIREMENT IS WAIVED

Wallace Neon

Fee \$ 1.00

Signature of contractor By: _____

Insap
ORIGINAL

Permit No. 481

Location

127 High St.

Owner

Royal Jewellers

Date of permit

2/1/48

Sign Contractor

Final Inspn.

NOTES

Memorandum from Department of Building Inspection, Portland, Maine

127 High Street--Erection of sign for M. W. Royal by Morrall Signs

10/6/48

Permit to include steel and aluminum in combination is issued subject to the condition that at all places where steel or iron and aluminum would otherwise be in direct contact, both surfaces--steel or iron and aluminum--will be coated with bituminous paint, including bolts and washers, or treated in equivalent fashion to prevent corrosion from taking place between the two metals.

ATH/S

CC: M. W. Royal
127 High Street

Free Street Corp.
10 Congress Square

(Signed) Warren McDonald
Inspector of Buildings



(G) GENERAL BUSINESS ZONE

PERMIT ISSUED
01795

APPLICATION FOR PERMIT TO ERECT
SIGN OVER PUBLIC SIDEWALK OR STREET CITY of PORTLAND

Permit No. OCT 7 1948

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

Portland, Maine, October 1 19 48

The undersigned hereby applies for a permit to erect the following described sign extending over a public sidewalk or street in accordance with the Building Code of the City of Portland, and the following specifications:

Location 127 High Street (10 signs) Within Fire Limits? yes Dist. No. 1

Owner of building to which sign is to be attached Free Street Corp

Name and address of owner of sign M. W. Royal, 127 High Street

Contractor's name and address Morrell Signs, 77 Center St. Telephone 4-9733

When does contractor's bond expire? January 1949

Information Concerning Building

No. stories _____ Material of wall to which sign is to be attached brick

Details of Sign and Connections

Electric? yes Vertical dimension after erection 19" Horizontal 53"

Weight 50 lbs., Will there be any hollow spaces? yes Any rigid frame? yes

Material of frame angle iron No. advertising faces 2 material glass

No. rigid connections 4 Are they fastened directly to frame of sign? yes

No. through bolts none Size _____ Location, top or bottom _____

No. guys 1 material cable Size 3/16"

Minimum clear height above sidewalk or street 12'

Maximum projection into street 4'6"

Morrell Signs

Fee \$ 1.00

Signature of contractor By: M. W. Royal

ORIGINAL

10/5/48. O.K. 006.
CERTIFICATE OF OCCUPANCY
REQUIREMENT IS WAIVED

Permit No. 48/1799

Location 127 High St.

Owner M. W. Royal

Date of permit 12/7/48

Sign Contractor

Final Inspn. 12/23/48. rc

NOTES

11/16/48 - Permission

given to install

one side guy

with

10' high mast

construction on this

side. O.K.

WRITTEN CONSENT AND AGREEMENT RELATING TO A CERTAIN SIGN PROPOSED TO BE
ERECTED PROJECTING OVER A PUBLIC SIDEWALK FROM THE PREMISES

AT 127 HIGH ST. IN PORTLAND, MAINE

Free Street Corp., being the owner of the
premises at 127 HIGH ST. in Portland, Maine hereby gives
consent to the erection of a certain sign owned by M. W. ROYAL
projecting over the public sidewalk from said premises as described in
application to the Inspector of Buildings of Portland, Maine for a permit
to cover erection of said sign;

And in consideration of the issuance of said permit Free St. Corp.
_____, owner of said premises, in event said sign
shall cease to serve the purpose for which it was erected or shall become
dangerous and in event the owner of said sign shall fail to remove said sign
or make it permanently safe in case the sign still serves the purpose for
which it was erected, hereby agrees for himself or itself, for his heirs, its
successors, and his or its assigns, to completely remove said sign within
ten days of notice from said Inspector of Buildings that said sign is in
such condition and of order from him to remove it.

In Witness whereof the owner of said premises has signed this
consent and agreement this 23rd day of September, 1942.

Adwyt. Shwan
Witness

Free Street Corp.
By Harry M. Smart Owner

WRITTEN CONSENT AND AGREEMENT RELATING TO A CERTAIN SIGN PROPOSED TO BE
ERECTED PROJECTING OVER A PUBLIC SIDEWALK FROM THE PREMISES

AT 121 High Street IN PORTLAND, MAINE

David H. Schwartz & Sons, being the owner of the
premises at 121 High Street in Portland, Maine hereby gives
consent to the erection of a certain sign owned by Hodges Appliances Co.
projecting over the public sidewalk from said premises as described in
application to the Inspector of Buildings of Portland, Maine for a permit
to cover erection of said sign;

And in consideration of the issuance of said permit David H.
Schwartz & Sons, owner of said premises, in event said sign
shall cease to serve the purpose for which it was erected or shall become
dangerous and in event the owner of said sign shall fail to remove said sign
or make it permanently safe in case the sign still serves the purpose for
which it was erected, hereby agrees for himself or itself, for his heirs, its
successors, and his or its assigns, to completely remove said sign within
ten days of notice from said Inspector of Buildings that said sign is in
such condition and of order from him to remove it.

In Witness whereof the owner of said premises has signed this
consent and agreement this 19th day of May, 1947

Flavie Landette
Witness

David Schwartz & Sons Inc.
By Sidney P. Thorne Owner
Treas.



(G) GENERAL BUSINESS ZONE

APPLICATION FOR PERMIT TO ERECT SIGN OVER PUBLIC SIDEWALK OR STREET

PERMIT ISSUED
Permit No. 01049

MAY 20 1947

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

Portland, Maine, May 14, 1947 19

The undersigned hereby applies for a permit to erect the following described sign extending over a public sidewalk or street in accordance with the Building Code of the City of Portland, and the following specifications:

Location 121 High Street Within Fire Limits? yes Dist. No. 1
Owner of building to which sign is to be attached David I. Schwartz & Sons
Name and address of owner of sign Hodges Appliances, Inc., 121 High Street
Contractor's name and address John Donnelly & Sons, 17 Main St., So. Portland Telephone _____
When does contractor's bond expire? January 1948

Information Concerning Building

No. stories 2 Material of wall to which sign is to be attached brick

Details of Sign and Connections

Electric? yes Vertical dimension after erection 27" Horizontal 6'
Weight 360 lbs., Will there be any hollow spaces? yes Any rigid frame? yes
Material of frame angle iron No. advertising faces 2 material metal
No. rigid connections 2 Are they fastened directly to frame of sign? yes
No. through bolts 1 Size 5/8" - 3/4" Location, top or bottom top - middle
No. guys 4 material cable Size 1/8"
Minimum clear height above sidewalk or street 11'11"
Maximum projection into street 7'

CERTIFICATE OF OCCUPANCY
REQUIREMENT IS WAIVED

Signature of contractor John Donnelly & Sons Fee \$ 1.00
By: J. P. Donnelly

ORIGINAL

OFFICE OF FIRE DEPT.

