

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE PERMIT ISSUED
CITY OF PORTLAND

BU ~~ILDING~~ ~~CON~~STRUCTION
PERMIT

JUN 25 2010

Permit Number: 100698

City of Portland

Please Read Application And Notes, if Any, Attached

This is to certify that COCHRAN CYNTHIA L
has permission to Change of use from Single Family Home to Single Family Home home occupation for CPA
AT 17 HAMMOND ST CB# 012 E005001

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

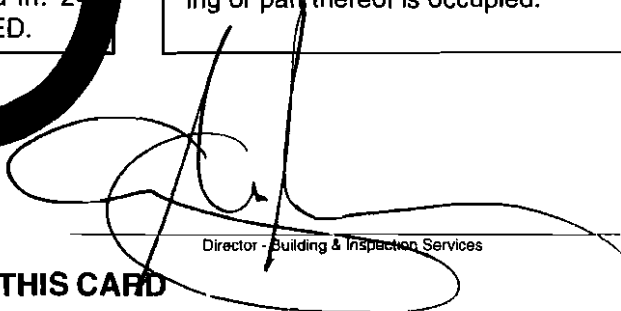
Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and written permission procured before this building or part thereof is lathed or otherwise red-in. 24 HOURS NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS

Fire Dept. _____
Health Dept. _____
Appeal Board _____
Other _____
Department Name


Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

City of Portland, Maine - Building or Use Permit Application

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

Permit No: 10-0698	Issue Date:	CBL: 012 E005001
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Location of Construction: 17 HAMMOND ST	Owner Name: COCHRAN CYNTHIA L	Owner Address: 17 HAMMOND ST	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use Home Occupation	Zone: R-6

Past Use: Single Family Home	Proposed Use: Single Family Home w/Home Occupation - Change of use from Single Family Home to Single Family Home w/ home occupation for CPA	Permit Fee: \$225.00	Cost of Work: \$225.00	CEO District: 1
		FIRE DEPT: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied <i>N/A</i>	INSPECTION: Use Group: <i>R-3</i> Type: <i>SB</i> <i>IRG 2003</i>	

Proposed Project Description:
Change of use from Single Family Home to Single Family Home w/ home occupation for CPA

Signature: *[Signature]*

Signature: *[Signature]*

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)

Action: Approved Approved w/Conditions Denied

Signature: _____ Date: _____

Permit Taken By: Idobson	Date Applied For: 06/15/2010	Zoning Approval	
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- This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.
- Building permits do not include plumbing, septic or electrical work.
- Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work.

Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> <i>Special condition</i> Date: <i>6/16/10 JFM</i>	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____	Historic Preservation <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied <i>JFM</i> Date: _____
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RECEIVED

JUN 25 2010

Dept. of Building Inspections
City of Portland Maine

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



CITY OF PORTLAND, MAINE

Department of Building Inspections

Original Receipt

6.16 2010

Received from

Cynthia Connor

Location of Work

17 Hammond

Cost of Construction \$ _____

Building Fee:

150 H/mal
000

Permit Fee \$ _____

Site Fee: _____

Certificate of Occupancy Fee:

75

Total: _____

Building (U) _____

Plumbing (U) _____

Electrical (U) _____

Site Plan (U) _____

Other _____

CBL:

12-E-5

Check #:

1380

Total Collected \$

225

**No work is to be started until permit issued.
Please keep original receipt for your records.**

Taken by:

S. P.

WHITE - Applicant's Copy

YELLOW - Office Copy

PINK - Permit Copy

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 Inspection 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 with construction.**

 X **Final/Certificate of Occupancy: Prior to any occupancy of the structure or use.**

NOTE: There is a \$75.00 fee per inspection at this point.

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

City of Portland, Maine - Building or Use Permit

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

Permit No: 10-0698	Date Applied For: 06/15/2010	CBL: 012 E005001
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Location of Construction: 17 HAMMOND ST	Owner Name: COCHRAN CYNTHIA L	Owner Address: 17 HAMMOND ST	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use Home Occupation	

Proposed Use: Single Family Home w/Home Occupation - Change of use from Single Family Home to Single Family Home w/ home occupation for CPA	Proposed Project Description: Change of use from Single Family Home to Single Family Home w/ home occupation for CPA
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Dept: Zoning **Status:** Approved with Conditions **Reviewer:** Ann Machado **Approval Date:** 06/16/2010

Note: Construction of addition for office is under permit #10-0655. **Ok to Issue:**

- 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 a single family dwelling with a home occupation for a CPA.. Any change of use shall require a separate permit application for review and approval.

