


**City of Portland, Maine - Building or Use Permit Application**

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

<b>Permit No:</b> 2012-65600	<b>Issue Date:</b>	<b>CBL:</b> 135 C020001
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<b>Location of Construction:</b> 177 CLINTON ST (175)	<b>Owner Name:</b> POLITO NANCY J	<b>Owner Address:</b> 177 CLINTON ST PORTLAND, ME 04103		<b>Phone:</b> (207) 773-5787
<b>Business Name:</b>	<b>Contractor Name:</b>	<b>Contractor Address:</b> ME		<b>Phone</b>
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Change of Use Home Occupation		<b>Zone:</b> R5 RP
<b>Past Use:</b> Duplex	<b>Proposed Use:</b> proposing to use 2nd floor unit as home business separate from dwelling.	<b>Permit Fee:</b> \$225.00	<b>Cost of Work:</b> \$1,000.00	<b>CEO District:</b> 7
		<b>FIRE DEPT:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A		<b>INSPECTION:</b> Use Group: _____ Type: _____
<b>Proposed Project Description:</b> Change of use to add Home Occupation for production of a packaged food product		Signature: _____		Signature: _____
		<b>PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)</b> Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: _____ Date: _____		

<b>Permit Taken By:</b> Idobson	<b>Date Applied For:</b> 12/12/2012	<b>Zoning Approval</b>		
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1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.  2. Building permits do not include plumbing, septic or electrical work.  3. 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..	<b>Special Zone or Reviews</b> <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"/>  Date: _____	<b>Zoning Appeal</b> <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  Date: _____	<b>Historic Preservation</b> <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  Date: _____
			

**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



# 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.

Location/Address of Construction: <u>175 Clinton St</u>		
Total Square Footage of Proposed Structure/Area		Square Footage of Lot
Tax Assessor's Chart, Block & Lot Chart# <u>135</u> Block# <u>C</u> Lot# <u>20</u>	Applicant * <b>must be owner, Lessee or Buyer</b> * Name <u>Nancy Polito</u> Address <u>175+177 Clinton ST</u> City, State & Zip <u>Portland, ME 04103</u>	Telephone: <u>773-5787</u>
Lessee/DBA (If Applicable)	Owner (if different from Applicant) Name Address City, State & Zip	Cost Of Work: \$ _____ C of O Fee: \$ _____ Total Fee: \$ _____
Current legal use (i.e. single family) <u>Duplex</u> If vacant, what was the previous use? _____ Proposed Specific use: _____ Is property part of a subdivision? _____ If yes, please name _____ <b>Project description:</b> <u>175 Clinton St. Apartment - no construction changes - use for Business - in home.</u>		
Contractor's name: _____ Address: _____ City, State & Zip: _____ Who should we contact when the permit is ready: <u>Nancy Polito</u> Telephone: <u>773-5787</u> Mailing address: <u>177 Clinton St. Portland ME 04103</u>		

WITHDRAW

RECEIVED

DEC 12 2012

Dept. of Building Inspections  
City of Portland Maine

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

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](http://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: <u>Nancy Polito</u>	Date: <u>12/12/12</u>
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This is not a permit; you may not commence ANY work until the permit is issue

January 9, 2013

Portland City Hall  
Zoning Dept.  
ATTN: Ann Machado  
Room #315  
389 Congress Street  
Portland, ME 04101

RECEIVED

JAN 11 2013

Dept. of Building Inspections  
City of Portland Maine

Dear Ann:

Thank you for all the work you have done in fixing the error that was made back in 2001 when the permit was filed by my contractor who changed my home from a two-family to a single family.

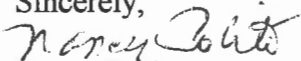
Last time I spoke with you, you stated that I should wait for any re-imbursement money from the charge of \$225.00 that I placed on my credit card to pay for permits, etc(?) Something that I am still confused about, since I was inquiring on what I was allowed to do legally by the City of Portland and not actually starting to file for any permits. A simple answer to my questions would have been fine with me.

Two weeks ago you gave me Michael Russell's telephone number to call because he worked in Inspections. After placing a call to Michael, he gave me the number to the State Inspectors Program in Augusta, Lisa Roy.

After leaving a message with Lisa Roy, she in turn gave my name to Michelle in the Department of Agriculture. Finally, after two months of telephone calls and trips to City Hall, I have my answers. (I would say there is a problem with communication and job descriptions within the system.)

Therefore, I am requesting a refund of my original payment to the Zoning Department. I know that you had to do some leg work for me in regards to the state of confusion from 2001 and I appreciate your effort, but I also feel that it does not warrant charging me more than \$25.00 for the resolve.

Sincerely,



Nancy Polito

177 Clinton Street  
Portland, ME 04103  
207-773-5787

WITHDRAW

CBL: 135 C02000 Permit ID: 2012-65600

**Additional Comments:**

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**12/18/2012-AMACHADO/Zoning:**

Left voicemail for Nancy Polito. Permit is on hold. A home occupation by definition is within one's dwelling unit not in a separate vacant apartment. Legal use is a single family not a two family - permits #01-1356 & #02-0259. Producing packaged food is not specifically listed as a home occupation use in section 14-410(b). The home occupation must not exceed 500 square feet or occupy more than 25% of a dwelling unit. This information was not provided although from the letter and floor plan, it sounds as though the second floor would be used for the business. The floor plan was not dimensioned. A plot plan was not provided.

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**1/14/2013-AMACHADO/Zoning:**

Received letter from applicant dated January 9, 2013 withdrawing application and requesting some of her money back.

