

Portland, Maine



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Permitting and Inspections Department  
Michael A. Russell, MS, Director

### General Building Permit Application

Project Address: 22 Eastern Promenade

Tax Assessor's CBL: 003 014 001 Cost of Work: \$ 400,000  
Chart # Block # Lot #

Proposed use (e.g., single-family, retail, restaurant, etc.): three single family condominiums

Current use: vacant two family Past use, if currently vacant: two family 3 family per city

- Commercial
- Multi-Family Residential
- One/Two Family Residential

Type of work (check all that apply):

<input type="checkbox"/> New Structure	<input type="checkbox"/> Fence	<input checked="" type="checkbox"/> Change of Ownership - Condo Conversion
<input type="checkbox"/> Addition	<input type="checkbox"/> Pool - Above Ground	<input type="checkbox"/> Change of Use
<input checked="" type="checkbox"/> Alteration	<input type="checkbox"/> Pool - In Ground	<input type="checkbox"/> Change of Use - Home Occupation
<input type="checkbox"/> Amendment	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Radio/Telecommunications Equipment
<input type="checkbox"/> Shed	<input type="checkbox"/> Replacement Windows	<input type="checkbox"/> Radio/Telecommunications Tower
<input type="checkbox"/> Demolition - Structure	<input type="checkbox"/> Commercial Hood System	<input type="checkbox"/> Tent/Stage
<input type="checkbox"/> Demolition - Interior	<input type="checkbox"/> Tank Installation/	<input type="checkbox"/> Wind Tower
<input type="checkbox"/> Garage - Attached	<input type="checkbox"/> Replacement Tank Removal	<input type="checkbox"/> Solar Energy Installation
<input type="checkbox"/> Garage - Detached		<input type="checkbox"/> Site Alteration

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

Applicant proposes to renovate existing living spaces to create a third unit (property was formerly a three unit) and convert the property to condominium units. Property has been vacant since former tenant purchased a home on November 10, 2016 and the former owner (Crandall Toothacker) vacated shortly prior to sale of the premises to applicant.

Applicant Name: 22 Eastern Promenade Estates, LLC Phone: (617) 359-0397  
Address: 913 Sawyer St. S. Portland, ME 04106 Email: pete@sawyerstreetcapital.com

Lessee/Owner Name (if different): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor Name (if different): Jim Vigue, GC. D.L. McDonald Corp. Phone: 207 838-9271 Office  
207 272-6392 Cell  
Address: P.O. Box 1799 Portland, ME 04104 Email: jimvigue1@aol.com  
440 Forest Avenue

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: [Signature] Date: 10/11/17  
This is a legal document and your electronic signature is considered a legal signature per Maine state law.

Review of this application will not begin until the permit payment is received. This is not a permit. Work may not commence until the permit is issued.



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**Tenant Data for Condominium Conversion**  
 (submit with Condominium Conversion Permit Application)

Project Address: 22 Eastern Promenade Number of legal dwelling unit in building: 2

Provide the following information for each tenant (if vacant, for the tenant from the past 6 months):

	Tenant Name	Tenant Phone #	Occupancy Length	Date of Notice	Eligible for Relocation Payment?
Unit 1	None				
Unit 2	None				
Unit 3					
Unit 4					
Unit 5					
Unit 6					
Unit 7					
Unit 8					
Unit 9					
Unit 10					

If more than 10 units, submit the same information for all units on a separate piece of paper.

**Income Limits for Relocation Payments** (per HUD FY2016 Income Limits, effective 3/28/2016)

Number of people in household and income limits:

- 1 - \$43,050
- 2 - \$49,200
- 3 - \$55,350
- 4 - \$61,450
- 5 - \$66,400
- 6 - \$71,300
- 7 - \$76,200
- 8 - \$81,150

For the most up-to-date information on income limits, visit: <https://www.huduser.gov/portal/datasets/il.html>



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**Electronic Signature and Fee Payment Confirmation**

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: [portlandmaine.gov/payyourpermit](http://portlandmaine.gov/payyourpermit)
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

**City of Portland  
Permitting and Inspections Department  
389 Congress Street, Room 315  
Portland, Maine 04101**

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature: *Pet Adair* Date: 10/11/17

I have provided electronic copies and sent them on:

Date: 10/12/17

*Jason A. DeLong*

NOTE: All electronic paperwork must be delivered to [permitting@portlandmaine.gov](mailto:permitting@portlandmaine.gov) or with a thumb drive to the office.

**If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.**



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## Condominium Conversion Permit Application and Checklist

A conversion permit shall be obtained before an owner offers to convey a converted unit. Condo conversions are not a change of use. They are considered a change of ownership of building area, not land. Subdivision is not involved. Only the legal number of dwelling units may be condominiumized. Any illegal units shall be removed or made legal by proper permitting.