Permit No. 42/1049

Location 121 High Rd.

Owner Hodges Appliances, Inc.

Date of permit 5/20/47

Sign Contractor

Final Ins. 9/20/47

NOTES

9/3/47 In corner brace,
did not look as though
angle from inside.
It was and not up
another angle 10 ft.
over height of
sidewalk and projection
requirements. 10 ft.

9/4/47. Look down at
corner brace but in. etc.

AP 10 Congress Square-I

April 6, 1946

ATH
VSS
RMT
PH
CAJS
X HL
BS

Free Street Corporation
10 Congress Square
F. A. Cunningham & Sons
181 State Street

Subject: Building permit for installation of incinerator in boiler room of Libby Memorial Building at 10 Congress Square

Gentlemen:

Permit for the above installation is issued to contractor today, subject to the following:

1. Under Section 672c of the Building Code, the Municipal Officers have set up as standard requirements for incinerators the regulations of the National Board of Fire Underwriters (pamphlet No. 82) which may be examined at this office. Paragraph 14 of these regulations require that such a Class C incinerator as you propose shall be located in a separate fire resistive room or in a standard fire resistive boiler room. The boiler room in which the incinerator is proposed is not a standard fire resistive room in that the burnable framing of the floor above is exposed without fire protection at least without fire protection of any amount of resistance. The fire doors to the room are all right but their operating devices are either not present or are not working in good shape. The latter may be corrected and should be without fail.
2. After our inspector had talked with Mr. Sidney Schwartz about the present method of disposing of waste material from the office building--that of accumulating it in the boiler room and burning it in a spare boiler, I have come to the conclusion that the intent of the Building Code is not to require the above protection inasmuch as the proposal to install the incinerator would probably be at least as safe as the practice of years standing, if the flue to which the incinerator is to be connected is thoroughly safe. Nevertheless, I urge that the owners of the building comply with the requirements for a fire resistive room for the incinerator large enough to contain the accumulation of unburned material between "charging" of the incinerator, making the room at least one hour fire resistive without combustible material in walls or ceiling and using a self-closing or auto tie-closing standard Class C fire door in the opening between the boiler room and this incinerator room. Of course, you could accomplish the same thing by covering the existing boiler room ceiling with one hour fire resistance, but as I remember the room there is a network of electric cable, pipes etc. close to the ceiling which would make application of the ceiling very difficult. If you should decide to construct this fire resistive room, application for amendment to the permit now issued should be filed with full particulars.
3. In support of the above recommendations let me say that accumulation of the waste material from the building in or near the boiler room and then burning it in that room with an unprotected ceiling is a very definite fire hazard whether the material is burned in a boiler or in a special incinerator. As a matter of fact, a hazard with the incinerator might be increased due to possibility of a "flare-back" while the incinerator is being charged if the chimney flue to which the incinerator is connected does not work efficiently--I note that the flue is of unusual shape since its longest dimension is nearly three times its least dimension. As long as this practice is kept up, the owners not only run the risk of a penalty on fire insurance rates (for the practice is certainly contrary to the Fire Underwriters' idea of safety), but also the threat of severe damage to the building by fire.



(G) GENERAL BUSINESS ZONP
APPLICATION FOR PERMIT

Class of Building or Type of Structure Second Class

Portland, Maine, April 2, 1946

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

The undersigned hereby applies for a permit to ~~erect~~ alter ~~repair~~ ~~construct~~ 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 10 Congress Square Within Fire Limits? yes Dist. No. 1
Owner's name and address Free Street Corp., 10 Congress Square Telephone _____
Lessee's name and address _____ Telephone _____
Contractor's name and address E. W. Cunningham & Sons, 181 State Street Telephone 3-0246
Architect _____ Specifications none Plans yes No. of sheets 2
Proposed use of building Stores, offices No. families _____
Last use _____ No. families _____
Material brick No. stories 6 Heat _____ Style of roof _____ Roofing _____
Other buildings on same lot _____
Estimated cost \$ 600. Fee \$ 2.00

General Description of New Work

To construct brick incinerator in basement as per plans.

Permit Issued with Letter

CERTIFICATE OF JOCC. SAVING
ALL JIREMENT'S 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? _____

APPROVED:

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

Free Street Corp.

Signature of owner

E. W. Cunningham & Sons

COPIES

Permit No. 46/538

Location 10 Congress Square

Owner Free Street Corp

Date of permit 4/6/46

Notif. closing-in

Inspn. closing-in

Final Notif.

Final Inspn. 12-31-46 Pmt

Cert. of Occupancy issued

NOTES

4/6/46 Work started

5-13-46 Work going

on

12-31-46. In operation

In operation. Door

to boiler room has

fusible link and

not connected. Told

engineer to connect

this door so if

overheated in operation

safer. He would be

it was today call

at 11:00. Door

in incinerator room to

from incinerator side.

has fusible link.



177-03

FILL IN AND SIGN WITH INK

APPLICATION FOR PERMIT FOR
HEATING, COOKING OR POWER EQUIPMENT

Portland, Maine, 11/9/46

PERMIT ISSUED
02241
OV 12 1946

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 10 Congress Square Use of Building Remains No. Stories 6 New Building Existing "
Name and address of owner of appliance Industrial Corp. 10 Congress Square
Installer's name and address Ballard Oil & Gas Co. 135 Marginal Telephone 2-1991

General Description of Work

To install 1 Case - C.B.S. - 1 fully automatic oil burner
Hot water system (forced)

IF HEATER, OR POWER BOILER

Location of appliance or source of heat Type of floor beneath appliance
If wood, how protected? Kind of fuel
Minimum distance to wood or combustible material, from top of appliance or casing top of furnace
From top of smoke pipe From front of appliance From sides or back of appliance
Size of chimney flue Other connections to same flue
If gas fired, how vented? Rated maximum demand per hour

IF OIL BURNER

Name and type of burner 1 - Case - C.B.S. - 1 Labelled by underwriters' laboratories? yes
Will operator be always in attendance? no Does oil supply line feed from top or bottom of tank? Bottom
Type of floor beneath burner Cement
Location of oil storage Basement Number and capacity of tanks 1 - 275 gal
If two 275-gallon tanks, will three-way valve be provided?
Will all tanks be more than five feet from any flame? yes How many tanks fire proofed? none

IF COOKING APPLIANCE

Location of appliance Kind of fuel Type of floor beneath appliance
If wood, how protected?
Minimum distance to wood or combustible material from top of appliance
From front of appliance From sides and back From top of smokepipe
Size of chimney flue Other connections to same flue
Is hood to be provided? If so, how vented?
If gas fired, how vented? Rated maximum demand per hour

MISCELLANEOUS EQUIPMENT OR SPECIAL INFORMATION

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

APPROVED:

OK 11-9-46 Rmf

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

2nd
FILE COPY

Signature of Installer

Ballard Oil & Gas Co.
S. J. ...