Dept: Building **Status:** Approved **Reviewer:** **Approval Date:**

Note: **Ok to Issue:**



General Building Permit Application

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.

Location/Address of Construction: <u>17 Hammond St. Portland, ME 04101</u>		
Total Square Footage of Proposed Structure/Area	Square Footage of Lot	Number of Stories
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>12 E 5</u>	Applicant *must be owner, Lessee or Buyer* Name <u>Cynthia L. Cochran</u> Address <u>17 Hammond St.</u> City, State & Zip <u>Portland, ME 04101</u>	Telephone: <u>207-773-0522</u>
Lessee/DBA (If Applicable)	Owner (if different from Applicant) Name Address City, State & Zip	Cost Of Work: \$ _____ C of O Fee: \$ _____ Total Fee: \$ _____
Current legal use (i.e. single family) <u>Single family</u> Number of Residential Units <u>1</u> If vacant, what was the previous use? _____ Proposed Specific use: <u>Home Occupation for CPA</u> Is property part of a subdivision? <u>no</u> If yes, please name _____ Project description: <u>Home Occupation for CPA</u>		
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: Cynthia L. Cochran Date: 6/14/2010

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



Cynthia L. Cochran
Certified Public Accountant

17 Hammond St., Portland, Maine 04101

Phone: (207) 773-0522

E-mail: ccochran@maine.rr.com

Ms. Ann Machado, Zoning Administrator
Department of Planning and Urban Development
City of Portland
389 Congress Street
Portland, Maine 04101

June 11, 2010

Dear Ms. Machado:

I am requesting a permit to allow me the use of my residence at 17 Hammond Street for a home occupation. I provide accounting and tax preparation services as a certified public accountant to individuals, sole proprietors, and both for profit and nonprofit corporations. This is listed as an acceptable occupation under item (2) of Section 14-410 of the Portland Zoning Ordinance. The following is an explanation of how my home occupation meets the criteria listed under item (1) of the same.

1. My home occupation will occupy approximately 150 square feet (9%) of floor area of the residence.
2. No goods will be stored, displayed, or visible from outside the residence.
3. Storage of materials necessary to perform my occupation are minimal and included in the 150 square feet of floor space mentioned above.
4. There will be no external signage related to my home occupation.
5. Any alterations to the residence will be compatible with the architecture of the building and maintain the residential appearance by virtue of exterior materials, lighting, and signs.
6. Meetings with clients at my residence are infrequent and parking is available in my driveway when necessary.
7. No objectionable effects will result from my home occupation.
8. I do not require the services of any employees.
9. Since meetings with clients at my residence occur infrequently and, most often involve only one other person, no traffic shall be generated by the home occupation in greater volumes than would normally be expected in a residential neighborhood.
10. No motor vehicles even nearing a gross vehicle weight of 6,000 pounds are necessary for my home occupation.

As you can see, 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 floor plans showing my entire dwelling and area of the home occupation space, as well as a check for \$225, made out to the City of Portland, in payment of the required Change of Use for Home Occupation (\$150) and Certificate of Occupancy (\$75) fees.

