

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT

This is to certify that 170 EASTERN PROM LLC – JENNIFER WAITKUN Located At 166 EASTERN PROMENADE UNIT 3R

CBL: 003- A-005-003

Job ID: 2012-04-3803-CH OF USE

has permission to Change the Use of Unit #3R to a residential condo w/Home Occupation – office for Blue Fern Designs 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 closed-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

Fire Prevention Officer

DMB *5/15/12*

Code Enforcement Officer / Plan Reviewer

THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
PENALTY FOR REMOVING THIS CARD

closed

SCANNED

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, FAX: (207) 8716

Job No: 2012-04-3803-CH OF USE	Date Applied: 4/18/2012	CBL: 003- A-005-003	
Location of Construction: 166 EASTERN PROMENADE UNIT 3-R	Owner Name: 170 EASTERN PROM, LLC	Owner Address: PO BOX 7312 PORTLAND, ME 04112	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name: Jennifer Waitkun	Phone: 207-415-8169	Permit Type: BLDG - Building	Zone: R-6
Past Use: 6 residential condos (two on each floor)	Proposed Use: Add a home occupation for interior decorating to unit #3-R	Cost of Work:	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved w/conditions <input type="checkbox"/> Denied <input type="checkbox"/> N/A Signature: <i>Capt. Perrine</i>	Inspection: Use Group: R-2 Type: SB Signature: <i>[Signature]</i> 5/15/12
Proposed Project Description: Home Occupation		Pedestrian Activities District (P.A.D.)	
Permit Taken By:		Zoning Approval	

<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building Permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False informatin may invalidate a building permit and stop all work.</p>	<p>Special Zone or Reviews</p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetlands</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p><input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM</p> <p>Date: 08 w/conditions 4/23/12 <i>APM</i></p>	<p>Zoning Appeal</p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date:</p>	<p>Historic Preservation</p> <p><input checked="" type="checkbox"/> Not in Dist or Landmark</p> <p><input type="checkbox"/> Does not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p>Date: <i>APM</i></p>
	CERTIFICATION		

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

5-23-12 DWM/BEJennifer 715-8169 Final OK

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: buildinginspections@portlandmaine.gov

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.**

Certificate of Occupancy Inspection

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.



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Acting Director of Planning and Urban Development
Gregory Mitchell

Job ID: 2012-04-3803-CH OF USE

Located At: 166 EASTERN
PROMENADE UNIT 3

CBL: 003- A-005-003

Conditions of Approval:

Zoning

1. During its existence, all aspects of the Home Occupations criteria, Section 14-410, shall be maintained.
2. With the issuance of this permit and the certificate of occupancy, this property shall remain as six residential condos with a home occupation for interior decoration in unit #3-R. Any change of use shall require a separate permit application for review and approval.

Fire

1. Installation shall comply with City Code Chapter 10.

Building

1. Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.
2. This is a Change of Use ONLY permit. It does NOT authorize any construction activities.
3. Separate permits are required for any electrical, plumbing, sprinkler, fire alarm, HVAC systems, heating appliances, including pellet/wood stoves, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.



General Building Permit Application

Entered 4/15/12 (135)

2012 - 04 - 3803 COV

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

166

Location/Address of Construction: <u>168 Eastern Promenade #32 Portland, Me 04101</u>		
Total Square Footage of Proposed Structure/Area <u>535 sq ft (office 50 sq ft)</u>	Square Footage of Lot	Number of Stories <u>3</u>
Tax Assessor's Chart, Block & Lot Chart# <u>3</u> Block# <u>A</u> Lot# <u>5 003</u>	Applicant * must be owner, Lessee or Buyer* Name <u>Jenifer Waitan Waitan</u> Address <u>168 Eastern Prom #32</u> <u>Portland, Me. 04101</u> City, State & Zip	Telephone: <u>207-415-8169</u>
Lessee/DBA (If Applicable)	Owner (if different from Applicant) Name <u>MJ Reed (170 Eastern Prom</u> Address <u>PO Box 4112 LLC)</u> City, State & Zip <u>Portland, Me</u>	Cost Of Work: \$ <u>0</u> C of O Fee: \$ <u>0</u> Total Fee: \$ <u>255.00</u>
Current legal use (i.e. single family) <u>Family units</u> Number of Residential Units <u>6</u> If vacant, what was the previous use? _____ Proposed Specific use: _____ Is property part of a subdivision? _____ If yes, please name _____ Project description: <u>Home Occupation</u>		
RECEIVED APR 18 2012		
Contractor's name: _____ Address: _____ City, State & Zip: _____ Telephone: _____ Who should we contact when the permit is ready: _____ Telephone: _____ Mailing address: _____		