Permit No. 462241

Location 10 Congress Square

Owner Free St. Corp.

Date of permit 11/12/46

Approved 4-13-49 1836

NOTES

1. Fill Pipe

2. Vent Pipe

3. Kind of Heat

4. Burner Rigidity & Supports

5. Name & Label

6. Stack Control

7. High Limit Control

8. Remote Control

9. Piping Support & Protection

10. Valves in Supply Line

11. Capacity of Tank

12. Tank Rigidity & Supports

13. Tank Distance

14. Oil Gauge

15. Instruction Card

16

1-23-47 tank only
installed. 5 PM



(G) GENERAL BUSINESS ZONING
APPLICATION FOR PERMIT

Class of Building or Type of Structure Ventilation

Portland, Maine, March 21, 1946

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

The undersigned hereby applies for a permit to erect ~~and install~~ install 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 10 Congress Square
Owner's name and address _____ Within Fire Limits? Yes Dist. No. 1
Lessee's name and address Canal National Bank, 10 Congress Square Telephone _____
Contractor's name and address Ballard Oil & Equipment Co., 135 Marginal Way Telephone 2-1991
Architect contractor Specifications none Plans yes No. of sheets 3
Proposed use of building Store, offices and bank No. families _____
Last use _____ No. families _____
Material brick No. stories 5 Heat _____ Style of roof _____
Other buildings on same lot _____ Roofing _____
Estimated cost \$ _____

General Description of New Work

Fee \$ 1.00

To install mechanical air conditioning for bank as per plans.

Permit Issued with Letter

Permit Issued with Letter

INSPECTION NOT COMPLETE

Next to Fire Dept. 3/27/46 CERTIFICATE OF OCCUPANCY
Rec'd from Fire Dept. 3/25/46 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? _____

APPROVED Oliver T. Lumb
CHIEF OF FIRE DEPT.

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

Canal National Bank
Ballard Oil & Equipment Co.

Signature of owner By: H. O. Lumb

INSPECTION COPY

Permit No. 46/504
Location 10 Congress Square
Owner Canal National Bank
Date of permit 4/2/46

Notif. closing-in

Inspn. closing-in

Final Notif.

Final Inspn.

Cert. of Occupancy issued

NOTES

INSPECTION NOT COMPLETE

OF BUILDING

4/1/46

AP 10 Congress Square-I

ATH
ES
RMT
PH
AJS
HL
BS

April 2, 1946

Ballard Oil & Equipment Company
133 Marginal Way
Portland 3, Maine

Subject: Building permit for installation of
mechanical air conditioning for branch bank
at 10 Congress Square

Gentlemen:

In the absence of any specific indication on the plan of any source of heat for this ventilation system, I presume it is for cooling and perhaps purification only. Irrespective of that, however, aside from the specific provision in the text of the Building Code (Section 604b and c) that the ducts shall be of non-burnable material, standards for detailed construction and installation of such air conditioning systems have been set up by the Municipal Officers with reference to Section 602c of the Building Code as Regulations of the National Board of Fire Underwriters for the Installation of Air Conditioning, Warm Air Heating, Air Cooling and Ventilating Systems Pamphlet No. 90.

If you have not a copy of this pamphlet, one may be examined at this office.

Very truly yours,

Inspector of Buildings

WED/S

CC: Canal National Bank of Portland
188 Middle Street

CITY OF PORTLAND, MAINE
DEPARTMENT OF BUILDING INSPECTION

Peter & Nicholas Valentgas, Props.

May 5, 1944

James Simopoulos
Steve's Lunch
8 Congress Square,
Portland, Maine

Gentlemen:

Since your establishment has a capacity in persons, including employees, of one hundred or more, it comes under the Public Assemblage Ordinance (copy enclosed). Section 3 contains minimum standards of safety. It is at all times the responsibility of the operator of such an establishment as yours to see to it that the establishment complies with these standards and with all other details of law without waiting for notification of non-compliance from any Enforcing Officer. You should at once, therefore, study the ordinance, examine your establishment in the light of it and proceed accordingly.

If resulting improvements require materials called "critical" in the war emergency, file copy of this letter with application to War Production Board for priorities, enumerating the kinds and amount of critical materials necessary for your establishment to so comply.

Note Section 4-Enforcement and the various fields of responsibility of Enforcing Officers as set forth there in general terms. While at present the extent of these fields of responsibility and a tendency for them to overlap, may be confusing, patience and a spirit of cooperation all around will clear up questions of doubt and make progress to the end that all of our places of public assemblage may be as safe as they can be.

Note also in Section 4-a-2 requirement of furnishing plans of your establishment in duplicate for permanent filing here. Please employ at once a thoroughly competent party to prepare such plans and secure his assistance in going over your establishment as to compliance, so plans may be made as the establishment now exists and then indicated on them clearly, before printing the changes proposed to make establishment comply. To assist in this, I am enclosing set of suggestions for preparing such plans.

Very few establishments such as yours are now in compliance with Section 3-a-2 as to type of hardware on both entrance and exit doors. Note that only doors serving places of assembly accommodating more than 150 persons are required to have anti-panic hardware. Places accommodating a less number, including employees, may have the other type of lockset described in 3-a-2. The Building Code says where anti-panic hardware is required, doors shall be equipped with such locks or latches only, that all fastenings which would keep door from opening would be released instantly without fail by moderate pressure at normal height on any part of width of inside of door or pair of doors. Inner doors which do not require locking, will be deemed equivalent to doors having anti-panic hardware if all fastenings and locks of every description are entirely removed from them.

Your victualer's license expires on June 30th, next. Enforcing Officers will be required to approve or disapprove application for renewal. From these facts you will see the need of proceeding with all haste toward placing your establishment in compliance with the law.

Very truly yours,

W. A. M. Donald
Inspector of Buildings

WMCD/H

CITY OF PORTLAND, MAINE

Application for a Victualer's License

The undersign applies for a Victualer's License for the period ending

..... June 30 19 48

1. Firm Name Steve's Lunch
2. Name (under which the license be granted).....
..... Steve's Lunch
3. Location 8 Congress Square, Portland
4. Name and address of applicant .. Peter & Priscilla Velentgas
..... 8 Congress Square
5. Name and address of Manager, Nicholas Velentgas
..... 22 Granite Street
6. If other than individual, give names and address of partners or principal officers of corporation.
..... Priscilla Velentgas 22 Granite Street
..... Peter Velentgas 727 Congress Street
7. Name and address of owner of building .. Tree Street Room
..... 10 Congress Square
8. Location in Building of Restaurant \ Capacity Persons Employed
..... Ground Floor 84 14
..... Name of Room, if any
9. Will malt beverages be served on the premises? No
10. Will Vinous and Spirituous Liquors be served on premises?.....
11. Time of opening and closing of Restaurant.....
..... 5 AM - 1 AM
12. Have either the applicants or the managers been convicted of a crime? No
13. If so, when and where?.....

