

City of Portland, Maine - Building or Use Permit Application
 389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

PERMIT ISSUED		CBL:
Permit No: 02-0222	Issue Date: 7 6 2002	014 F021001

Location of Construction: 73 Congress St	Owner Name: Clarke Robert L	Owner Address: 73 Congress St # 3	Phone:
Business Name: n/a	Contractor Name: no contractor / self	Contractor Address: Portland	Phone:
Lessee/Buyer's Name: n/a	Phone: n/a	Permit Type: Change of Use - Commercial	Zone: R-6

Past Use: Commercial / Vacant; Prior use was a small construction business.	Proposed Use: Commercial / Change of Use; from construction business to offices. Interior Renovations, four 8' x 8' offices, 5' x7' store rm., 15' x 13' conf. rm., & 6' x8' bath.	Permit Fee: \$119.00	Cost of Work: \$2,500.00	CEO District: 1
Proposed Project Description: Change of Use / Interior Renovations		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: B Type: 5 BOCA 1999	
		Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i>	

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)

Action: Approved Approved w/Conditions Denied

Signature: _____ Date: _____

Permit Taken By: gg	Date Applied For: 03/05/2002	Zoning Approval
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1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building permits do not include plumbing, septic or electrical work. 3. 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"/> Denied Date: <i>9/31/2002</i>	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved 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 Date: <i>[Signature]</i>
	14-384	<i>ok with conditions</i>	

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

- ① New or existing openings for windows - 2x6 Framing
- ② All non-bearing framing? - No structural work
- ③ Sliding glass doors - tempered? - will be safety glazing
- ④ Corridor width? - 5'
- ⑤ Need other permits - location of monitors. - Not doing monitors.

3/25/02 - Using existing window openings - will frame in w/ 2x6"
All inter. work ~~is~~ structural - Corridor widths will be 5'
All other permits will be obtained. - OK to issue. TM

02 0195 02 0222

All Purpose 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.

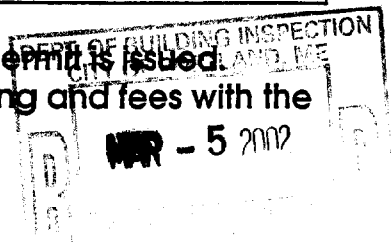
Location/Address of Construction: <u>71-73 CONGRESS STREET; COR 2-8 HOWARD STREET</u>		
Total Square Footage of Proposed Structure <u>TOTAL BLDG 5400 SF. FOUR PROPOSED SPACE 1500SF</u>	Square Footage of Lot	
* Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>014 - F - 021</u>	Owner: <u>(MERLE CLARK)</u> <u>ROBERT CLARK</u>	Telephone: <u>(207)</u>
Lessee/Buyer's Name (If Applicable) <u>AUTA MAIN</u> <u>MAINE TIME DOLLAR NETWORK</u>	Applicant name, address & telephone: <u>AUTA MAIN</u> <u>MAINE TIME DOLLAR NETWORK</u> <u>215 CONGRESS STREET, PORTLAND</u> <u>MAINE 04101</u>	Cost Of Work: <u>UP TO \$ 8,500</u> Fee: <u>\$ 4400</u>
Current use: <u>VACANT COMMERCIAL</u>		
If the location is currently vacant, what was prior use: <u>SMALL CONSTRUCTION BUSINESS</u>		
Approximately how long has it been vacant: <u>A FEW MONTHS, BUT HAS BEEN ACTIVELY MARKETING AS A COMMERCIAL SPACE FOR RENT.</u>		
Proposed use: <u>NON PROFIT OFFICE SPACE</u> Project description: <u>MISSION IS TO STRENGTHEN THE INFORMAL SUPPORT SYSTEMS OF FAMILY NEIGHBORHOOD & COMMUNITY THRU ACTIVITIES THAT PROMOTE A NETWORK OF SERVICE EXCHANGE PROGRAMS THRU OUT MAINE</u>		
Contractor's name, address & telephone: <u>AND THIS IS ENTIRELY VOLUNTEER, WILL BE SUPERVISED & PART-TIME MANAGED BY KENNY MARSHALL CONTRACTOR # 7139584</u>		
Who should we contact when the permit is ready: <u>AUTA MAIN, 874-9868</u>		
Mailing address: <u>MAINE TIME DOLLAR NETWORK</u> <u>215 CONGRESS STREET</u> <u>PORTLAND, ME 04101</u> <u>(207) 874-9868</u>		
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop-work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: <u>(207) 874-9868</u>		

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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.