**WITHDRAW**

December 12, 2012

Ms. Marge Schmuckal, Zoning Administrator  
Department of Urban Development  
City of Portland  
389 Congress Street  
Portland, ME 04101

WITHDRAWN

Dear Ms. Schmuckal:

I am requesting a permit to allow me the use of my second story apartment at 175 Clinton Street for use of a small home business. I intend to serve as an independent producer of a packaged food product. I reside below at 177 Clinton Street.

This product is all dry ingredients with no raw foods in use; no cooking of foods will take place; the availability to use the kitchen and dining room for production and packaging of this dried product is completely separate from my residence.

By using the second floor apartment it will allow me to store the ingredients in a safe and clean environment; a kitchen to measure and package the ingredients that will be used just for this purpose only; and have an office area for bookkeeping and ordering.

1. No goods will be stored, displayed or be visible from outside this apartment.
2. Products that will be used will be purchased by me and picked up by me at a facility.
3. There will be no external signage.
4. No exterior alterations to the apartment are necessary.
5. I will not be meeting perspective buyers for I will be delivering the product myself
6. No necessary additional parking is necessary.
7. No objectionable effects will result from this occupation.
8. I will not require the services of any employees.
9. No additional traffic will be generated by this use.

The external activity level and impact is negligible and in keeping with the residential character of the neighborhood.

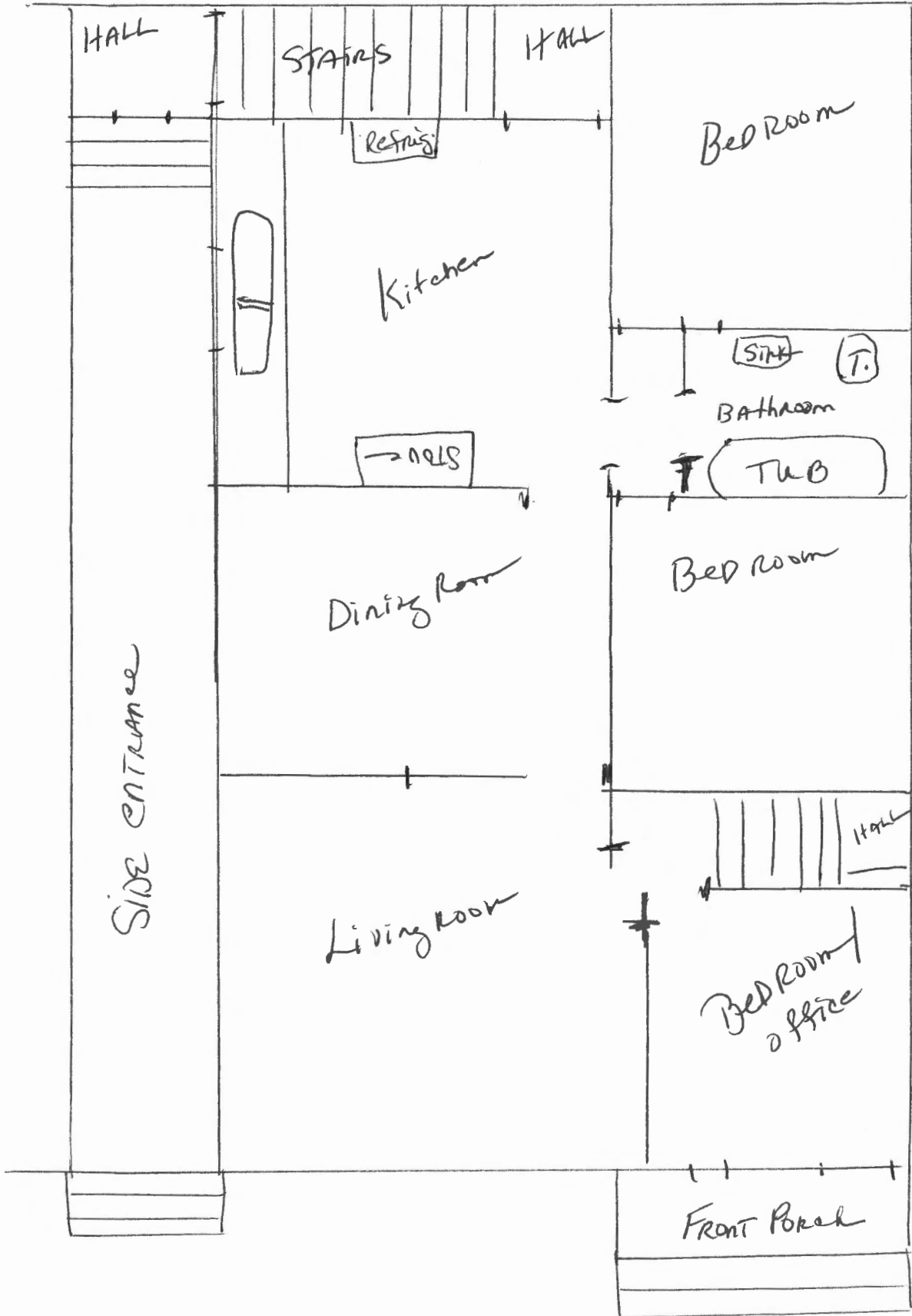
Attached is a floor plan of the 175 Clinton Street apartment and dimensions.

*none listed*

Thank you for your time and consideration.

Nancy Polito  
177 Clinton Street  
Portland, ME 04103  
[Npizzo@maine.rr.com](mailto:Npizzo@maine.rr.com)

# WITHDRAW



Second floor - Plan

Clinton Street