I agree to abide by all laws, orders, ordinances, rules and regulations governing restaurants in the City of Portland, Me.

..... Peter Velentgas
..... Priscilla Velentgas
.....

REPORT OF HEALTH OFFICER

Recommendation: Approved Disapproved

..Disapproved.on.ground.of.the.disapproval.of.the.Chief.of.Police

.....
..... Travis D. burrough, MD
..... Health Officer

REPORT OF INSPECTOR OF BUILDINGS

Recommendation: Approved Disapproved.

.....
.....
.....
..... Inspector of Buildings

REPORT OF CHIEF OF POLICE

Recommendation: Approved Disapproved

.....
.....
..... John F. Newell
..... Chief of Police

REPORT OF CHIEF OF FIRE DEPARTMENT

Recommendation: Approved Disapproved

.....
.....
..... Oliver T. Sanborn.....
..... Chief of Fire Department

Conditional License granted expiring August 19, 1944.

GENERAL DATA SHEET ---- ACTIVITY LICENSED BY MUNICIPAL OFFICERSType of License Victualer'sLocation 6-14 Congress SquareName of General Establishment Steve's LunchName and Location in Building of Particular Rooms Licensed with Capacity of
Each in Persons:

	Capacity in Persons Theoretical Limits Set in by B.C.	License

Name and Address of Owner of Building Free Street Corp., 150 Free Street

Name and Address of Licensees _____

Data about Plans Filed and License

Current License?	Date of Expiration	Plans Filed	No. Sheets?

GENERAL DATA SHEET ---- ACTIVITY LICENSED BY MUNICIPAL OFFICERSType of License Victualer'sLocation 6-14 Congress SquareName of General Establishment Steve's LunchName and Location in Building of Particular Rooms Licensed with Capacity of
Each in Persons:

	Capacity in Persons Theoretical by B.C.	Limits Set in License

Name and Address of Owner of Building Free Street Corp., 150 Free Street

Name and Address of Licensee _____

Data about Plans Filed and License

<u>Current</u> <u>License?</u>	<u>Date of</u> <u>Expiration</u>	<u>Plans</u> <u>Filed</u>	<u>No.</u> <u>Sheets?</u>



(C) GENERAL BUSINESS ZONE
APPLICATION FOR PERMIT

Class of Building or Type of Structure Second Class

Portland, Maine, December 28, 1945

PERMIT ISSUED

JAN 10 1946
00045

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

The undersigned hereby applies for a permit to erect alter repair demolish install 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 14 Congress Square Within Fire Limits? Yes Dist. No. 1
Owner's name and address Free Street Corp., 10 Congress Square Telephone _____
Lessee's name and address Canal National Bank, Telephone _____
Contractor's name and address F. W. Cunningham & Sons, 181 State St. Telephone 3-0216
Architect _____ Specifications Yes Plans Yes No. of sheets 5
Proposed use of building Stores, bank and offices No. families _____
Last use _____ " " No. families _____
Material brick No. stories 2 Heat _____ Style of roof _____ Roofing _____
Other buildings on same lot _____
Estimated cost \$ 30,000. Fee \$ 22.50

General Description of New Work

To make alterations to bank as per plans and specifications.

INSPECTION NOT COMPLETE.

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) 2 x 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:

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

Canal National Bank
F. W. Cunningham & Sons

Signature of owner By: F. W. Cunningham & Sons

INSPECTION COPY

Permit No. 48/45

Location 14 Congress Avenue

Owner ~~Leases~~ Canal National Bank

Date of permit 4/10/46

Notif. closing-in 3/11/46

Inspn. closing-in 3/11/46

Final Notif.

Final Inspn. INSPECTION NOT COMPLETE

Cert. of Occupancy issued

NOTES

4/18/46 - Work of
excavation not started

4/14/46 - Work began on

2/25/46 - Work completed

3/4/46 - Work resumed on

excavation

excavation

excavation

excavation

excavation

excavation

excavation

6/18/46 - Work completed

*cf. p. 100
+ bring to attention
any other ref. on 1/13/46*

JOHN HOWARD STEVENS, A.I.A. JOHN CALVIN STEVENS, 2ND, A.I.A.
ARCHITECTS
187 MIDDLE STREET, PORTLAND 3, MAINE

January 16, 1946

RECEIVED

JAN 17 1946

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

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

Free Street Corporation
Canal National Bank.

Dear Sir:

Answering your letter of January 5, 1946 -

OK.

1. This has been cleared by Appeal.

OK.

2. Standard exit signs to be provided over the two emergency exit doors in Basement.

High Street door will be used habitually as an entrance.

OK.

3. Noted. Doors will comply.

OK.

4. Noted. Vestibule lock sets will be provided.

OK.

5. Noted. Handrail will be installed.

OK.

6. Present basement stairway is not enclosed.

OK.

7. Proper foundation will be made under steps at High Street entrance. Roof of projecting bay on front will be drained.

OK.

Firestopping will be done wherever needed.

OK.

Concrete slab for Terrazzo floor at High Street entrance will be as required.

OK.

Air conditioning plant will be installed under a separate contract, and another permit.

Sincerely yours,

John Howard Stevens
John Howard Stevens

JHS:MM

cc F.W. Cunningham & Sons
Canal National Bank
Free Street Corporation

: AP 14 Congress Square-I

January 10, 1946

Subject: Building Permit for Alterations
at 14 Congress Square

F. W. Cunningham & Sons,
181 State St.
Messrs John Howard and John Calvin Stevens,
187 Middle St.

Gentlemen:

Gentlemen:

appeal

Building Code/ of the owners, Free Street Corp., having been sustained, subject to compliance with all terms of the Building Code except the question of Fire District regulations involved in the appeal, on January 7, 1946, I am issuing the building permit, herewith, to the contractors based on the various items indicated in our check list sent to you on January 5th.

Rather than delay starting of the work any longer, I am relying on the architect to furnish shortly prints of the revised plans clearing up for the record the various questions raised in the check list.

Very truly yours,

(Signed) Warren McDonald

Inspector of Buildings.

CC Canal National Bank;
188 Middle St.

CITY OF PORTLAND.....DEPT. OF BUILDING INSPECTION

Check List of Compliance with Building Code and Zoning Ordinance Requirements

January 5, 1946

Job Location 14 Congress Square Owner Free Street Corporation
(Lessee Canal National Bank)

Contractor Y. W. Cunningham & Sons Architect J. H. & J. C. Stevens

References at left are to sections of Building Code where applicable.

If plan maker disagrees with statements below, he should seek a conference by phone or in person at this office. If he agrees, plans and application should be corrected accordingly.