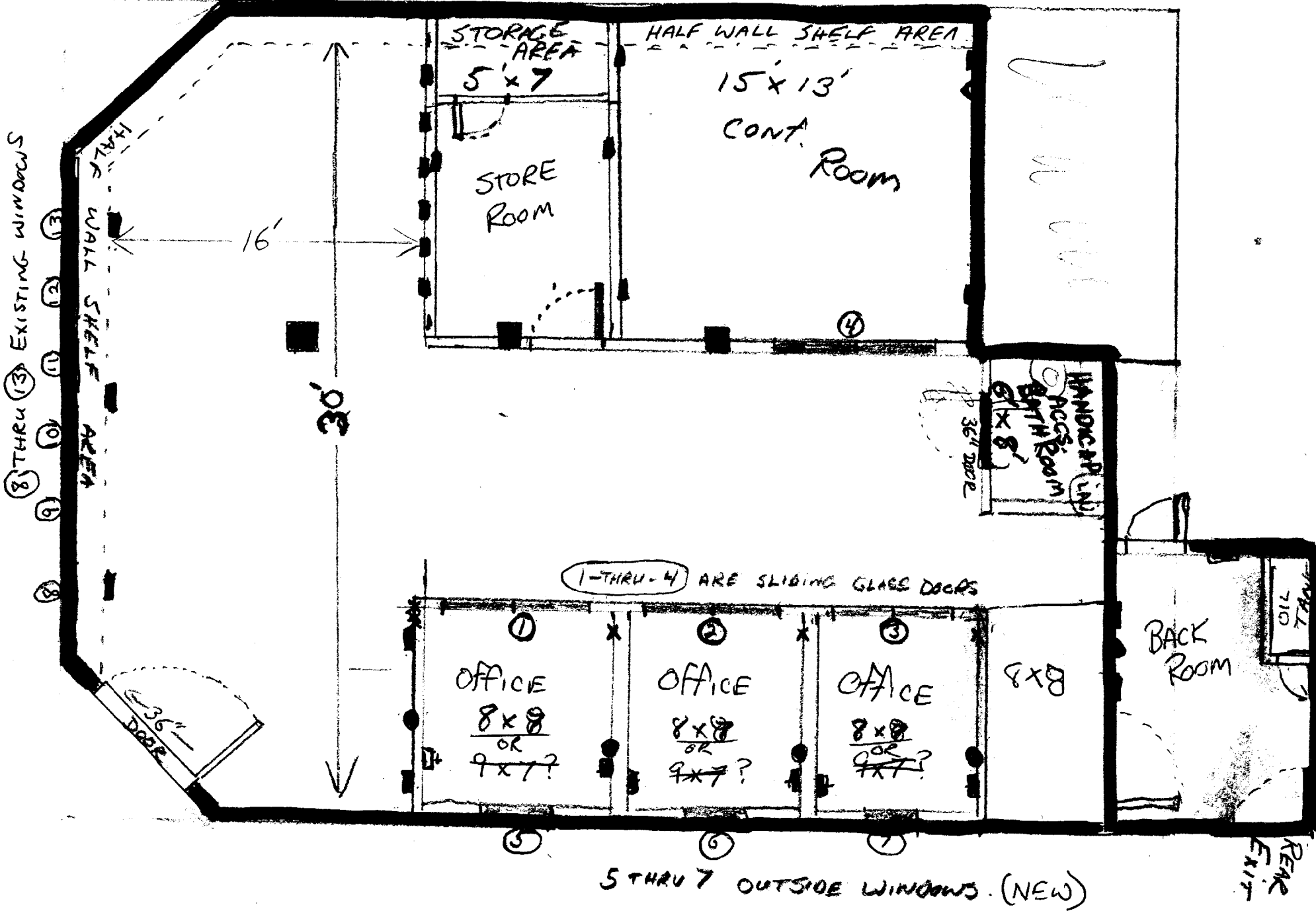
Signature of applicant: [Signature] Date: 3-5-02

This is NOT a permit, you may not commence ANY work until the permit is issued.
If you are in a Historic District you may be subject to additional permitting and fees with the Planning Department on the 4th floor of City Hall



■ = ELECTRICAL OUTLETS
● = PHONE JACKS.