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

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

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature: Jenifer Waitan Date: 4/18/12

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



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Receipts Details:

Tender Information: Check , Check Number: 483
Tender Amount: 255.00

Receipt Header:

Cashier Id: bsaucier
Receipt Date: 4/18/2012
Receipt Number: 43025

Receipt Details:

Reference ID:	6161	Fee Type:	BP-C of O
Receipt Number:	0	Payment Date:	
Transaction Amount:	75.00	Charge Amount:	75.00
Job ID: Job ID: 2012-04-3803-CH OF USE - Home Occupation			
Additional Comments: 166 Eastern Prom			

Reference ID:	6162	Fee Type:	BP-Home
Receipt Number:	0	Payment Date:	
Transaction Amount:	150.00	Charge Amount:	150.00
Job ID: Job ID: 2012-04-3803-CH OF USE - Home Occupation			

Additional Comments:

Referance ID:	6163	Fee Type:	UI-MI
Receipt Number:	0	Payment Date:	
Transaction Amount:	30.00	Charge Amount:	30.00
Job ID: Job ID: 2012-04-3803-CH OF USE - Home Occupation			
Additional Comments:			

Thank You for your Payment!

Additional Comments:

Referance ID:	6163	Fee Type:	UI-MI
Receipt Number:	0	Payment Date:	
Transaction Amount:	30.00	Charge Amount:	30.00

Job ID: Job ID: 2012-04-3803-CH OF USE - Home Occupation

Additional Comments:

Thank You for your Payment!

Refund - Should not have
been charged.

RECEIVED
APR 23 2012
Dept. of Building Inspections
City of Portland Maine

Ms. Marge Schmuckal
Zoning Administrator
Department of Planning and Urban Development
City of Portland
389 Congress St
Portland, Maine 04101

Dear Ms. Schmuckal:

I am requesting a permit to allow me the use of my residence at 168 Eastern Promenade Apt #3r for a home occupation. I intend to serve as an independent interior decorator. My work will be phone consultations, email correspondence, and budget, proposal and contract worksheets. My work is an acceptable home occupation listed under item 16 (interior decorating) of 14-410 of the Portland Zoning Ordinance. The following is an explanation of how my home occupation meets the criteria listed.

- a. My home occupation will occupy approximately 50sq ft (approx 8.5%) of floor area of residence.
- b. No goods will be stored, displayed or be visible from outside the residence.
- c. Storage of materials necessary to perform my occupation are minimal and included within the 60^{sq} ft. ^{50 sq ft. ?}
- d. There will be no external signage related to my home occupation.
- e. There will be no external alterations to the residence.
- f. No client meetings will be held at my residence so no additional parking is necessary.
- g. No objectionable effects will result from my home occupation.
- h. I will not require any employees.
- i. No client meetings are taking place at my residence, no additional traffic will be generated.
- j. No vehicles nearing a gross vehicle weight of 6,000 pounds are necessary for my home occupation.

My home occupation is a secondary and incidental use of my residence. The external activity level and impact is negligible and in keeping with the residential character of the neighborhood.

Attached you will find a copy of the floor plans showing my entire dwelling area and area of the home occupation space, as well as a letter from the owner of the third floor of the building granting permission to conduct a home occupation on the premises.

Thank you for your help in this important matter.