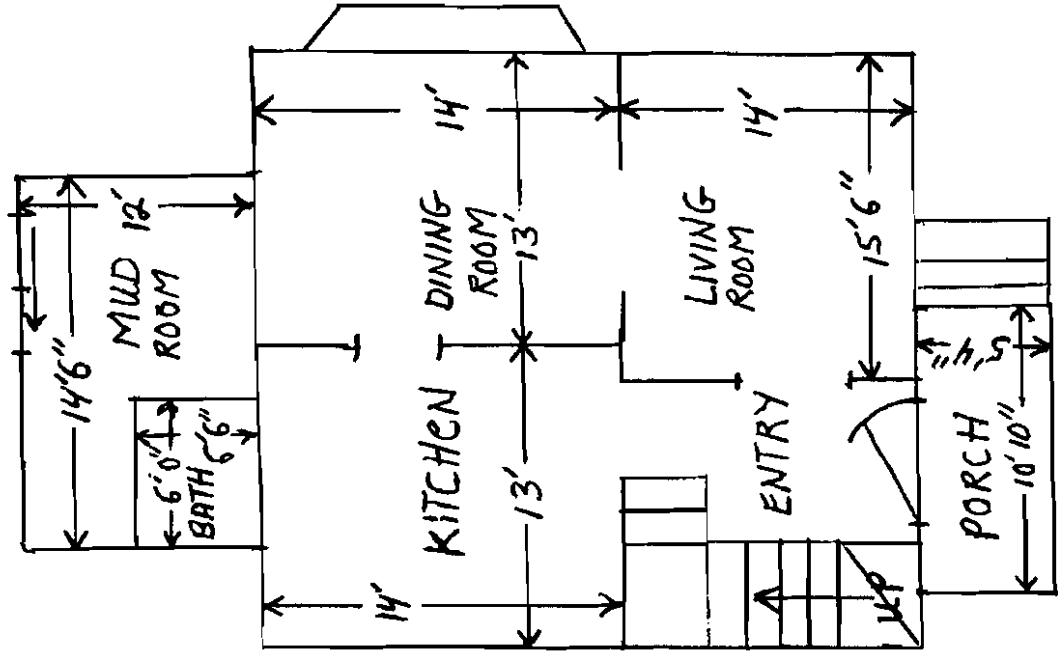
Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink that reads "Cynthia L. Cochran". The signature is written in a cursive style with a long, sweeping underline.

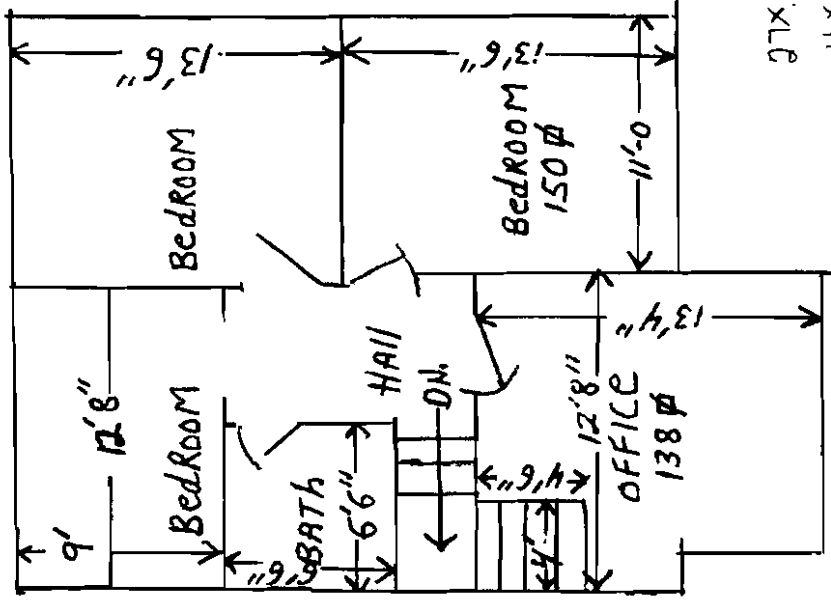
Cynthia L. Cochran

FIRST FLOOR



$$\begin{aligned}
 14.5 \times 12 &= 174 \\
 28 \times 24 &= 728 \\
 11 \times 52.5 &= 577.5 \\
 \hline
 &959.5
 \end{aligned}$$

SECOND FLOOR



$$\begin{aligned}
 27 \times 23.67 &= 639.09 \\
 11 \times 52.5 &= 577.5 \\
 \hline
 &691.84
 \end{aligned}$$

$$\begin{aligned}
 696.84 \\
 + 959.75 \\
 \hline
 1656.59
 \end{aligned}$$

$$\frac{118.89}{1656.59} = 10\% \quad \text{OK}$$

off
12.67 x 13.33
168.85

17 HAMMOND ST.

SITE PLAN

17 HAMMOND ST.

2882 Sq. FT. - 12 E-05

3437 - 12 E - 17

R-6

lot size 6264 ϕ

front 10' average - 3' given

side - 10' - 3' given - 6' to park

land area per du - 1 acre ϕ

* using section 19-43i(h)

