

# GRANT HAYS ASSOCIATES

ARCHITECTURE  INTERIOR DESIGN

May 16, 2016  
Revised June 27, 2016

Building Inspections  
City of Portland  
389 Congress Street  
Portland, Maine 04101

RE: Prepared Food Kiosk  
Cumberland County Courthouse  
205 Newbury Street  
Portland, Maine 04101

Dear Building Inspections,

Cumberland County Courthouse will be installing a prepared food kiosk at the first floor level of the facility. The kiosk will be supplied by Anthony's Pizza, located across the street. Food service will include items prepared at Anthony's, then transported to the kiosk for sale, as well as toasted bagels and microwave items to Courthouse employees and visitors.

The Kiosk will have electrical power, as well as plumbing components for the required Department of Health standards (hand wash, 3-bay sink, grease interceptor, etc.). Warm and cold food items will be sold, such as sandwiches, pizza by the slice, pre-packaged snack items, and beverages. No food items will be prepared on site involving cooking that would require an NFPA exhaust hood. A glass warm-pizza carousel will be utilized, as well as a microwave oven, bagel toaster, and similar warming devices. Cold beverage coolers will also be utilized, as well as hot coffee and teas.

The Courthouse is located in the B3 Zone, which allows food service. The Courthouse is also located in the Old Port Historic Zone. The Facility Manager, Bruce Tarbox, will be overseeing the work. The Plumber and Electrician will submit for the associated permits. The vendor will submit for the Food Service Establishment License with the assistance of the Facility Manager.

Please consider this package for an Interior Renovation Building Permit.

Thank you for your assistance.

Sincerely,

Michael F. Hays, Principal

*Michael F. Hays*

Maine Licensed Architect ARC1724