1. Sec. 402a2. Shallow addition (about two feet deep) in front of former Watkins Store proposed of wooden frame construction not allowable in the limits of Fire District No. 1. Owner of building filed Building Code appeal relating thereto on January 4 in time to get before a hearing on other matters before the Board of Municipal Officers that same morning. Action on the appeal can be expected at the Council meeting of Monday evening, January 7.
2. Sec. 206c4. Standard exit signs (letters no less than six inches high), directional or otherwise, required to clearly indicate both emergency exit doors from the basement quarters and the exit door to High Street from first story unless that door is used habitually for entrance.
2. Sec. 212a1.4. Architect explains that the two emergency exit doors from basement quarters lead to a public corridor and stairway which in turn lead to the entrance lobby of the building without obstruction or intervening private quarters of others. On this basis the fire doors in these openings from the bank quarters may be Glass C (labeled) made self-closing by means of liquid door closers and set in structural metal frames.
4. Sec. 212a1.5. Vestibule locksets or equivalent are required on the two fire doors in emergency exit doorways from bank quarters in basement and on both vestibule and outside door at the High Street exit, these locksets being of such type that they cannot be locked with a key or otherwise against persons inside opening them quickly merely by turning the usual knob or pressing upon the usual thumb latch.
3. Sec. 212a3.2. Handrail required on at least one side of the short run of steps to be re-located for High Street exit.
6. Sec. 205f1. Architect says that new stairway to basement is replacement in another location of an existing stairway to basement, the latter not being shown on the plan as to be removed or floored over. It is also his impression that this existing stairway is not now enclosed either in the first story or in the basement in the sense of the Building Code requirement of fire resistive enclosures with fire resistive wall and self-closing fire door at the entrance to the enclosure. This is important because the building is more than two stories high and without sprinkler system and that this section of the Code requires in such a situation that all stairways be enclosed with one-hour fire resistive enclosures to prevent passage of fire and smoke. If it turns out that the existing stairway to be replaced does not have standard enclosure with fire door either in the bank quarters or in the basement, we are able to accept the new replacement stairs without standard enclosure in view of the fact that the bank quarters are well separated by fire

January 5, 1946

resistive walls from the balance of the building in first story and also in the basement. However, if it turns out that the existing basement stairs are equipped with standard enclosure, then the stairs to replace them are required by the Building Code to be similarly enclosed either in the first story or in the basement, but not both. In either case I suggest that the existing stairs be indicated on the plans as to location and the fact of their removal and if they are not now equipped with standard enclosure so indicate it, or if it should turn out that they are equipped with standard enclosure indicate that fact.

7. General. (1) It appears that the new front of the former Watkins Store will be supported upon existing reinforced concrete slab over basement of building which extends toward the public sidewalk and beyond the front wall of the main building. I presume due account has been taken of the possibility of frost action under the projection of the reinforced concrete block intended to support the High Street stone steps in their new location. (2) I presume arrangements are being made to drain the narrow new roof over projected front of the former Watkins store. (3) It appears that the top of the reinforced concrete slab over the new vault will be snug up against the wooden floor joists of first floor over. Head for firestepping this space will appear as the job progresses. (4) It appears that the concrete slab to take terrazzo top at High Street exit is to be constructed on the wooden floor, and I presume with waterproof felt between slab and floor and reinforcing mesh in the slab. (5) The air-conditioning plant indicated requires a separate permit from this Department to be applied for by and issuable only to the actual installer. I presume the architect will design the system, and his attention in this connection is drawn to Section 602 of the Building Code, paragraph c of which refers to standards of air-conditioning systems not mentioned in the Code set up by the Municipal Officers, as indicated in Appendix A under that sectional reference (602c) as Standards of the National Board of Fire Underwriters for the Installation of Air-Conditioning, Warm Air Heating, Air Cooling and Ventilating Systems (Pamphlet No. 90). If not available in the architect's office, this pamphlet may be examined in this office. I am told that the heat for the air-conditioning system will be by means of a steam radiator in the bank tenancy supplied from the heating boiler of the building. This, of course, eliminates a great deal of the usual fire hazard, but full regard should be given to the weight of the ducts, firestepping around them, ducts in concealed spaces, fan equipment, etc.

Inspector of Buildings

Gen. F. W. Cunningham & Sons
181 State Street

Canal National Bank
189 Middle Street

Free Street Corporation
17 Congress Square

December 17, 1945

DECEMBER 15, 1945- A D D E N D U M #1

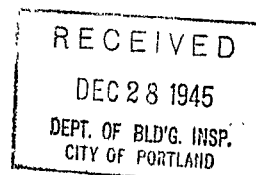
to
Memorandum Specification - dated December 11-45.

for

CHANGES- CANAL NATIONAL BANK - - - - -
Congress Square Branch

-
- (A.) On Page 11 - Omit setting and grouting of Vault Door.
Under terms of purchase of this door, the Bank has contracted for the door to be delivered and set in place complete.
- (B.) On Page 10 - FIRE DOORS. The present tinned fire door is to be removed and stored in the building where directed.
This opening and the new opening to be equipped with Kalamein doors to meet requirements of the Building Code, and to have emergency hardware, arranged so that door is locked against entrance from outside.
- (C.) On Page 16 - PAINTING. Add the following:-
On outside, all old painted work to be washed and given one coat lead and oil.
On inside, all old finish that remains is to be touched up, given one coat, and then a glaze coat to get the same finish as at present.
Old painted walls to be touched up and given one coat of paint.

Office of
John Howard Stevens, A.I.A.
John Calvin Stevens, End, A.I.A.
Architects, 187 Middle St., Portland, Maine



#6
December 11, 1945

Memorandum Specification

CHANGES - CANAL NATIONAL BANK

Congress Square Branch - Portland, Maine

John Howard Stevens, A. I. A.
John Calvin Stevens, End, A. I. A.

Architects

187 Middle Street, Portland, Maine

PROGRAM: Work is to start on the High Street Store adjacent to the present Banking quarters removing store front and section of floor at entrance way to permit moving in of the vault door for basement.

Provide temporary closure for this opening during construction and also temporary closure for the new window facing Congress Square, filling the entire front of what was the Watkins Store.

The partition between the present Bank quarters and what was the Watkins store is to remain until the final step in operations.

A temporary partition will be provided at the proper time the entire length of the Watkins Store about 2 feet from the present dividing partition.

All of the work outside of the present Banking quarters is to be carried to completion so far as possible before breaking into the present quarters.

The new entrance on High Street shall be completed ready for the use of the public before work is started on the new

vestibule at the present front entrance.

ON THE HIGH STREET FRONT: Granite steps are to be moved to new location with a concrete foundation let down into the present stone foundation wall as indicated by the section.

One piece of granite underpinning is to be cut off and the end bushed to a finish at new step location and on new piece of granite to match old will be provided to fill the gap caused by moving of the steps.

The detail of the window filling up this entrance will be the same as the detail of the present windows near the upper corner except that the pilasters will not be fluted and will not have carved capitals.

Side walls of entrance panelled in wood and ceiling soffit to have a grille the full size of the area which will be furnished and set by the Heating Contractor.

Provide new entrance door and round head top light and floor frame as per details to be given.

