



Permitting and Inspections Department  
Michael A. Russell, MS, Director

## Condominium Conversion Permit Application and Checklist

A conversion permit shall be obtained before an owner offers to convey a converted unit. Condo conversions are not a change of use. They are considered a change of ownership of building area, not land. Subdivision is not involved. Only the legal number of dwelling units may be condominiumized. Any illegal units shall be removed or made legal by proper permitting.

**Notice of intent to convert:** All tenants shall be given a specific notice of the intent to convert their unit to a condominium from the owner. This notice shall contain a specific offer and terms for the tenant to purchase their unit. The notice shall contain specific wording outlined in Chapter 14, Article VII of the City Code that notifies the tenants of irrevocable rights and how to contact the City of Portland. The tenant shall also be given a specific time to vacate based upon the number of years that they have occupied their unit. The minimum notice to vacate is 120-day notice:

0-4 years = 120 days notice

5 years = 150 days notice

6 years = 180 days notice

7 years = 210 days notice

8 years = 240 days notice

9 years = 270 days notice

10 years = 300 days notice

11 years = 330 days notice

12+years=360 days notice

Sixty days after their notice, the tenant has an exclusive, irrevocable option to purchase their own unit. During that time, the owner/developer may not convey, the unit to any other person. For the next 180 days, the owner/developer cannot offer a more favorable price or term to any other person unless the same terms are offered to the original tenant first.

Rent may not be altered during the official noticing period unless expressly provided in a pre-existing written lease. The owner/developer shall post a copy of the issued permit in a conspicuous place in each unit, and make copies available to prospective purchasers upon request.

Relocation payments: If the tenant does not purchase, the owner shall (before the tenant vacates) make a cash payment to the tenant in the amount of rent for the preceding two months only if the tenant meets the current 80% of the low/moderate income rules adjusted for family. Additionally, the developer shall provide other assistance to the tenant in the form of reasonable accommodations, referrals, and determining tenant eligibility.

### Submission Checklist

- Condominium Conversion Permit Application and Checklist (this form)
- General Building Permit Application
- Tenant Data Form
- Evidence of right, title and interest (e.g. deed, purchase and sale agreement with current deed)
- Copy of notices of intent to convert, for each tenant\* (refer to Section 14-568 of the City Code for requirements)
- A plot plan, including the shape and dimension of the lot, footprints of structures, and the location and dimensions of parking areas and driveways
- Dimensioned floor plans for each unit

**\*\*Any proposed construction or building alteration requires a separate building permit application.\*\***

**\*Copies of your notice to each tenant must be attached to the permit application. No permit will be issued without copies of the notices. If there are building vacancies, you must provide the reason why the unit is vacant and the previous tenant's name, new address, and phone number.**



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### General Building Permit Application

Project Address: 72 Melbourne Street

Tax Assessor's CBL: 14 M 7 Cost of Work: \$ N/A  
Chart # Block # Lot #

Proposed use (e.g., single-family, retail, restaurant, etc.): three condominium units

Current use: three-family Past use, if currently vacant: \_\_\_\_\_

- Commercial
- Multi-Family Residential
- One/Two Family Residential

Type of work (check all that apply):

<input type="checkbox"/> New Structure	<input type="checkbox"/> Fence	<input checked="" type="checkbox"/> Change of Ownership - Condo Conversion
<input type="checkbox"/> Addition	<input type="checkbox"/> Pool - Above Ground	<input type="checkbox"/> Change of Use
<input type="checkbox"/> Alteration	<input type="checkbox"/> Pool - In Ground	<input type="checkbox"/> Change of Use - Home Occupation
<input type="checkbox"/> Amendment	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Radio/Telecommunications Equipment
<input type="checkbox"/> Shed	<input type="checkbox"/> Replacement Windows	<input type="checkbox"/> Radio/Telecommunications Tower
<input type="checkbox"/> Demolition - Structure	<input type="checkbox"/> Commercial Hood System	<input type="checkbox"/> Tent/Stage
<input type="checkbox"/> Demolition - Interior	<input type="checkbox"/> Tank Installation/	<input type="checkbox"/> Wind Tower
<input type="checkbox"/> Garage - Attached	<input type="checkbox"/> Replacement Tank Removal	<input type="checkbox"/> Solar Energy Installation
<input type="checkbox"/> Garage - Detached		<input type="checkbox"/> Site Alteration

Project description/scope of work (attach additional pages if needed):

Convert three-family building to three condominium units.

Applicant Name: 72 Melbourne, LLC Phone: (207) 807-9218

Address: 110 Marginal Way, Suite 292 Email: jbenn617@gmail.com  
Portland, ME 04101

Lessee/Owner Name (if different): \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor Name (if different): \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

*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: [Signature] Date: 8/2/17

*This is a legal document and your electronic signature is considered a legal signature per Maine state law.*

**Review of this application will not begin until the permit payment is received. This is not a permit. Work may not commence until the permit is issued.**



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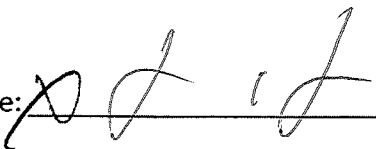
**Electronic Signature and Fee Payment Confirmation**

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: [portlandmaine.gov/payyourpermit](http://portlandmaine.gov/payyourpermit)
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

**City of Portland  
Permitting and Inspections Department  
389 Congress Street, Room 315  
Portland, Maine 04101**

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature:  Date: 8/2/17

I have provided electronic copies and sent them on: \_\_\_\_\_ Date: 8/2/17

**NOTE:** All electronic paperwork must be delivered to [permitting@portlandmaine.gov](mailto:permitting@portlandmaine.gov) or with a thumb drive to the office.

**If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.**

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**Tenant Data for Condominium Conversion**  
 (submit with Condominium Conversion Permit Application)

Project Address: 72 Melburne      Number of legal dwelling unit in building: 3

Provide the following information for each tenant (if vacant, for the tenant from the past 6 months):

Unit #	Tenant Name	Tenant Phone #	Occupancy Length	Date of Notice	Eligible for Relocation Payment?
Unit 1	Mary Powers & Paula Hill		1	6/16/17	no
Unit 2	Tucker Emerson &		1	6/16/17	no
<del>Unit 4</del>	Tomisa Sangregorio				
<del>Unit 5</del>					
Unit <del>4</del> 3	Shannon Preston &		1	6/16/17	no
Unit 6	Ryan Jarochym				
Unit 7					
Unit 8					
Unit 9					
Unit 10					

If more than 10 units, submit the same information for all units on a separate piece of paper.

**Income Limits for Relocation Payments** (per HUD FY2016 Income Limits, effective 3/28/2016)

Number of people in household and income limits:

- 1 - \$43,050
- 2 - \$49,200
- 3 - \$55,350
- 4 - \$61,450
- 5 - \$66,400
- 6 - \$71,300
- 7 - \$76,200
- 8 - \$81,150

For the most up-to-date information on income limits, visit: <https://www.huduser.gov/portal/datasets/il.html>