



# PORTLAND MAINE

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*Director of Planning and Urban Development  
Penny St. Louis Littell*

*Inspection Services, Director  
Tammy Munson*

June 23, 2011

RECEIVED

JUL 21 2011

CBS PROPERTIES  
ATTN: CLARK STEPHENS  
P. O. BOX 4818  
PORTLAND, ME 04112

Dept. of Building Inspections  
City of Portland Maine

**Regular & Certified Mail #7010 1870 0002 8136 5274**

**CBL: 013 B007001**

**Located at 31 OXFORD ST.**

Dear Mr. Stephens,

An inspection at the above referenced property on June 22, 2011 by me, inspector Jeanie Bourke and Officer Steve Black revealed that this dwelling is being used as a Rooming House. The current legal use of this property is 3 dwelling units. It appears that the first and second floor units are being rented as dwelling units and the third floor is rented as 3 individual rooms. An approved permit is required to change the use of your building. To date, this office has not received an application requesting that the dwelling be changed to a Rooming House.

This is a Notice of Violation pursuant to Section 14-57 of the Land Use Ordinance and Section 6-118 of the Housing Code of the City of Portland. The above referenced use of the property violates Section 14-463, **Certificate of Occupancy Required**, which states, "No building or part thereof shall be constructed, altered, enlarged or moved unless a permit for such action has been issued by the building authority. Applications for building permits and certificates of occupancy required by the building code shall also serve as applications for permits required by this article."

In addition, the interior condition of the property has deteriorated, is unsanitary and unkempt. Although we did not enter each dwelling, attached is a list of observed Housing violations.

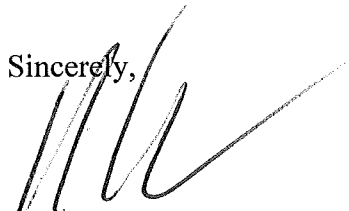
If you choose to change the use of this property an application for permit with the necessary documents attached must be submitted to this office within 30 days. If not, you will be required to sign a consent decree stating that the dwelling in question will continue to be used as approved, with 3 dwelling units.

The attached Housing violations shall be corrected within 7 days of the date of this notice. Unless we hear from you earlier, an inspection for compliance is scheduled for June 30, 2011 at 1:00.

*(Pursuant to Section 14-472 and Section 6-127)*, you have the right to appeal my decision concerning use and housing violations. If you wish to exercise your right to appeal land use, you have 30 days from the date of this letter in which to appeal. If you should fail to do so, my decision is binding and not subject to appeal. Please contact this office for the necessary paperwork that is required to file an appeal. If you wish to exercise your right to appeal housing violations, it may be taken to the superior court in accordance with Rule 80B or the Maine Rules of Civil Procedure.

If you wish to discuss the matter or have any questions, please contact me at any time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nick Adams', written over a light blue horizontal line.

Nick Adams @ (207) 874-8789  
Code Enforcement Officer

**CITY OF PORTLAND**  
**DEPARTMENT OF PLANNING & URBAN DEVELOPMENT**

389 Congress Street  
 Portland, Maine 04101

**Inspection Violations**

<b>Owner/Manager</b> STEPHENS CLARK B		<b>Inspector</b> Nicholas Adams	<b>Inspection Date</b> 6/22/2011
<b>Locatation</b> 31 OXFORD ST	<b>CBL</b> 013 B007001	<b>Status</b> Yellow 5-9 Violations	<b>Inspection Type</b> Housing-Housing Inspection

Code	Int/Ext	Floor	Unit No.	Area	Compliance Date
1) 6-108.(d)	Interior			Stairways	06/30/2011
<b>Violation:</b> Stairways, stairwells, stairs and porches.					
<b>Notes:</b> Install missing balusters in front stair guardrail to less than 4"					
2) 6-109.(b)	Interior			Hallway	06/30/2011
<b>Violation:</b> Maintenance of shared areas.					
<b>Notes:</b> Clean and sanitize front hallway, conditions are unsanitary with urination, toilet paper, feces, litter, trash bags, garbage and generally not clean.					
3) 6-116.(c)	Interior			Stairways	06/30/2011
<b>Violation:</b> Egress Obstructions					
<b>Notes:</b> Remove storage of garbage bags and miscellaneous items in the front egress stairway					
4) 6-108.(b)	Interior	3	3	Through Out	06/30/2011
<b>Violation:</b> Interior floors, walls, ceilings and doors					
<b>Notes:</b> Repair broken bedroom door and holes in walls					
5) 6-116.(e)	Interior	3	3	Through Out	07/25/2011
<b>Violation:</b> Fire Protection					
<b>Notes:</b> Install smoke detectors, carbon monoxide detectors and 1 hour fire doors with self closing hinges per NFPA 101 Lifesafety code as adopted by the city of Portland. This shall be completed within 32 days of the date of this notice or with a plan of action with the Portland fire department.					
6) 6-109.5.(c)	Exterior			Through Out	06/30/2011
<b>Violation:</b> Exterior windows, doors and skylights.					
<b>Notes:</b> Install or provide screens for all windows					

**Comments:**

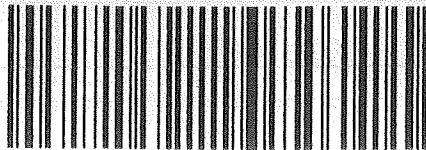
PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT  
OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

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Inspections Services Division  
380 Congress Street, RM 315  
Portland, Maine 04101-3509



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**CBS Properties**  
**ATTN: Clark Stephens**  
**P.O. Box 4818**  
**Portland, Maine 04112**

*Box 4818*  
**NAME**                       
**1ST NOTICE** 6-27  
**2ND NOTICE** 7-7  
**RETURN** 7-17

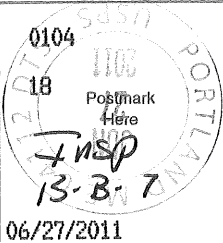
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PORTLAND ME 04112

Postage	\$ 0.44
Certified Fee	\$2.85
Return Receipt Fee (Endorsement Required)	\$2.30
Restricted Delivery Fee (Endorsement Required)	\$0.00
<b>Total Postage &amp; Fees</b>	<b>\$ 5.59</b>



Sent To **CBS Properties/Clark Stephens**  
 Street, Apt. No.;  
 or PO Box No. **P.O. Box 4818**  
 City, State, ZIP+4 **Portland, ME 04112**