

Inspection Services
P. Samuel Hoffses
Chief



Planning and Urban Development
Joseph E. Gray Jr.
Director

CITY OF PORTLAND

Akram Batniji
401 Cumberland Ave - Apt #501
Portland, ME 04101

RE: 401 Cumberland Ave.- Home Occupation

November 24, 1997

Dear Mr Batniji,

As per our conversation, I am sending you the information you requested on using your home for a home occupation, which includes a copy of the home occupation section outlining the criteria needed to allow for a home occupation. If you can meet the criteria, you must come to this office to apply for a permit to allow the use under home occupations. We are located in Room 315, City Hall and are open Monday through Friday from 7:00 a.m. to 4:00 p.m. at which time our secretaries will help you with your permit application.

At the time of submittal, you should bring with you to this office a cover letter explaining your home occupation and how it meets the given criteria, item by item. We also require floor plans showing the dimensions and the area of the home occupation space. If you rent, a letter from the owner of your building giving permission to conduct a home occupation on the premises is required where applicable. The cost of this type of permit is usually \$25.00 if there are no structural changes.

Very Truly Yours,

Marge Schmuckal
Zoning Administrator

cc: Mark Adelson, Housing & Community Dev.
David Jordan, Code Enforcement Officer

m:homeocc