CONGRESS SQUARE FRONT: The entire opening of what was the Watkins Store is to be filled with wood frame and wood sash similar in detail to the present bay window but having panelled sides and with plain pilasters same as for the High Street side.

This work will rest directly upon the present concrete slab.

Inside will be finished the same as the adjoining work.

NEW STAIRWAY: Cut out and frame present floor to accommodate the stairway of the width shown. This involves cutting off the steel beam now extending to the rear wall and supporting the end of it with a 3-1/2" extra heavy lally column on proper footing.

Stairs will be on wood stringers 2 x 8s, not over 36" o.c., thoroughly framed and supported with points nailed on.

Risers 7/8" hard wood, treads 1-1/4" hard wood.

Top flooring of landings narrow matched stock to receive linoleum or other flooring material.

Treads to be covered with an approved anti-slip material similar to Ferralun, or the material at present on the Service stairway in the Main Bank on Middle Street.

Hand rail to be moulded mahogany supported on metal brackets.

PARTITIONS: Build partitions on first floor to form consulting room, using 2 x 4 studs.

Partition paneled on both sides up to the height of the glass, using metal lath and plaster or 1/4" Masonite Hardbord in continuous lengths from corner to corner.

With either plaster or Hardbord panels will be formed by applying a small wood moulding, set in white lead paste and bradded.

Walls above the wainscot will be metal lath and plaster or gypsum lath plastered and with same wood moulding applied to carry out the present method of wall treatment in the Main Banking Room.

The glass panels in vestibule partitions and in the partition between consulting room and stairway shall be ~~glass with~~ "Pluralite", with ribs vertical, made by Mississippi Glass Company. PARTITIONS IN BASEMENT, 2 x 4 studding, 18 o.c., except that the partitions forming the booths will be 2 x 4 set flatways in order to obtain as much width as possible in the booths.

Notice, that at the stairway the wall above the stair sets out beyond the line of the present brick wall and proper framing must be introduced to carry it.

All partitions in basement will be covered with metal lath and plaster, or gypsum lath and plaster.

The walls in the stairhall lobby in front of vault and up the ramp, including the space for future booths and the workroom will have paneled treatment, the same as in the Main Banking Room with the same wainscot carried around all these walls.

In the space under the stairs all surfaces will be metal lath and plaster, but otherwise this will be entirely unfinished.

No new work is included in the toilet room section, except the finishing of the partition between it and the entrance way.

On the toilet room side this partition will be finished with wood sheathing same as other portions of the toilet room section.

REMOVING PARTITIONS: Wherever the plan indicates, wherein old partitions are to be completely removed, the consequent scars to be patched and refinished.

In the Main Banking Room the removal of the dividing partition between the Watkins Store and the present bank will

have the ceiling at that point hidden by a new furred timber with a cornice on both sides.

CEILINGS: In the Main Banking Room the present ceiling is furred down to a lower level than the old original ceiling, and the present ceiling in the Watkins Store is the old original ceiling. This entire area to the second column is to be furred down to the level of the Banking Room ceiling and finished the same as the Banking Room ceiling.

At the line of the second column, a furred beam is to be built across the entire space and back of this furred beam the entire ceiling will be up to the level of the present ceiling; patch the present ceiling where necessary to make a complete job.

In the Basement, the ceiling of the Stair Lobby is furred down around the sides in order to provide space for vent flues.

In the Lobby in front of the vault, the ceiling of the booths and all the space adjoining where the Attendant's desk is located will also be furred down.

The center ceiling will be furred with a sloping area on all 4 sides as indicated by the section.

MASONRY: The masonry work on the High Street front consists of merely the work in connection with setting the granite and steps and foundation for same.

In the basement brick up such openings as occur in

the present brick walls where they are to be finished and cut an opening thru the cross wall between the Vault Lobby and the Stairway Lobby. This opening can be cut clear to the underside of the floor timbers, because it is not a bearing wall.

Cut thru the main wall into the basement stairhall of the main building, to provide a new fire door for emergency exit, to be the same size as the present fire door.

In the corner of the stair lobby cut out the present sloping brick section leading up into the vent flue in the corner and patch the walls in order to finish neatly oversame. The vent flue is to remain to serve as connection for the vents from this section.

Remove any other brick structure or piers that may exist on this dividing wall between the stairhall of the main building and the vault section, even the such structures are not indicated on the plan.

CONCRETE WORK: The present concrete floor in the vault section may remain except that over the entire area of the vault it shall be removed and provisions made for casting the vault floor at least 12" thick if it rests on ledge, or, if not on ledge, it must be at least 2' - 3" thick.

The foundations of the steel column and large brick pier at the front will not be disturbed, nor any part cut away which might project into the vault without first consulting the architect.

The present brick walls on two sides of the vault

will serve as the forms for the exterior face of the vault.

For other walls forms shall be provided of adequate strength and properly braced in order to provide straight and true surfaces when the concrete is poured. It will, undoubtedly, be necessary to remove the greater portion of the Watkins Store floor in order to construct the roof of the vault, and it is recommended that pouring of the concrete be done thru the Congress Street front of the present Watkins Store.

Before pouring the floor of the vault the entire area shall be graded to a smooth, level surface with sand or gravel, and on this lay one thickness of heavy reinforced waterproof felt with edges mopped with hot pitch.

The concrete for the bottom slab or floor shall be 1 : 2 : 4 mixture with proper amount of Truscon Waterproofing paste or Masters' Builders Waterproofing compound, in order to produce a damp-proof concrete.

The walls and roof will be a 1 : 2 : 4 mix without any waterproofing compound, but, after completion of the work, when the concrete is fairly well dried out, two heavy coatings of R.I.W. will be applied to the entire top surface.

Reinforcing of floor walls and ceiling of this vault will be in accordance with the scheme of reinforcing as shown by vault drawings in the office of the architect.

When the vault has been completed, the steel doors shall be properly set and grouted in accordance with directions of the vault door manufacturer.

Walls and ceiling of the vault to be properly roughed and finished with Keene's Cement trowelled to smooth and even surface. Outside face of vault to have the same treatment.

CONCRETE FLOORS: Provide any new concrete flooring slab that may be required to fill any present empty spaces over the entire area of the vault lobby and stair lobby, and air-conditioning room.

Remove the present wood floor in the section where future booths are indicated, and over the area of the workroom and grade this area with clean gravel or sand and lay 2" concrete floor slab ready to receive terrazzo floor. The terrazzo floor will be brought to the same level as the present wood floor in the toilet room section.

TERRAZZO FLOOR: On all of the above mentioned areas, i.e., the floor of the vault itself, booths, vault lobby, stair lobby, room for future booths and workroom (air-conditioning room not included), lay terrazzo floor divided into squares of about 24 x 24". The exact layout of these squares to be determined by the architect. Squares being formed with brass or aluminum strips at least 1/16" thick.

