

2

City of Portland, Maine - Building or Use Permit Application

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

| | | |
|--------------------------|-------------|---------------------|
| Permit No: 2013-00494 | Issue Date: | CBL: 027 D001001 |
|--------------------------|-------------|---------------------|

| | | | |
|--|---|---|-------------|
| Location of Construction: 385 CONGRESS ST (244 Cumberland Ave.) | Owner Name: METRO MEDIA PROPERTIES LLC | Owner Address: 25 SOUTH SERVICE RD STE 300 JERICHO, NY 11753 | Phone: |
| Business Name: Commercial Property Services | Contractor Name: | Contractor Address: | Phone |
| Lessee/Buyer's Name Tom Moulton | Phone: (207) 518-9211 | Permit Type: Change of Use - Commercial | Zone: B3 |

| | | |
|--|-------------------------|--------------------|
| Past Use: Warehouse for Portland Press Herald Printing Operation (244 Cumberland Ave) | Cost of Work: 105.00 | CEO District: 1 |
|--|-------------------------|--------------------|

CLOSED

- Approved
- Denied
- N/A

INSPECTION:
Use Group: B/S Type: 2B
MUBEL/IBC 2009

| | | |
|--|-------------------------------|---------------------------------------|
| Proposed Project Description: Change of use from warehouse to property maintenance business (office, shop & storage) NO CONSTRUCTION. | Signature: <i>[Signature]</i> | Signature: <i>[Signature]</i> 4/10/13 |
| 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: bjs | Date Applied For: 03/14/2013 | Zoning Approval |
|-------------------------|---------------------------------|------------------------|

| | | | |
|---|--|--|--|
| <ol style="list-style-type: none"> 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.. | 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"/> | Zoning Appeal <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 | Historic Preservation <input 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 |
| | <i>[Signature]</i> Date: 3/18/13 <i>ABL</i> | Date: _____ | Date: _____ |

SCANNED

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 _____

10 DANIA ST

ATTN TOM MOUNTON

5-14-13 GF - SEND C cfo to 

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT



This is to certify that

METRO MEDIA PROPERTIES LLC /Sign Design Inc

Located at

385 CONGRESS ST (244 Cumberland Ave.)

PERMIT ID: 2013-00633

ISSUE DATE: 04/18/2013

CBL: 027 D001001

has permission to **Attach 108" x 60" aluminum sign to wall - "Commercial Property Services"** provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise clsoed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be procured prior to occupancy.

Fire Prevention Officer



Code Enforcement Officer / Plan Reviewer

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
THERE IS A PENALTY FOR REMOVING THIS CARD**

SCANNED

PERMIT ID: 2013-00633

Located at: 385 CONGRESS ST (244

CBL: 027 D001001

BUILDING PERMIT INSPECTION PROCEDURES
Please call 874-8703 (ONLY)
or email: 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 Inspections 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.**

REQUIRED INSPECTIONS:

Final Inspection

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF 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: 2013-00633 | Date Applied For: 04/02/2013 | CBL: 027 D001001 |
|---------------------------------|--|----------------------------|

| | | | |
|---|---|--|--------------------------------|
| Location of Construction: 385 CONGRESS ST (244 Cumberla | Owner Name: METRO MEDIA PROPERTIES LL | Owner Address: 25 SOUTH SERVICE RD STE 300 | Phone: |
| Business Name: Commercial Property Services | Contractor Name: Sign Design Inc | Contractor Address: PO Box 207 Westbrook | Phone (207) 856-2600 |
| Lessee/Buyer's Name Tom Moulton | Phone: 207450710 | Permit Type: Signs - Permanent | |

| | |
|---|--|
| Proposed Use: Property maintenance business | Proposed Project Description: Attach 108" x 60" aluminum sign to wall - "Commercial Property Services" |
|---|--|

| | | | |
|--|--------------------------------------|------------------------------|---|
| Dept: Zoning | Status: Approved | Reviewer: Ann Machado | Approval Date: 04/10/2013 |
| Note: B-3 Ground floor tenant - 2 x 30' = 60 sf allowed; 45 sf proposed - OK | | | Ok to Issue: <input checked="" type="checkbox"/> |
| Dept: Building | Status: Approved w/Conditions | Reviewer: Ann Machado | Approval Date: 04/10/2013 |
| Note: 1) Signage and Awning Installation to comply with Chapters 16 (Structural Loads), 31 (Materials) & 32 (ROW Height & Encroachments) of the IBC 2009 building code. | | | Ok to Issue: <input checked="" type="checkbox"/> |



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.

