



CITY OF PORTLAND

Application for Legalization of Nonconforming Dwelling Units

Section 14-391 - In effect March 24, 2004

Location/Address of Legalization: 15-17 Merrill Street	
Tax Assessor's Chart/Block/Lot: 141 F 19-11-13	
Owner Name: Munjoy Properties, LLC	Cost of Work: \$ N/A
Address (if different than above):	
C/O Drummond & Drummond, LLP	Fee: \$ 750
One Monument Way Portland ME 04101 (\$300 per legalized unit & \$75 per C of O)	
Telephone: 774-0317	
E-Mail: NHB@DDLAW.COM	Total DUE: \$750
Requested # of Units to be legalized: 2	Total bldg. units: 6
Current # of Legal D.U.: 4	
Attach evidence that each requested unit to be legalized existed as of 04/01/95.	
LIST evidence that you are submitting: Determination letter and assessors records showing 6 units in 1979	
Attach evidence that the current owner/applicant neither constructed NOR established the non-conforming dwelling units to be legalized.	
LIST evidence that you are submitting: Deed showing current owner took title in 2014	
I hereby certify that I am the Owner of Record of the above 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 of Applicant:	Date: 2/10/16
This is NOT a permit; you may NOT commence ANY work until the permit is issued.	



Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.

Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.

I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature:

Date: 2/10/16

I have provided digital copies and sent them on: *by email*

Date: 2/10/16

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.