

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK PERMIT ISSUED  
CITY OF PORTLAND

BUILDING DIVISION

JUN 28 2010

Permit Number: 100688

City of Portland

Read  
on And  
f Any,  
red

Certify that METRO MEDIA PROPERTIES LLC/Co Property Service  
Application to Interior demo of partition walls  
CONGRESS ST 1st floor CE 027 D001001

and that the person or persons, firm or corporation accepting this permit shall comply with all provisions of the Statutes of Maine and of the Ordinances of the City of Portland regulating construction, maintenance and use of buildings and structures, and of the application on file in Department.

Public Works for street line  
if nature of work requires  
information.

Notification of inspection must be  
given and written permission procured  
before this building or part thereof is  
lath or other work is done-in. 24  
HOURS NOTICE IS REQUIRED.

A certificate of occupancy must be  
procured by owner before this build-  
ing or part thereof is occupied.

OTHER REQUIRED APPROVALS  
CAPT. R. Laubeau

rd  
Department Name

*[Signature]*  
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

**City of Portland, Maine - Building or Use Permit Application**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 10-0688	Issue Date:	CBL: 027 D001001
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Location of Construction: 385 CONGRESS ST 1st floor	Owner Name: METRO MEDIA PROPERTIES LL	Owner Address: 25 SOUTH SERVICE RD STE 300	Phone:
Business Name:	Contractor Name: Commercial Property Services/ Tom	Contractor Address: 244 Cumberland Ave Portland	Phone: 2074507100
Lessee/Buyer's Name	Phone:	Permit Type: Alterations - Commercial	Zone: B-3

Past Use: Commercial - 1st floor	Proposed Use: Commercial - 1st floor - Interior demo of partition walls	Permit Fee: \$70.00	Cost of Work: \$5,000.00	CEO District: 1
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Proposed Project Description: Interior demo of partition walls	FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <i>*See Conditions</i>	INSPECTION: Use Group: <i>Demo Only</i> Type: <i>TBC 2003</i>
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Signature: <i>KG</i>	Signature: <i>[Signature]</i>
PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)	
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied	
Signature:	Date:

Permit Taken By: Idobson	Date Applied For: 06/15/2010	<b>Zoning Approval</b>
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- This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.
- Building permits do not include plumbing, septic or electrical work.
- 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.

**PERMIT ISSUED**

JUN 28 2010

City of Portland

<b>Special Zone or Reviews</b> <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"/> Date: <i>6/15/10</i>	<b>Zoning Appeal</b> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	<b>Historic Preservation</b> <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:
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**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 \_\_\_\_\_

## **BUILDING PERMIT INSPECTION PROCEDURES**

**Please call 874-8703 or 874-8693 (ONLY )**

**or email: [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)**

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the City of Portland Inspection Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months, if the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue with construction.**

  X   **Final inspection required at completion of work.**

**The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.**

**IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.**

**City of Portland, Maine - Building or Use Permit**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 10-0688	Date Applied For: 06/15/2010	CBL: 027 D001001
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Location of Construction: 385 CONGRESS ST 1st floor	Owner Name: METRO MEDIA PROPERTIES LL	Owner Address: 25 SOUTH SERVICE RD STE 300	Phone:
Business Name:	Contractor Name: Commercial Property Services/ Tom	Contractor Address: 244 Cumberland Ave Portland	Phone (207) 450-7100
Lessee/Buyer's Name	Phone:	Permit Type: Alterations - Commercial	

Proposed Use: Commercial - 1st floor - Interior demo of partition walls	Proposed Project Description: Interior demo of partition walls
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**Dept:** Zoning      **Status:** Approved with Conditions      **Reviewer:** Marge Schmuckal      **Approval Date:** 06/15/2010**Note:** **Ok to Issue:** ✓

- 1) Currently the last approved use of the property was for a press building with newspaper distribution. This current permit is not establishing a use. A SEPARATE PERMIT to establish a new use is required PRIOR to occupancy.
- 2) Separate permits shall be required for any new signage.
- 3) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.

**Dept:** Building      **Status:** Approved with Conditions      **Reviewer:** Tammy Munson      **Approval Date:** 06/28/2010**Note:** **Ok to Issue:** ✓

- 1) Separate permits are required for any electrical, plumbing, sprinkler, fire alarm HVAC systems, heating appliances, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.
- 2) Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.
- 3) Construction activity was not applied for or reviewed as a part of this permit. This permit authorizes demolition of interior non-bearing partitions.