- meets land area per du

- not meet setback

80% of footprint

= 778.4 ϕ

- adding 68,97 ϕ

= 848.4 ϕ

Footprint = 26' x 28' = 728

12 x 15 = 180

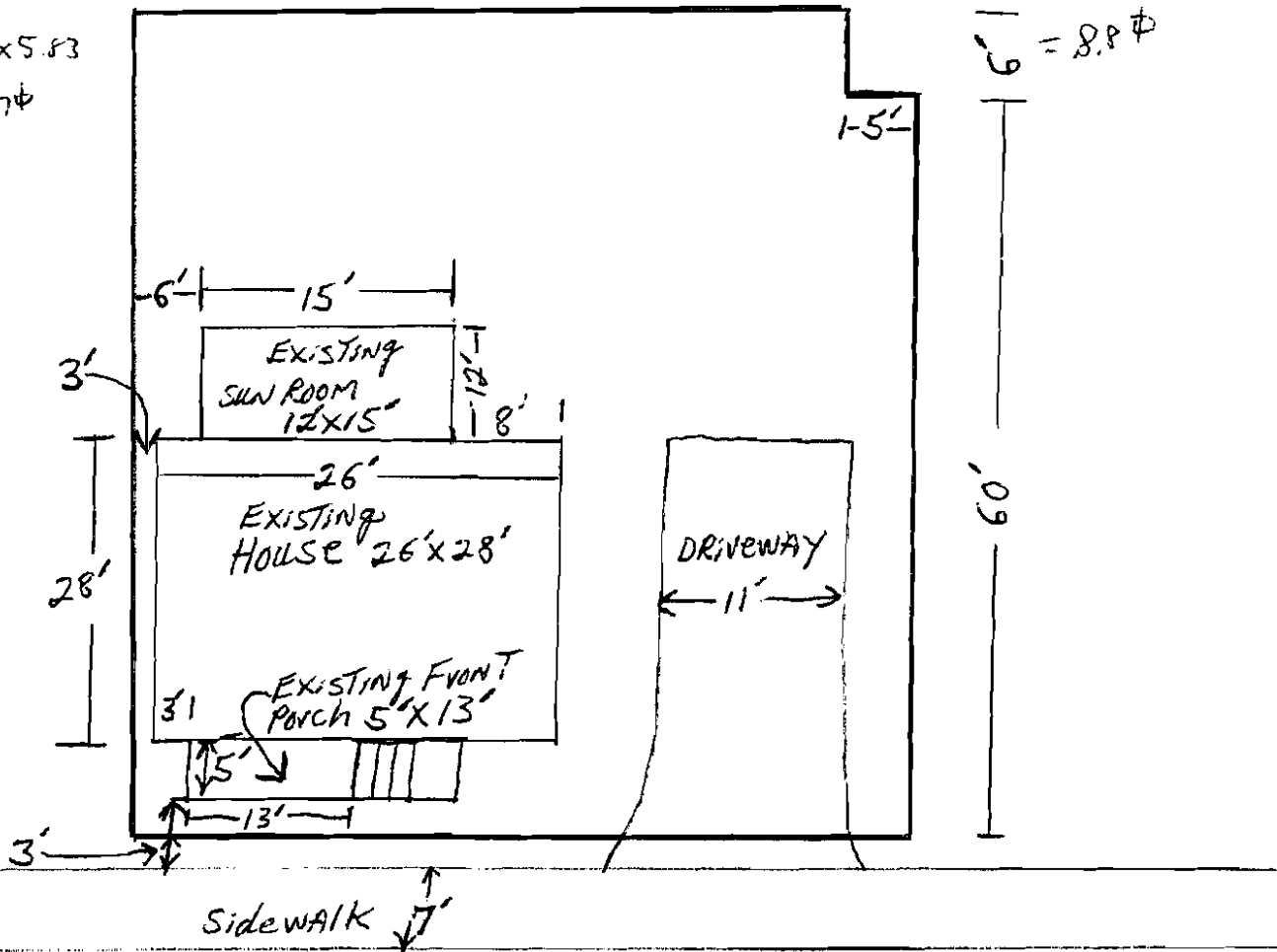
5 x 13 = 65

973

44.3'

new story - 11.83 x 5.83

= 68.97 ϕ



HAMMOND ST.