Terrazzo to be a mixture of marble chips of varying colors consisting of the harder grades of marble. Sample to be submitted before the work is started.

There will be no color pattern or contrast of color, the entire area will be of one tone.

It shall all be rubbed to a smooth even surface, and before delivery shall be cleaned and given two applications of approved surface treatment.

MAIN FLOOR: After the completion of the vault, the main floor shall be framed again with the same timbers or new timbers of the same size, and a smooth wood floor provided at proper level, so that the floor in the present Bank quarters can be extended into this new area.

After the Tellers' booths, rails, etc., have been erected, lay a floor of black and white special asphalt tile to match that now in the present Main Banking Room.

Remove any present linoleum now in the Main Banking Room section and extend this same black and white material, so that the entire first floor area is covered including the consulting room in the rear.

NEW VESTIBULE: Build walls up to ceiling and finish with wood as indicated by the drawings.

Provide and hang one new door.

The wall of the vestibule is to be so located that the edge of the plate glass panelling will meet on one of the wood muntins in the present window. It will not be attached to the muntin, but will be held in place in top, bottom and opposite side.

Cornice of the main room will be carried around both inside and outside of the vestibule.

RAIL OR BUTTRESSES: The low rail separating the Officers' quarters from the public space will be built in the same corner as the similar rail in the Main Bank Building on Middle Street.

Upright 2 x 4 studs, 16" o.c., will be set directly on the wood floor under the present asphalt tile, and each stud will have two angle irons bolted to each other thru the stud, and each angle iron fastened to the floor with large sized short screws not over 2" long. These angle irons to be 1-1/4" wide x 1/4" thick, upright leg about 6" and the leg on the floor about 4". The upright leg shall be let into the face of the stud so that the surface of the iron is flush with the face of the stud and the lower leg shall be let into the surface of the top flooring flush, in order that the asphalt tile may be laid over it.

Material for these buttresses will be 1/4" Masonite Hardbord to be painted, wood base, mahogany top surface and mahogany wainscot cap directly under it.

This same member continues around the entire room as a wainscot cap.

At the stairway on the side next to the consulting room this will be carried level forming the sill of the glass panels, to the back wall, and on the landing it continues on down the stairway at normal height indicated by the drawings.

The narrower buttress near the end of the Tellers' booths extending into the new window is a section which exists at present at the side of the main entrance and can be removed to this new location.

Arrange solid and substantial support for it.

The various gates indicated will be solid panelled wood hung with double acting pivoted hardware the same as in the Main Bank Building at Middle Street.

CABINET WORK: The Check Desk surrounding the center column will be made from two Check Desks at present next to the High Street window with such additional new part to match as may be needed. Carved consoles, of which there are four, will make the two finished ends and the compartments under the glass will be reused back to back at one end with new ones back to back at the other end.

PILASTERS AND COLUMNS: The central column above mentioned will be cased up with fluted wood pilasters of similar design to those in the present Bank Building on Middle Street, and the second column will be treated in the same manner enlarged to the size indicated for the sake of carrying certain vent pipes and having small flat pilasters to engage a smaller cross beam over-head.

Caps for these pilasters will be carved wood to paint.

In the basement, provide mahogany shelves in each booth and two mahogany shelves in the location marked "ature booths." These two to have a simple curved top division between them, all solidly supported and each having a backboard about 8" high of mahogany against the wall.

TELLERS' BOOTHS: The present Tellers' booths and the counter at the end are to be moved bodily into the new location, and two new counters, 5 and 6, are to be built exactly the same with a return

counter at the end built to accomodate steel files underneath.

PAINTING: All new mahogany is to be finished to match the present.

All other wood to be painted four coats lead and oil to match present work.

Walls to be sized and painted 2 coats lead and oil to match the present walls.

All new ceilings to be sized and painted to match old.

Outside woodwork to be sized and painted 2 coats lead and oil to match old.

Inside walls and ceiling of vault will not be painted.

END OF PAINTING SPECIFICATION.

GLASS: Glass as specified above for the sash in Consulting Room and Vestibule ; the outside window in the Consulting Room will be glass with A quality glass as will also the new windows filling the Watkins Store front.

The room's large sheet of plate glass forming the wall of the vestibule will be 1/4" plate with the xxxxxx edge next to the window muntin ground to a finished edge. The glass top lights at this place will be A quality sheet glass.

The glass in High Street doors and fan-lights will be clear plate glass.

Glass tops at central check desk will be heavy plate

glass of same thickness as present, and finished the same.

CLEANING: At completion of the entire contract, all glass, both old and new, are to be entirely free from paint spatters and shall be cleaned and polished.

HARDWARE: All hardware of every description shall be fully the equal to that now in the present Bank on Middle Street where used in similar manner.

ORNAMENTAL IRON WORK: At the entrance to vault lobby erect steel frame now in possession of the Main Bank and hang grille door, also in possession of Bank, and each side of this door install two iron grilles now in possession of the Bank which this contractor will recut to fit the new location.

ELECTRIC WORK AND FIXTURES-will be under separate contract.

STEAM HEATING AND VENTILATING- will be under separate contract.

NO CHANGES IN PLUMBING IS INVOLVED.

General Contractor must work in conjunction with these various separate contractors to the end that all work shall be co-ordinated and carried forward in the most expeditious manner.

FINALLY: After the temporary partition has been built the entire length of the wall now separating the Bank from the Watkins Store and provision made for the public to get access to the Bank from the High Street entrance, the present counters shall be removed and be set up in working order between some Saturday noon and the following Monday morning at 9 o'clock ready for the Bank to resume business.

After this step the long overhead beam can be finished and the new vestibule on the front and the railing installed forming the Officers' section.



Call... 1/7/46
City of Portland, Maine

46/1
Justified
1/7/46
WMP

Appeal to the Municipal Officers to Change the Decision of the

Inspector of Buildings Relating to the Property Owned

by Free Street Corporation 14 Congress Square

January 4, 1946

To the Municipal Officers:

Your appellant, Free Street Corporation

who is the owner of property at 14 Congress Square

respectfully petitions the Municipal Officers of the City of Portland to change the decision of

the Inspector of Buildings relating to this property, as provided by Section 115 Paragraph 1
of the ~~Zoning~~ Ordinance, on the ground that the enforcement of the ordinance in this case
involves unnecessary hardship and because ~~relief~~ ^{Building} may be granted without substantially der-
ogating from the intent and purpose of the ~~Zoning~~ ^{Building} Ordinance.

The decision of the Inspector of Buildings holds that a building permit is
not issuable to cover alterations in the first story store space because a
certain small addition about ten feet deep is proposed on the street front
with the walls of the addition of wooden frame construction contrary to the
provisions in Fire District #1 where the property is located.

The reasons for the appeal are as follows: It is desired that the new
window shall have the same appearance as the present existing wooden bay
window adjacent to it, and it is felt that the extent of the open space
across Congress Square is adequate protection from any possible risk of
fire, and, furthermore, that this is in the nature of a temporary structure
inasmuch as an entirely new front is contemplated in the near future.

