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Director of Planning and Urban Development  
Penny St. Louis Littell

Division Director of Inspections Services  
Tammy Munsen

June 8, 2009

Mary Ward Brown  
33 Hampshire Street  
PORTLAND, ME 04101

**CBL: 028 J009001**  
**Located at 33 HAMPSHIRE ST**

**Certified Mail 7008 0500 0001 4587 9147**

Dear Mary Ward Brown,

It has come to our attention that you are operating a Catering Business without benefit of the required licenses and permits. You must immediately stop doing business as Coco's Kitchen and apply for all necessary licenses and permits.

This is a notice of violation pursuant to Section 6-118 of the Code. All referenced violations shall be corrected within immediately. You must stop operating a business without a license. Failure to abide by this license 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.

This constitutes an appealable decision pursuant to Section 6-127 of the Code.

Please contact me to necessary steps to become compliant with the regulations.

Please be advised that the Portland City Council has amended the Building regulations to include a \$75.00 re-inspection fee. This violation will automatically cause a re-inspection at no charge. If there are any subsequent inspections, however, the \$75.00 fee will be assessed for each inspection.

Sincerely,

A handwritten signature in black ink, appearing to read "Suzanne Hunt".

Suzanne Hunt @ (207) 874-8707  
Building Inspector

ccCarmine DiFilippo  
107 Brook Road  
Portland 04103