



# PORTLAND MAINE

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## Office of the City Clerk

Linda C. Cohen, MMC  
City Clerk

December 17, 2009

Alexandra J. P. Murphy  
Business License Administrator

Rev. Memana Abraham  
First Assembly of God  
243 Cumberland Ave  
Portland ME 04101

RE: Pending Application for Food Service Establishment

Dear Reverend Abraham:

On April 3, 2008, we received your application for a Food Service Establishment for the First Assembly of God. As a first-time applicant for a food service license it was your responsibility to contact both the Fire Department and Health Department to set up a time and date for your initial inspections. To date, your application is still not complete.

If you are currently serving food to the public you are required to obtain a Food Service License. Please complete a new application (attached), submit proper payment, and contact the Fire Department at 756-8096 and the Health Department at 874-8693 to schedule your inspections. If you are no longer serving food, please contact me at 874-8557 so that I may update our records.

When you operate without the required permit you are in violation of Portland City Code, Chapter 16, Section 11 (a). **Failure to license your business with the City of Portland will result in legal action towards closure.**

Thank you for your prompt attention to this very important matter.

Sincerely,

Alexandra J. Murphy  
Business License Administrator

CC: Keith Gautreau, Fire Department  
Tammy Munson, Code Enforcement  
Gary Wood, Corporation Counsel