



Permitting and Inspections Department  
Michael A. Russell, MS, Director

February 22, 2017

10 EXCHANGE PROPERTIES LLC  
ATTN: JONATHAN COHEN  
PO BOX 901  
WESTBROOK, ME 04098-0910

**CBL: 032 I012001**

**Located at: 10 EXCHANGE ST**

**STOP WORK ORDER**

**Certified Mail # 7014 1820 0001 4047 0515**

Dear Mr. Cohen,

An evaluation of the above-referenced property on February 16, 2017 revealed that building construction was being conducted without benefit of a valid building permit as required by Section 105.1 of the 2009 International Building Code of the City of Portland. In addition, areas of work have been covered, prior to inspections, for the proposed alterations in the pending permit application #2016-02719, which is currently under review.

Appropriate permitting has not been issued for this work, therefore all construction activity for the work associated with Permit #2016-02719 must STOP immediately. This is a STOP WORK ORDER pursuant to Section 115.2 of the 2009 International Building Code of the City of Portland. The following items will need to be addressed prior to the issuance of the building permit:

1. City Inspections for access to work areas that have been covered and access to the dwelling units
2. Records of inspections from the engineer for the associated structural work
3. Submittal of a fire alarm permit application for review
4. Submittal of an electrical permit for work, if required, per City Code Sec. 6-51(a) & (b) and the National Electric Code (NEC) Sections 406.4(D)1-6 and 406.12 (A)
5. Provide additional plans and details as requested for the proposed work and life safety upgrades.

You may resume construction activity only after these items are resolved, the permit is issued and fee is paid for 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 6-20 of the City of Portland Building Code.

If you have any questions or concerns, please feel free to contact me at (207) 874-8715.

Sincerely,

Jeanie Bourke  
CEO/Plan Review