



# PORTLAND MAINE

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

**Inspection Services, Director  
Tammy M. Munson**

July 17, 2009

STEPHENS CLARK B  
316 CONGRESS ST  
PORTLAND, ME 04101

**CBL: 013 D001001  
Located at 34 OXFORD ST**

**Hand Delivery**

Dear MR. STEPHENS,

## STOP WORK ORDER

An evaluation of the above-referenced property on 07/14/2009 revealed that building construction was being conducted without benefit of a valid building permit as required by Section 105.1 of the 2003 International Building Code and the 2003 International Residential Code of the City of Portland.

Appropriate permitting has not been issued for the property listed above, therefore all construction activity at that property must STOP immediately. This is a STOP WORK ORDER pursuant to Section 114. of 2003 International Building Code and the 2003 International Residential Code of the City of Portland.

You may resume construction activity only after issuance of the appropriate building permit and the subsequent lifting of this order. Building Permit Applications are available in this office, Room 315 at Portland City Hall, from 8:00 a.m. to 4:00 p.m. weekdays except holidays.

Failure to comply will result in this office referring the matter to the City of Portland Corporation Counsel for legal action and possible civil penalties, as provided for in Section 1-15 of the Code and in Title 30-A of M.R.S.A. Section 4452. This constitutes an appealable decision pursuant to Section 112 of the City of Portland Building Code.

If you wish to discuss this matter, or you have any questions, please feel free to contact me.

Sincerely,

Jeanie Bourke @ (207) 874-8715  
CEO/Plan Review