— = EXISTING WALLS



Application ID Number: 2-0222

Department: Zoning

Status: Approved with Conditions

Reviewer: Marge Schmuckal

Comments: 73 Congress St

Approval Date: 03/22/2002

Other Date: 03/21/2002

OK to Issue Permit Name: Marge Schmuckal Date: 03/22/2002 Rev: 1

Conditions Section:

Separate permits shall be required for any new signage.

Please note that these offices were allowed as a lesser non-conformity (under section 14-384) from a previous retail store. With this change of use, you will not be able to return to the nonconforming retail store.

Create Date: 03/14/2002 By: gg

Update Date: 03/22/2002 By: mes

Materials List

Framing Materials

- 475 10' 2x4s
- est. 50 lbs. 16p nails
- 4 sheets 1/2" Plywood
- 125 shot + pins (for anchoring walls to floor)

- 2 Outside Entry doors with all Hardware.
- 6 Interior wooden doors and Hardware
- 4 Sliding glass doors with Hardware or 4 Doors with glass panes w/Hardware

Sheetrocking Materials

- 130 sheets 1/2" 4'x8' sheetrock
- 15 5gal. Buckets of Joint compound
- 2 - 5lb boxes of 1-1/2" sheetrock screws (coarse thread)
- 3—750' rolls of drywall tape (paper)

Plumbing Materials

- 1 Small sink for Bathroom w/ needed hardware
- 1 Toilet w/hardware
- 1 Small sink for Kitchenette

- OTHER PLUMBING
- FLOOR MOUNT HANDICAP TANK TOILET
 - WALLMOUNT HANDICAP SINK
 - HANDICAP HAND RAILS - BATHROOM
 - FAUCET
 - SMALL KITCHEN SINK & FAUCET
 - SMALL REFRIGERATOR

Electrical Materials

- 28 dual outlets
- 6 wall Phone outlets
- Computer outlets ?

Flooring Materials

- 225 sq. yd. Of carpet
- Adhesive or stick and pad to install the carpet
- 48 sq. ft of linoleum or Tile for bathroom floor.
- Adhesive for tile or lino

Ceiling Materials

- 1800 sq. ft of acoustic tile ceiling w/ all hanging hardware including wire spools and tile track

HEAT

1 or 2 ~~MONITOR~~ MONITOR HEATING - NATURAL GAS

OFFICE

PHOTO COPIER LARGE - MULTI-USE

Zoning Division
Marge Schmuckal
Zoning Administrator



Department of Urban Development
Joseph E. Gray, Jr.
Director

CITY OF PORTLAND

TO: FILE

FROM: Marge Schmuckal, Zoning Administrator

SUBJECT: Verification of Legal Number of Units

DATE: 2/8/01

C-B-L Number: 014-F-021

ADDRESS: called 71-73 Congress St. cor 2-8 Howard St.

The legal number of unit(s) allowed under Zoning Requirements is/are: 1 Commercial Store and 5 Dwelling units

Verified by: Marge Schmuckal Title: Zoning Admin.

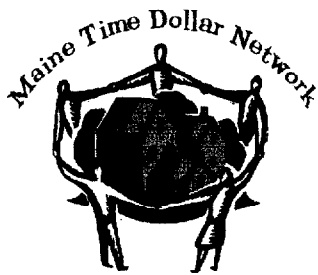
CC TO: FILE

per 1957 Directory listings

Note: This is A
Continued Non Conformity
And Reduced from A Retail
Store to A Lesser use of
offices 14-38A

m:\marge\unitveri.wpd

171980



MAINE TIME DOLLAR NETWORK

215 Congress Street, Portland, Maine 04101
Phone: (207) 874-9868; Fax: (207) 773-4701
email: infomtdn@maine.rr.com web: <http://www.mtdn.org>

Neighbors Helping Neighbors

OFFICE STAFF

AUTA MAIN, DIRECTOR

ROBIN LAKIN
OFFICE ASSISTANT

BOARD OF DIRECTORS

ANN MARIE ALMEIDA

BONITA BREault

JAY ESPY

ELIOT FIELD

ANN MARIE HESS

BRIAN LINQUIST

RICHARD ROCKEFELLER

KITCHEN CABINET

MICHAEL DANAHY

CYNTHIA FITZGERALD

ROBERT FITZGERALD

JOAN JANESKI

JACKIE LIPPS

KATHRYN LOVEJOY

PAUL MANOFF

THERESA WALSH

ZEWDI WEIDEMARIAM

City Planning Department
Attn: Marge Schmuckal, Zoning Manager
389 Congress Street
Portland, Maine 04101

Date: 3/5/02

Re: Building Permit & Change of Use
Maine Time Dollar Network Office Space
Office Space 71-73 Congress Street/Corner 2-8 Howard Street

Dear Marge and To Whom It May Concern,

Thank-you in advance for your time and consideration, and for all of your assistance to date. We, Maine Time Dollar Network, are a community based non-profit organization working to rebuild community in neighborhoods through activities that promote a network of service credit exchange programs throughout Maine, starting in our own East End neighborhood.