**Dept:** Fire      **Status:** Approved with Conditions      **Reviewer:** Capt Keith Gautreau      **Approval Date:** 06/16/2010**Note:** **Ok to Issue:** ✓

- 1) Permit is for demolition only. Any construction will require a separate permit.  
Any cutting and welding done will require a Hot Work Permit from Fire Department.



# General 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: <b>385 Congress Street</b>		
Total Square Footage of Proposed Structure/Area	Square Footage of Lot <b>2.261 acres</b>	
Tax Assessor's Chart, Block & Lot Chart# <b>27</b> Block# <b>D</b> Lot# <b>1</b>	Applicant * <b>must be owner, Lessee or Buyer*</b> Name <b>Metro Media Properties LLC</b> Address <b>25 South Service Rd ST 300</b> City, State & Zip <b>Jericho, NY 11753</b>	Telephone: <b>(516) 997-4210</b>
Lessee/DBA (If Applicable)	Owner (if different from Applicant) Name Address City, State & Zip	Cost Of Work: \$ <b>5,000</b> C of O Fee: \$ <b>23.00</b> Total Fee: \$ <b>128.00 70</b>
Current legal use (i.e. single family) <b>Industrial</b> If vacant, what was the previous use? <b>Industrial</b> Proposed Specific use: <b>To be determined</b> Is property part of a subdivision? <b>No</b> If yes, please name _____ Project description: <b>Interior demo of partition walls.</b>		
Contractor's name: <b>Tom Moulton</b> Address: <b>Commercial Property Services</b> <b>244 Cumberland Ave.</b> City, State & Zip <b>Portland, ME 04101</b> Telephone: <b>(207) 450-7100</b> Who should we contact when the permit is ready: <b>Tom Moulton</b> Telephone: <b>(207) 450-7100</b> Mailing address: <b>244 Cumberland Ave, Portland, ME 04101</b>		

**Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.**

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](http://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 City Officials 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.

**RECEIVED**

**JUN 15 2010**

Signature: *Thomas Moulton* Date: **10 JUN 10**

This is not a permit; you may not commence ANY work until the permit is issued.  
Dept. of Building Inspections  
City of Portland Maine



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • [www.portlandmaine.gov](http://www.portlandmaine.gov)*

*Director of Planning and Urban Development  
Penny St. Louis Littell*

June 17, 2010

METRO MEDIA PROPERTIES LLC  
C/o Thomas Moulton  
Commercial Property Services  
244 Cumberland Avenue  
Portland, Maine 04101

**CBL: 027 D001001**  
**Located at 385 CONGRESS ST**

**Regular & Certified Mail 7009 0820 0001 4189 1549**

Dear Mr. Moulton,

## STOP WORK ORDER

An evaluation of the above-referenced property on June 16, 2010 revealed that interior demolition activity was being conducted without benefit of a valid building permit as required by Section 105.1 of the 2003 International Building Code of the City of Portland.

Although an application for such work was submitted to the Inspections office on June 15, 2010, a permit has not been approved and issued. All demolition/construction activity at that property must STOP immediately. This is a STOP WORK ORDER pursuant to Section 114 of 2003 International Building Code of the City of Portland. You may resume construction activity only after the issuance of the appropriate building permit, the payment of associated fees and the subsequent lifting of this order.

Failure to comply will result in this office referring the matter to the City of Portland Corporation Counsel for legal action and possible civil penalties, as provided for in Section 1-15 of the Code and in Title 30-A of M.R.S.A. Section 4452. This constitutes an appealable decision pursuant to Section 12 of the City of Portland Building Code.

If you wish to discuss this matter, or you have any questions, please feel free to contact me.

Sincerely,

Jeanie Bourke @ (207) 874-8715  
CEO/Plan Review



# CITY OF PORTLAND, MAINE

Department of Building Inspections

## Original Receipt

6-15 2010

Received from

Archetype

Location of Work

385 COLYER

Cost of Construction \$ \_\_\_\_\_

Building Fee: \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_

Site Fee: \_\_\_\_\_

Certificate of Occupancy Fee: \_\_\_\_\_

Total: 145 70

Building (1L) \_\_\_\_\_

Plumbing (1S) \_\_\_\_\_

Electrical (1E) \_\_\_\_\_

Site Plan (U2) \_\_\_\_\_

Other \_\_\_\_\_

CBL: 27-D-1

Check #: 11225

Total Collected \$ 145 70

**No work is to be started until permit issued.  
Please keep original receipt for your records.**

Taken by: J.P.

WHITE - Applicant's Copy

YELLOW - Office Copy

PINK - Permit Copy