385 Congress St

| | | |
|---|---|--|
| Location/Address of Construction: <u>244 Cumberland Avenue</u> | | |
| Total Square Footage of Proposed Structure/Area | | Square Footage of Lot <u>2,260 A.</u> |
| Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>027 D 1061</u> | Applicant * <u>must be owner, Lessee or Buyer</u> * Name <u>Commercial Property Services</u> Address <u>244 Cumberland Ave</u> City, State & Zip <u>Portland, ME 04101</u> | Telephone: <u>(207) 518-9211</u> |
| Lessee/DBA (If Applicable) <u>Commercial Property Services</u> <u>Thomas W. Moulton</u> | Owner (if different from Applicant) Name <u>Metro Media Properties, LLC</u> Address <u>25 South Service Road</u> City, State & Zip <u>Jericho, NY 11753</u> | Cost Of Work: \$ <u>0.30</u> C of O Fee: \$ <u>75.00</u> Total Fee: \$ <u>105.00</u> |
| Current legal use (i.e. single family) <u>Storage @ property maintenance company</u> If vacant, what was the previous use? <u>Vacant for years - former Portland News Paper garage/storage</u> Proposed Specific use: <u>run property maintenance company & store equipment</u> Is property part of a subdivision? <u>no</u> If yes, please name _____ Project description: <u>occupy space in a proper fashion - no changes being made</u> <u>COFU from storage/warehouse to Prop Maint.</u> | | |
| Contractor's name: <u>NA</u> | | |
| Address: _____ | | |
| City, State & Zip _____ | | |
| Who should we contact when the permit is ready: <u>S.C. Archetype</u> | | Telephone: _____ |
| Mailing address: _____ | | Telephone: _____ |

RECEIVED

MAR 14 2013

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit. Dept. of Building Inspections City of Portland Maine

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: Thomas W. Moulton Date: 6 March 13

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

From: Susan Geffers <sue@archetypepa.com>
To: <amachado@portlandmaine.gov>
Date: 3/18/2013 3:48 PM
Subject: 385 Congress Street
Attachments: 20130318151756581.pdf

Hello Ann,

Attached is the site plan for 385 Congress Street.

I spoke with Tom Moulton and he said they are using the whole building.

There is a desk in the office by no one sits there.

They just go into the building in the morning to pick up their tools and head off for the day.

It's a property management business.

An yes inside the garage is lined off as is the parking lot.

Let me know if you have any more questions.

Sue

Susan Geffers, Office Manager

Archetype PA |48 Union Wharf |Portland, Maine 04101|tel. 207.772.6022
|cell. 207.712.4997|www.archetype-architects.com

MEMORANDUM

To: City of Portland, Maine

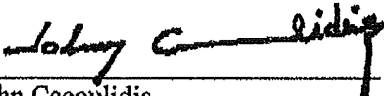
From: Metro Media Properties, LLC
25 South Service Road, Suite 300
Jericho, NY 11753