We have been leasing space for 4 years in the Family Workshop, at the foot of Munjoy Hill. While it has been a wonderful community building in which to grow our Time Dollar Network, we have simply outgrown the space! It's time to move. Our staff has grown from 2 full time staff people to 3 full time and 2 part time staff people, two of whom will begin work in late April 2002.

Through many conversations and much negotiation with Merle Clark and Rob Clark, owners of the building at 71-73 Congress Street, we have come to an agreement and would love to begin renovations on the space as soon as possible. Ninety five percent of all of the renovations and materials and supplies will be in the form of donations. That is to say, our members will volunteer their time and expertise to rough out the space, sheet rock, tape, prime and paint etc... We are currently seeking donations of building materials and supplies. And we have received a total of \$2,500 in cash donations toward that effort. You will note from the enclosed floor plan and construction plan that Kenny Marshall, contractor, has already begun to volunteer his time, assisting us with the space plans/layout and estimating needed materials and supplies.

We are hoping to renovate the space beginning the week of March 20th and to have the space completed by May 1st — in time to move in by late spring. We are really excited and promise to create a space at 71-73 Congress Street that will be aesthetically beautiful and open to everyone in the community!

About Maine Time Dollar Network

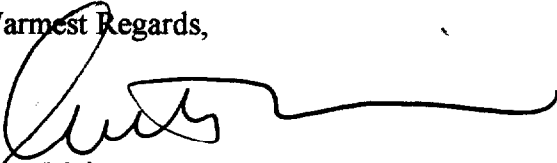
The concept is simple: You help a neighbor in need and earn one time dollar for every hour offered. In exchange, you can receive any number of over 100 different services offered by other Time Dollars members. And it works.

Our very culturally diverse membership of about 350, exchanged over 10,000 hours of services with each other in 2001. Appealing to those in most need, over 75% of our members are low-income families, single parents, unemployed, underemployed and/or disabled. A full 45% of our members live on Munjoy Hill and about 80% of our members live in Portland.

Our pilot project, the one located at the foot of Munjoy Hill, in the Family Workshop building has become a national model. In 2001, we hosted groups from England, Scotland, and Canada, worldwide and from Oklahoma, New Hampshire, Massachusetts and Florida, countrywide. We are in the process of a major statewide expansion, which will include opening satellite offices in partnership with other nonprofits in Rockland, Lewiston and Caribou. The central office for all of the outreach sites of Maine Time Dollar Network will remain on Munjoy Hill, along with our local Time Dollar project.

We thank-you again for your time and consideration. Please call us with any suggestions, questions etc...

