



# PORTLAND MAINE

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*Jeff Levine, AICP, Director  
Marge Schmuckal, Zoning Administrator*

October 30, 2012

Jacques deVillier  
Old Port Wine Merchants  
223 Commercial Street  
Portland, ME 04101

Re: 223 Commercial Street – 032 V008 – B-3 Downtown Business Zone – erected awning without permit

Dear Mr. deVillier,

This letter is a follow up to the telephone conversation that we had on October 5, 2012 regarding the awning that was erected without a permit on the rear of your tenant space at 223 Commercial Street. I told you that the awning needed to be permitted through our office. You told me that you would apply for a permit right away. It is now October 30, 2012 and our office has not received a permit application. You need to bring the property into compliance.

You have fourteen days from the date of this letter to bring the property into compliance by either applying for the building permit for the awning or removing the awning. I have enclosed a building permit application for the awning and the checklist where I have highlighted what you need to submit.

Please feel free to contact me if you have any questions.

Yours truly,

Ann B. Machado  
Zoning Specialist  
(207) 874-8709

Cc. file