Date: March 11, 2013

Re: Permission to Occupy Property at 244 Cumberland Avenue, Portland

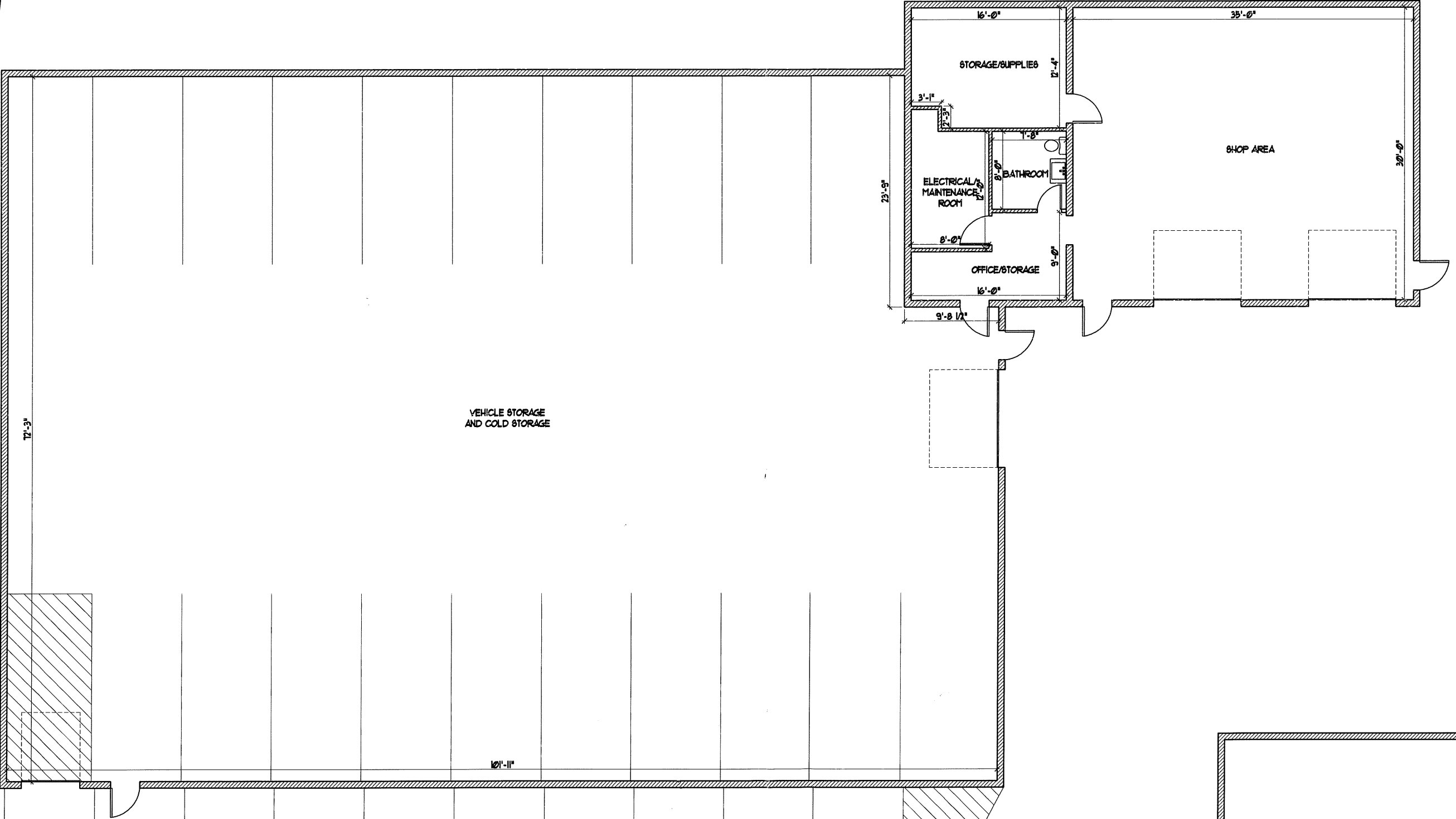
Commercial Property Services (CPS) has my permission to occupy 244 Cumberland Avenue, Portland, Maine. They are a tenant at will and currently run their property maintenance company out of that property. Please note that CPS also maintains the subject property along with some of my other real estate holdings in the City. Call me at (516) 997-4210 if you have any questions.

Sincerely,



John Cacoulidis
Metro Media Properties, LLC

EXISTING WALL



1 FLOOR PLAN
SCALE: 3/32" = 1'-0"

ARCHETYPE
architects

48 Union Wharf Portland, Maine 04101
(207) 772-6022 Fax (207) 772-4056

Date: 14 March 2013
Scale: 3/32" = 1'-0"

FLOOR PLAN

Project: 244 CUMBERLAND AVE

244 CUMBERLAND AVE
PORTLAND, MAINE

A1