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Gary C. Wood

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Mary E. Costigan
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Ann M. Freeman

November 17, 2009

VIA CERTIFIED AND REGULAR MAIL

BMC, Inc
Attn: Ms. Margaret Donovan
94-96 Commercial Street
Portland, Maine 04101

SCANNED

Re: Casco Variety

Dear Ms. Donovan:

Recently, pursuant to a notification from the City Clerk's Office (copy enclosed), you were informed that your business has not returned a completed renewal application for a 2009 Business License. Your last license expired on January 31, 2008. You have now been operating for over one (1) year without the annual license required by city law.

In addition to notifying you about the license issue, the Business License Administrator also notified you about your outstanding personal property tax obligation (\$394.39), license and late fees (\$1141.00) and re-inspection fees (\$300.00), all of which have to be paid before the City will issue your business license.

Finally, the Building Inspections Division notified you on November 12, 2008, that you must install a backflow preventor on your mop sink. This item will also need to be remedied before the City will issue your business license.

The City values its business owners and residents. We understand that the current recession has caused economic difficulty for a number of businesses, one of which may be yours. The economy has had just as harsh an impact, if not more so, on our many non-business property owners.

In order for the City to continue to function and provide the services that it does to all of our residents, we need to make sure that we treat all of our residents fairly and equally which includes getting taxes paid and making sure activities that require licenses have them. Consequently, we request that you please remit the renewal application and aforementioned fees and personal property taxes immediately.

If for some reason the City's records are in error on this matter, I apologize, but in the absence of any contact from you regarding the lack of the required license or a completed renewal application and payment personal property tax obligation, the City will be forced to take prompt legal action against you.

Thank you for your time and consideration.

Sincerely,



Danielle P. West-Chuhta
Associate Corporation Counsel

cc: Alexandra J. P. Murphy, Business License Administrator
Tammy Munson, Building Inspections Division Director
Suzanne Hunt, Code Enforcement Officer ✓
Shaun Strobel, Assistant Director of Treasury

RECEIVED

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**Dept. of Building Inspections
City of Portland Maine**



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Office of the City Clerk

Linda C. Cohen, MMC
City Clerk

Alexandra J. P. Murphy
Business License Administrator

August 13, 2009

BMC Inc
Attn: Margaret Donovan
94-96 Commercial St
Portland, ME 04101

RE: Casco Variety – 94 Commercial St

Dear Ms. Donovan:

The business license for Casco Variety expired on January 31, 2008; currently you are operating without a license and are in violation of Portland City Code, Chapter 16, Section 11 (a). Please complete the enclosed renewal application and remit the \$790 fee to our office immediately.

Additionally, our Finance Department records indicate that Personal Property taxes in the amount of \$351.21 (Account #21973) are currently outstanding for your business location and \$300 is due to the Health Department for re-inspection fees; a copy of their invoice is included with this letter. A balance due of personal property taxes and health inspection fees will result in the non-issuance of your business license. Please contact Shaun Strobel in the Treasury Department at (207) 874-8854 for payment information as soon as possible.

Failure to license your business with the City of Portland will result in legal action towards closure. **This will be your final notice.**

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

Sincerely,

Alexandra J. P. Murphy
Business License Administrator

CC: Gary Wood, Corporation Counsel
Shaun Strobel, Assistant Director of Treasury
Tammy Munson, Director of Inspection Services