



General Building Permit Application

If you or the property owner owes real estate or personal property taxes or user charge within the City, payment arrangements must be made before permits of any kind

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 03/04/15

Address/Location of Construction: 61 Monument Street		
Total Square Footage of Proposed Structure:		3993 (No change)
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 16 G 13	Applicant Name: JWAY, LLC Address: 110 Marginal Way Suite 292 City, State & Zip: Portland, ME 04101	Telephone: 807-9218 Email: jeremy@joeflynnreal estate.com
Lessee/Owner Name: N/A (if different than applicant) Address: City, State & Zip: Telephone & E-mail:	Contractor Name: N/A (if different from Applicant) Address: City, State & Zip: Telephone & E-mail:	Cost Of Work: \$ _____ C of O Fee: \$ 400.00 Admin fees Historic Rev \$ 600.00 Total Fees : \$ 1,000.00
Current use (i.e. single family) <u>Four family (vacant)</u>		
If vacant, what was the previous use? <u>Four family</u>		
Proposed Specific use: <u>Four condominium units</u>		
Is property part of a subdivision? <input type="checkbox"/> If yes, please name _____		
Project description: Conversion of vacant four-family building into four condominium units		
Who should we contact when the permit is ready: Nathaniel R. Huckel-Bauer, Esq.		
Address: Drummond & Drummond, LLP, One Monument Way		
City, State & Zip: Portland, ME 04101		
E-mail Address: nhuckel-bauer@ddlaw.com		
Telephone: 207-774-0317		

Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

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:  Date: January 22, 2014

This is not a permit; you may not commence ANY work until the permit is issued.



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Drummond & Drummond

A Limited Liability Partnership
Counselors at Law

One Monument Way, Portland, Maine 04101

Horace W. Horton
Arthur A. Cerullo
Andrew W. Sparks
Paul E. Peck
Philip P. Mancini
Jennifer I. Richard
Douglas F. Britton
Scott E. Herrick
Christopher E. Pazar
Stephanie N. Strouse
Nathaniel R. Huckel-Bauer
Julia G. Pitney
Heather T. Whiting
Andrew P. Pierce
Patrick C. Lever
Michael T. Devine

Date: 03/04/15

Of Counsel
Barry T. Woods
Robert C. Santomenna
Paul M. Koziell

Telephone: 207-774-0317
Facsimile: 207-761-4690
E-mail: NHuckel-Bauer@ddlaw.com

January 22, 2015

Via email: buildinginspections@portlandmaine.gov

City of Portland
Inspections Division
389 Congress Street, Room 315
Portland, Maine 04101

Re: Application to Convert to Condominium Units

Dear Inspections Division Staff:

Enclosed please find an application to convert the vacant property at 61 Monument Street (formerly a four-family property) into four condominium units. Because the property was vacant when acquired by our client, there was no need to send notices to tenants. There are no other documents, plans or materials needed for this conversion application. Please call my assistant, Fatima Lima, at 774-0317, to arrange payment of the fees.

Please contact me if you have any questions about this conversion permit application. When the permit is issued, please send it to me by email or at the address above. Thank you for your prompt review and anticipated approval.

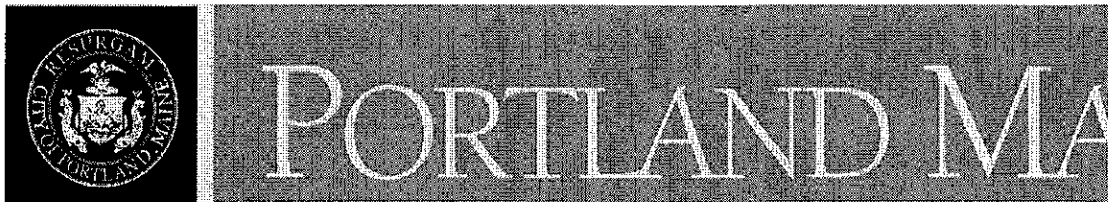
Very truly yours,

Nathaniel R. Huckel-Bauer, Esq.

NRH/fl
Enclosures



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Date: 03/04/15

Jeff Levine, AICP, Director
Director of Planning and Urban Development

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, upon receipt of an e-mailed invoice from Building Inspections, which signifies that my electronic permit application and corresponding paperwork have been received, determined complete, entered by an administrative representative, and assigned a permit number, I then have the following four (4) payment options:

- to provide an on-line electronic check or credit/debit card (we now accept American Express, Discover, VISA, and MasterCard) payment (along with applicable fees beginning July 1, 2014),
- call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone,
- hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall,
- or deliver a payment method through the U.S. Postal Service, at the following address:

City of Portland
Inspections Division
389 Congress Street, Room 315
Portland, Maine 04101

Once my payment has been received, this then starts the review process of my permit. **After all approvals have been met and completed, I will then be issued my permit via e-mail.** No work shall be started until I have received my permit.

Applicant Signature: _____

Date: _____

I have provided digital copies and sent them on: _____

Date: _____

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

Room 315 - 389 Congress Street- Portland, Maine 04101 (207) 874-8703 - Fax: 874-8716 - TTY: 874-8936



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SUBMIT WITH CONDOMINIUM CONVERSION PERMIT APPLI

PROJECT DATA:

Date: 03/04/15

ADDRESS: 61 Monument Street

Chart/Block/Lot(CBL): 16-G-13

Number of legal dwelling unit in building: four (4)

Tenant Name	Tenant Telephone #	Occupancy Length	Date of Notice	Eligible for \$?
Unit 1: Vacant at purchase				
Unit 2: Vacant at purchase				
Unit 3: Vacant at purchase				
Unit 4: Vacant at purchase				
Unit 5:				
Unit 6:				
Unit 7:				
Unit 8:				
Unit 9:				
Unit 10:				

If more than 10 units, submit same information on all units on a separate piece of paper (or back of this one)

Length of time building owned by applicant: four (4) months

Are any building improvements, renovations, or modifications being made associated with this conversion that requires a building, plumbing, electrical or HVAC permit? YES NO (check ONE)

Electrical & Plumbing

Type and cost of building improvements, associated with this conversion, that do NOT require permits:

\$ N/A Exterior walls, windows, doors, roof

\$ N/A Insulation

\$ 80,000.00 Interior Cosmetics (walls/floors/hallways/refinishing, etc.)

\$ N/A OTHER (specify)