

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND BUILDING PERMIT



**This is to certify that**

HALEY TIMOTHY TRUSTEE

**Located at**

21 EASTERN PROMENADE

**PERMIT ID:** 2016-00128

**ISSUE DATE:** 02/26/2016

**CBL:** 002 A004001

has permission to **Change of Use - convert office space on first floor to one apartment - lower level remains office use & two apartments remain on the second floor**

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise cloed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be procured prior to occupancy.

*/s/ Craig Messinger*

*/s/ Laurie Leader*

**Fire Official**

**Building Official**

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY  
THERE IS A PENALTY FOR REMOVING THIS CARD**

***Approved Property Use - Zoning***

three dwelling units on first and second floor and offices in the lower level

***Building Inspections***

**Use Group:** R-2,B     **Type:** 5B  
Offices on lower level  
Three dwelling units on first and second floor  
ENTIRE  
MUBEC/IRC 2009

***Fire Department***

BUILDING PERMIT INSPECTION PROCEDURES  
Please call 874-8703 (ONLY)  
or email: [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)

**Check the Status or Schedule an Inspection On-Line at  
<http://www.portlandmaine.gov/planning/permitstatus.asp>**

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**
- **Per Section 107.3.1 of the Maine Uniform Building and Energy Code (MUBEC). One set of printed approved stamped construction documents shall be kept at the site of work and shall be open to inspection by building officials.**

## **REQUIRED INSPECTIONS:**

Close-in Plumbing/Framing w/Fire & Draft Stopping

Electrical Close-in w/Fire & Draftstopping

Final - Electric

Final - Fire

Certificate of Occupancy/Final

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.

<b>City of Portland, Maine - Building or Use Permit</b>		<b>Permit No:</b> 2016-00128	<b>Date Applied For:</b> 01/20/2016	<b>CBL:</b> 002 A004001
389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716				
<b>Proposed Use:</b> Convert office space on first floor to one dwelling unit occupying the entire first floor.	<b>Proposed Project Description:</b> Change of Use - convert office space on first floor to one apartment - lower level remains office use & two apartments remain on the second floor			
<b>Dept:</b> Zoning <b>Status:</b> Approved w/Conditions <b>Reviewer:</b> Ann Machado <b>Approval Date:</b> 02/04/2016		<b>Ok to Issue:</b> <input checked="" type="checkbox"/>		
<b>Note:</b> R-6 zone - the last permit that we have on file for this property is from 1977 which gave the use as offices and four dwelling units. 2/4/16 Spoke to Andrew Juris, applicant. Currently, the building has been used as offices on the lower level (vacant since 1/1/16), offices on the first floor and two dwelling units on the second floor. This permit is to convert the first floor from office use to one dwelling unit. The use will become offices in lower level, one dwelling unit on the first floor and two dwelling units on the third floor. - no parking required for the first three units.				
<b>Conditions:</b>				
1) This permit is not approving any lot coverage or setback requirements for the existing structure. It is approving interior work only.				
2) This property shall remain as offices in the lower level, one dwelling unit on the first floor and two dwelling units on the second floor. Any change of use shall require a separate permit application for review and approval.				
3) The current office use in the lower level of the property is legally nonconforming. Once the office use is changed to a permitted use or the office use is discontinued for a period of twelve months, the legal nonconforming use is lost, and it cannot be changed back in the future.				
<b>Dept:</b> Building Inspection <b>Status:</b> Approved w/Conditions <b>Reviewer:</b> Laurie Leader <b>Approval Date:</b> 02/26/2016		<b>Ok to Issue:</b> <input checked="" type="checkbox"/>		
<b>Note:</b>				
<b>Conditions:</b>				
1) All fire separation partitions, barriers and horizontal assemblies at adjacent occupancies or dwelling units shall maintain rating and continuity.				
2) Separate permits are required for any electrical, plumbing, sprinkler, fire alarm, HVAC systems, heating appliances, including pellet/wood stoves, commercial hood exhaust systems, fire suppression and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.				
3) Carbon Monoxide (CO) alarms shall be installed in each area within or giving access to sleeping rooms. That detection must be powered by the electrical service (plug-in or hardwired) in the building and battery.				
4) Hardwired photoelectric interconnected battery backup smoke detectors shall be installed in all sleeping rooms, protecting outside these rooms, and on every level.  The same is required for existing buildings, where permanent wiring is feasible; or at the very least battery operated smoke detectors are required. Verification of this will be upon inspection.				
5) This permit is approved based upon information provided by the applicant or design professional. Any deviation from the final approved plans requires separate review and approval prior to work.				
<b>Dept:</b> Engineering DPS <b>Status:</b> Not Applicable <b>Reviewer:</b>		<b>Approval Date:</b> 01/21/2016		
<b>Note:</b>		<b>Ok to Issue:</b> <input checked="" type="checkbox"/>		
<b>Conditions:</b>				
1) This approval is non-applicable to Engineering DPS as it relates to approval for Grease Control Equipment for the Fats, Oil, and Grease Program. If approval is needed for this project by the Engineering Department of Public Services for any other reason than FOG, please contact David Margolis-Pineo at 207-874-8850 or dmp@portlandmaine.gov				