**Notice of intent to convert:** All tenants shall be given a specific notice of the intent to convert their unit to a condominium from the owner. This notice shall contain a specific offer and terms for the tenant to purchase their unit. The notice shall contain specific wording outlined in Chapter 14, Article VII of the City Code that notifies the tenants of irrevocable rights and how to contact the City of Portland. The tenant shall also be given a specific time to vacate based upon the number of years that they have occupied their unit. The minimum notice to vacate is 120-day notice:

0-4 years = 120 days notice	7 years = 210 days notice	10 years = 300 days notice
5 years = 150 days notice	8 years = 240 days notice	11 years = 330 days notice
6 years = 180 days notice	9 years = 270 days notice	12+years=360 days notice

Sixty days after their notice, the tenant has an exclusive, irrevocable option to purchase their own unit. During that time, the owner/developer may not convey, the unit to any other person. For the next 180 days, the owner/developer cannot offer a more favorable price or term to any other person unless the same terms are offered to the original tenant first.

Rent may not be altered during the official noticing period unless expressly provided in a pre-existing written lease. The owner/developer shall post a copy of the issued permit in a conspicuous place in each unit, and make copies available to prospective purchasers upon request.

Relocation payments: If the tenant does not purchase, the owner shall (before the tenant vacates) make a cash payment to the tenant in the amount of rent for the preceding two months only if the tenant meets the current 80% of the low/moderate income rules adjusted for family. Additionally, the developer shall provide other assistance to the tenant in the form of reasonable accommodations, referrals, and determining tenant eligibility.

### Submission Checklist

- Condominium Conversion Permit Application and Checklist (this form)
- General Building Permit Application
- Tenant Data Form
- Evidence of right, title and interest (e.g. deed, purchase and sale agreement with current deed)
- Copy of notices of intent to convert, for each tenant\* (refer to Section 14-568 of the City Code for requirements)
- A plot plan, including the shape and dimension of the lot, footprints of structures, and the location and dimensions of parking areas and driveways
- Dimensioned floor plans for each unit

N.A.

**\*\*Any proposed construction or building alteration requires a separate building permit application.\*\***

**\*Copies of your notice to each tenant must be attached to the permit application. No permit will be issued without copies of the notices. If there are building vacancies, you must provide the reason why the unit is vacant and the previous tenant's name, new address, and phone number.**



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## Requirements for Electronic Submissions

In order to ensure the most expedient review of your application, please meet the requirements below for all submissions:

- **All applications must be submitted electronically via e-mail to [permitting@portlandmaine.gov](mailto:permitting@portlandmaine.gov).** Paper applications will not be accepted.
- **Drawings sheets shall be submitted individually-- each PDF file shall contain no more than one drawing sheet.** Only PDF files are acceptable for plan review, and each file shall not exceed 5MB in size.\*
- **Drawing files shall be named based on the drawing sheet number and name.** It is recommended to include a Category/Discipline letter (such as A for Architectural), a sheet number and a descriptive title (e.g., A1 Existing Exterior Elevation).
- **Revised file submissions must use the exact same file name as originally submitted.** The Electronic Plan Review software will recognize this submission as Version 2.
- **Supporting documents shall be submitted as an individual PDF file for each document (these documents may be multi-page PDF files) and named based on the document type** (e.g., "Deed", "Stormwater Report", "Permit Application", etc.). Searchable PDF files are requested for calculations, reports and other supporting documents.
- **A graphic scale or a scale to reference shall be included on each drawing sheet.**
- **Plans prepared by a design professional shall include a Code Analysis sheet,** referencing the Maine Uniform Building and Energy Code and Portland City Code, Chapter 10 – Fire Prevention and Protection, which includes National Fire Protection Association (NFPA) 1, Fire Code and NFPA 101, Life Safety Code. Chapter 10 of the City Code can be viewed at: <http://www.portlandmaine.gov/citycode/chapter010.pdf>.
- **Files shall be submitted via email to [permitting@portlandmaine.gov](mailto:permitting@portlandmaine.gov).** The email subject line shall include the project address and type of permit. Multiple emails may be sent for one project if the files exceed the maximum file size.
- **Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.**

For further information and to access PDF versions of this and other forms, visit the Permitting and Inspections Department online at <http://portlandmaine.gov/1728/Permitting-Inspections>.

\*To download a free version of Adobe Acrobat Reader, please visit: <https://get.adobe.com/reader/>

389 Congress Street/Portland, Maine 04101/ <http://portlandmaine.gov> /tel: (207) 874-8703/fax: (207) 874-8716