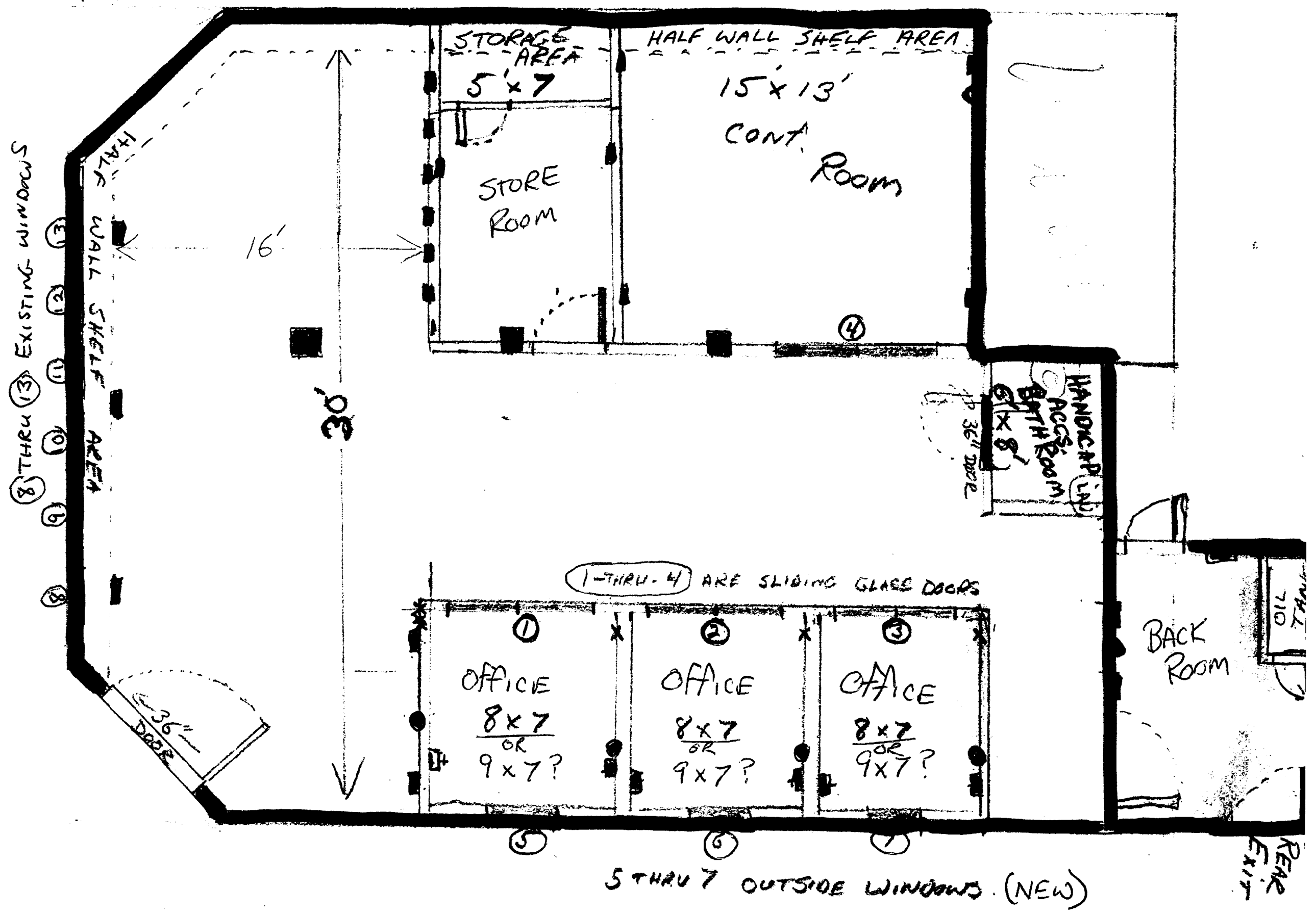
Warmest Regards,

A handwritten signature in black ink, appearing to read 'Auta Main', with a long horizontal flourish extending to the right.

Auta Main
Executive Director
Maine Time Dollar Network

■ = ELECTRICAL OUTLETS
 ● = PHONE JACKS.

——— = EXISTING WALLS



5 THRU 7 OUTSIDE WINDOWS. (NEW)

REAR EXIT

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 to schedule your inspections as agreed upon

Permits expire in 6 months, if the project is not started or ceases for 6 months.

The Owner or their designee is required to notify the inspections office for the following inspections and provide adequate notice. Notice must be called in 48-72 hours in advance in order to schedule an inspection:

By initializing at each inspection time, you are agreeing that you understand the inspection procedure and additional fees from a "Stop Work Order" and "Stop Work Order Release" will be incurred if the procedure is not followed as stated below.

_____ **Pre-construction Meeting:** Must be scheduled with your inspection team upon receipt of this permit. Jay Reynolds, Development Review Coordinator at 874-8632 must also be contacted at this time, before any site work begins on any project other than single family additions or alterations.

N/A **Footing/Building Location Inspection:** Prior to pouring concrete

N/A **Re-Bar Schedule Inspection:** Prior to pouring concrete

N/A **Foundation Inspection:** Prior to placing ANY backfill

_____ **Framing/Rough Plumbing/Electrical:** Prior to any insulating or drywalling

_____ **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.

Certificate of Occupancy is not required for certain projects. Your inspector can advise you if your project requires a Certificate of Occupancy. All projects DO require a final inspection

_____ **If any of the inspections do not occur, the project cannot go on to the next phase, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.**

_____ **CERIFICATE OF OCCUPANICES MUST BE ISSUED AND PAID FOR, BEFORE THE SPACE MAY BE OCCUPIED**

[Signature]
Signature of applicant/designee

3/26/02
Date

[Signature]
Signature of Inspections Official

3/26/02
Date

CBL: 014 F021 Building Permit #: 080 222