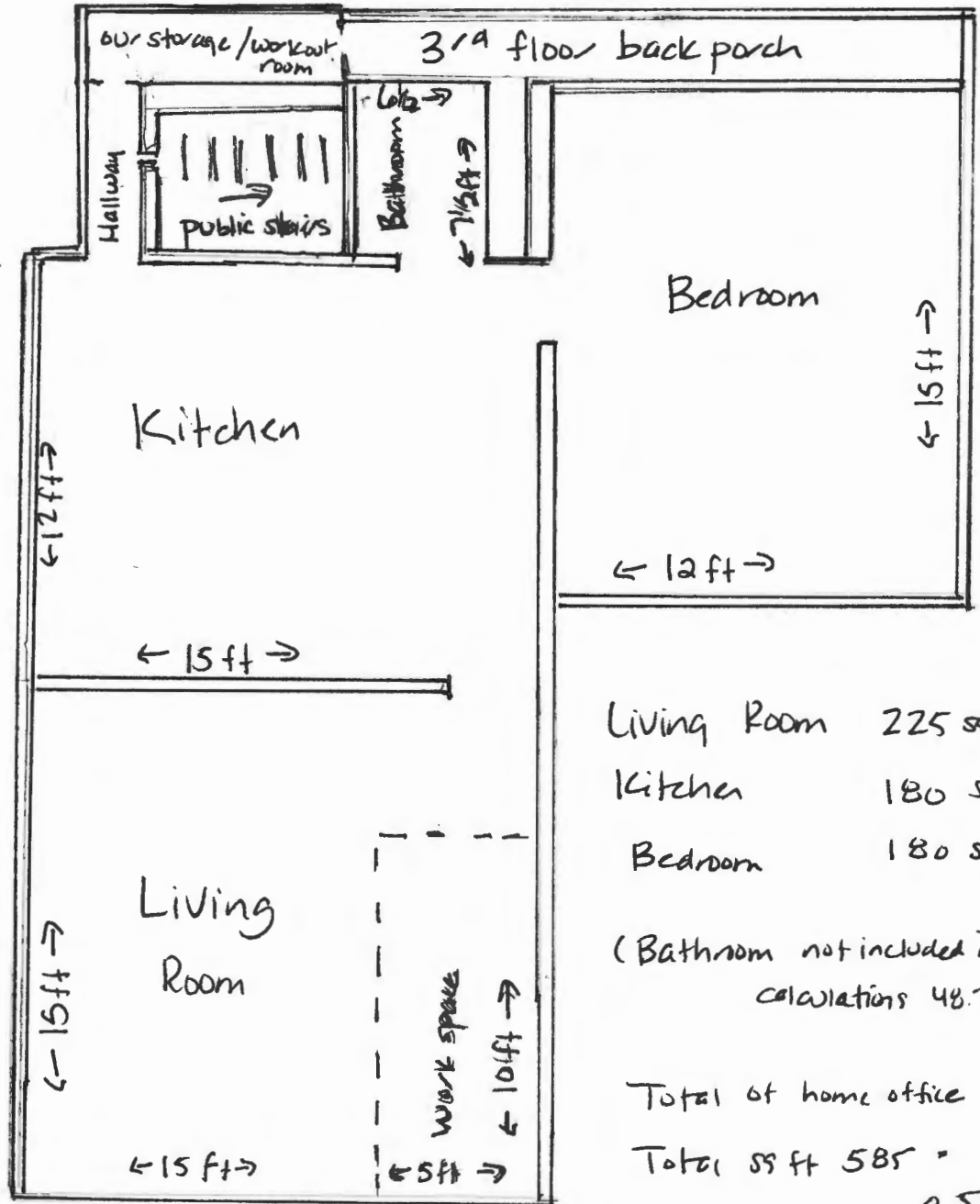
Best Regards,
Jennifer Waitkun
168 Eastern Promenade
Apt #3r
Portland, Maine
04101

207.415.8169

Apt Plan of: 168 Eastern Plan
 Apt 3R
 Portland, Me.
 04101

total square footage 633.75
 $\frac{50}{633.75} = 7.9\%$
 if include bathroom

Rear of Building



Living Room 225 sq ft.
 Kitchen 180 sq ft
 Bedroom 180 sq ft

(Bathroom not included in)
 calculations 48.75 sq ft

Total of home office 50 sq ft

Total sq ft 585 =

8.5% of
 livable space

Front of Building

April 12, 2012

To Whom It May Concern:

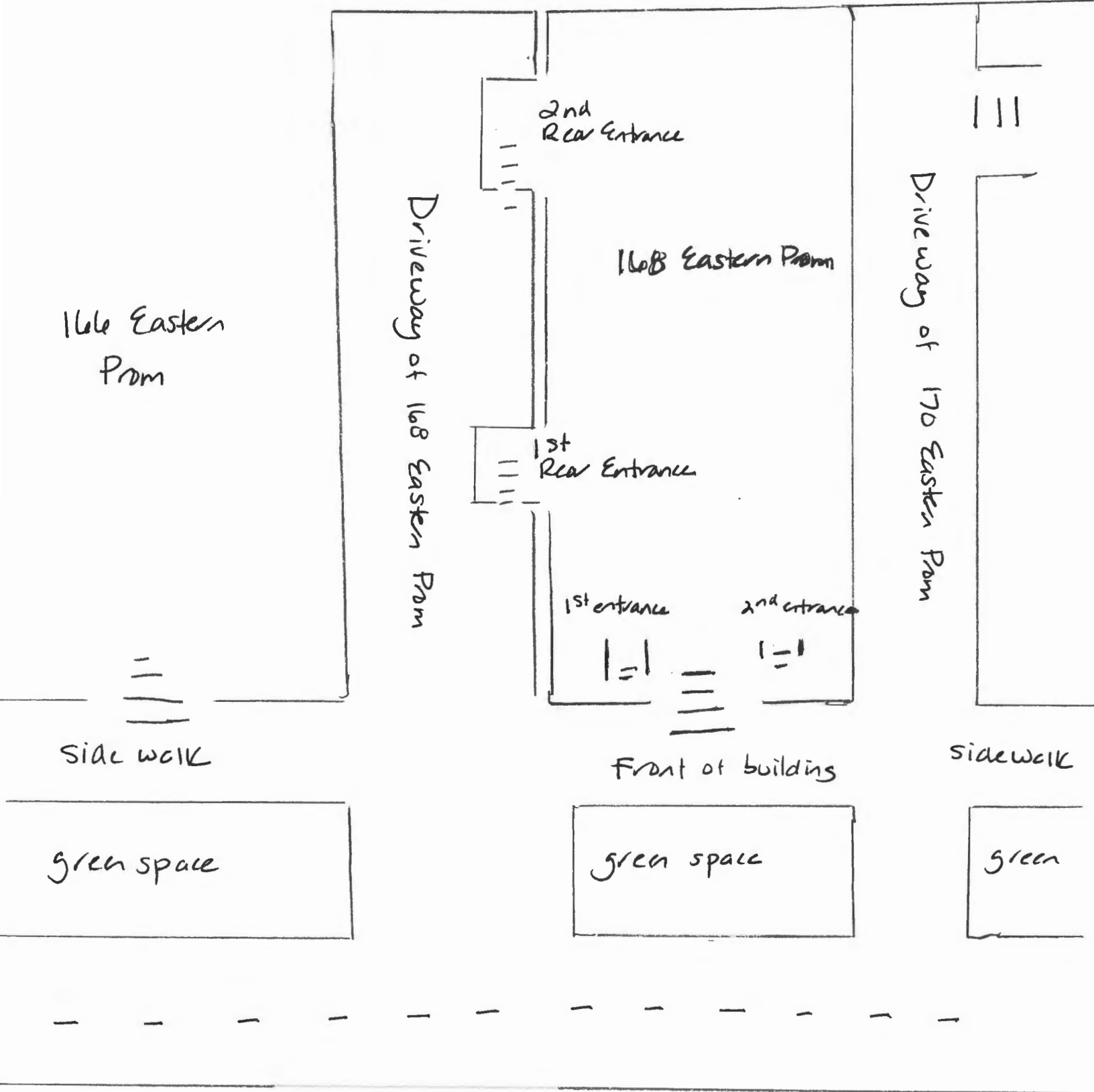
Jennifer Waitkun (Blue Fern Designs) has permission to use 168 Eastern Promenade, Unit 3R for the administrative functions of her business. It is my understanding that client meetings, signage, and production of any kind for Blue Fern Designs will be taking place at another site.

Sincerely,

A handwritten signature in black ink, appearing to read 'MJ Reed', with a stylized flourish at the end.

MJ Reed
Member
170 Eastern Prom, LLC

Back of Building



Green Space of Eastern Prom.





Certificate of Occupancy



CITY OF PORTLAND, MAINE

Department of Planning and Urban Development
Building Inspections Division

Location: 166 EASTERN PROMENADE UNIT 3

CBL: 003- A-005-003

Issued to: 170 EASTERN PROM LLC

Date Issued: 5/24/2012

This is to certify that the building, premises, or part thereof, at the above location, built-altered-changed as to use under Building Permit No. 2012-04-3803-CH OF USE, has had a final inspection, has been found to conform substantially to the requirements of the Building Code and the Land Use Code of the City of Portland, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

LIVING ROOM WORK AREA

APPROVED OCCUPANCY

USE GROUP R-2
TYPE 5-B
IBC 2009

Limiting Conditions: This certificate certifies the use of the building only. It does not certify building code compliance.

Approved:
5-24-2012

(Date) Inspector

Inspections Division Director

Notice: This certificate identifies the legal use of the building or premises, and ought to be transferred from owner to owner upon the sale of the property.