Free Street Corporation

By: Harry M. Schwartz, Agent

46/1

City of Portland, Maine

IN BOARD OF MUNICIPAL OFFICERS

January 7, 1946

ORDERED:

That the appeal under the Building Code of Free Street Corporation at 14 Congress Square, relating to the proposal to build a shallow addition of wooden frame construction in front of a certain store front in the building for the purpose of enlarging quarters of a branch bank in the building, contrary to the provisions of the Building Code within the limit of Fire District No. 1 where the property is located, be sustained subject to full compliance with all terms of the Building Code not involved in this appeal;

BECAUSE Enforcement of the ordinance in this specific case involves unnecessary hardship by needlessly preventing desirable development of the building without undue expense; and desirable relief may be granted without substantially departing from the intent and purpose of the ordinance in that the fire exposure hazards to or from this wooden construction would be negligible on account of the open width of Congress Square in front of it.

BP 45/1242-I

ATB
LESS
RMT
PH
CAJS
HL
XBS

May 11, 1946

F.W. Cunningham & Sons
181 State Street
R.L. Watkins Company
634 Forest Avenue

Gentlemen:

Referring to the question of difficulties of supplying a vestibule lockset in the two all-glass doors proposed for the two entrances to the Watkins Store and to paragraph No. 1 of my letter of October 22 issued with the permit, and the request of Mr. Fallon of the contractors I have again examined the figures as to floor areas of the customers' spaces and looked the stores over on the ground and have come to the conclusion that, under the circumstances with what amounts to two stores with separate entrances and neither store having an area which would require a vestibule lockset, no aperture could be made from the intent and purpose of the Code if the vestibule locksets were not supplied on these doors--that is the two all-glass entrance doors.

It takes the combined areas of the two customers' spaces to make a total which would require vestibule locksets. I understand that there is a vestibule lockset on the rear exterior exit door which is common to both stores and such a lockset or equivalent in the rear door between the two stores. Thus the doors which would serve the combined areas would comply with the Building Code.

While examining the stores, I noted that the exit sign on the shop side of the rear door between the fur store and the stock space of the clothing store is directly over the door and obscured from view from the greater part of the fur store. If this exit sign is to do any good to persons in the fur store, and they are the ones it is designed to serve, it should be relocated to such a place, possibly with a directional indication, so that it can be seen from the greater part of the fur store.

Very truly yours,

Inspector of Buildings

Wcd/J

60, Free Street Corporation
13 Congress Square

Mr. Carl Conrad Braun
2 West 45th Street
New York City, New York

NY 45/1242-I
Adt. #2

November 3, 1945

Free Street Corporation
10 Congress Square
F. W. Cunningham & Sons
181 State Street
Mr. Carl Conrad Braun
2 West 45th Street
New York City, N. Y.

Subject: Approved amendment #2 to building permit
covering alterations of store and store front
at 6-14 Congress Square.

Gentlemen:

Above approved amendment is sent to owners herewith, based on prints of revised architect's plans (five sheets) received here November 1, and subject to the following:

1. Wherever new concrete footings are indicated to extend down to "frost line", it is understood that that means at least four feet below the surface of the ground or sidewalk, or to ledge if ledge is encountered at a less depth.

2. It appears that the 2x4 roof joists and the 2x4 diagonal braces may be intended to be butted against the vertical studs in the store front. I am sure the contractor would not actually frame this detail that way, but I suggest that the usual method of such construction be followed, dropping the doubled 2x4 plate shown above the roof joists down so that the roof joists will rest upon the plate and diagonals but against it--the desired projection above the roof to be provided in some other manner, perhaps by solid timber with enough depth to reach the desired height for the edge strip and flashing.

3. Your attention is again called to the following items in my letter of October 22, which I have been unable to discover have been taken care of wherever the detail could be shown on the plan: (a) standard exit signs; (b) vestibule lock sets and interior door latchsets; (c) masonry wall on easterly side of front to fill in show window to be eight inches thick; (d) presumably the sign over awning canopy is to be a "cut-out", otherwise there would be an undesirable pocket between sign and wall of store front; (e) notations with regard to application and support of glass veneer.

4. We have received a total estimated cost of this job so far of \$100--\$100 for tearing out, \$2000 for construction work. In view of the fact that the Building Code requires that all labor and materials, and all built-in equipment and appliances, including electrical work, plumbing, decoration etc. be included in the estimated cost, irrespective of the fact that separate permits are required from other departments for electrical work and for plumbing work, this total figure seems considerably out of line in the direction of being too small. Will the owners who applied for the permit and the amendments let me know about this without delay? If this figure is too small, the best way is to enter the increase on the application for amendment #2 at this office and adjust the fee accordingly.

Very truly yours,

Inspector of Buildings

WMC:/s

CC: E. L. Watkins, Company, 804 Forest Avenue

Original Permit No. 2125/1242Amendment No. 2

AMENDMENT TO APPLICATION FOR PERMIT

Portland, Maine, November 1, 1945

To the INSPECTOR OF BUILDINGS, PORTLAND, ME.

The undersigned hereby applies for an amendment to Permit No. 45/1242 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 6-11 Congress Square Within Fire Limits? Yes Dist. No. 1Owner's or Lessee's name and address Free Street Corp., 10 Congress Sq.Contractor's name and address F. W. Cunningham & Sons, 181 State St.Plans filed as part of this Amendment Yes No. of Sheets 5 - total 7Is any plumbing work involved in this work? no Is any electrical work involved in this work? noIncreased cost of work 1500. Additional fee .25Framing Lumber: Kind? _____ Dressed or Full Size? 2x4 add

Description of Proposed Work

To make changes to store front and interior as per plan of 11/1/45

Free Street Corp.

Approved:

Chief of Fire Department.

ORIGINAL

Commissioner of Public Works.

Signature of Owner Harry M. Stewart

Permit Issued with Letter

Approved: 11/3/45 Wm S Inspector of Buildings.

*File with
Bible
Barnett*

CARL CONRAD BRAUN

2 WEST FORTY-FIFTH STREET . NEW YORK 19, N.Y. . VANDERBILT 6-3067

October 31, 1945

City of Portland Maine
Department of Building Inspection
Portland, Maine

Attention: Mr. Warren McDonald

Dear Mr. McDonald:

I have delayed answering your letter because it was necessary to consult with Mr. Watkins and the F. W. Cunningham & Sons Company, who are the contractors.

I have taken up all the items and suggestions in your letter with them and have revised the plans in accordance with these recommendations. These revised plans have been sent to the contractor whom I understand will supply you with the copy required by the Building Department. They also have the affidavits which you requested.

Thank you for your thoughtful courtesy in this matter.

Very truly yours,

Carl C. Braun
CARL CONRAD BRAUN.

CCB/g

RECEIVED

NOV 1 1945

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