

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND

# BUILDING PERMIT

This is to certify that PACHIOS BROTHERS, LLC & LACONIA, LLC

Located At 565 CONGRESS ST

Job ID: 2011-12-2866-CH OF USE

CBL: 037- A-038-001

has permission to Change the Use from Art Gallery to Coffee Shop (24 seats maximum) with alterations provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

\_\_\_\_\_  
Fire Prevention Officer

*[Signature]* 1/4/12  
\_\_\_\_\_  
Code Enforcement Officer / Plan Reviewer

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY  
PENALTY FOR REMOVING THIS CARD**

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

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

Job No: 2011-12-2866-CH OF USE	Date Applied: 12/6/2011	CBL: 037- A-038-001	
Location of Construction: 565 CONGRESS ST (567)	Owner Name: PACHIOS BROTHERS, LLC & LACONIA, LLC	Owner Address: 565 CONGRESS ST RM 203 PORTLAND, ME 04101	Phone:
Business Name: Matt's Coffee, LLC	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name: Matt Bolinder	Phone: 207-660-3333	Permit Type: BLDG - Building	Zone: B-3
Past Use: Art Gallery	Proposed Use: Restaurant (24 seats) – Matt's Coffee –change of use & tenant fit up	Cost of Work: 17000.00	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved w/conditions <input type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: B Type: 3B IBC 2009 Signature: [Signature]
Proposed Project Description: C of U from Art Gallery to Coffee Shop (restaurant)		Pedestrian Activities District (P.A.D.)	
Permit Taken By:	<b>Zoning Approval</b>		

	Special Zone or Reviews	Zoning Appeal	Historic Preservation
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.	<input type="checkbox"/> Shoreland <input type="checkbox"/> Wetlands <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan  <input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM Date: 12/12/11 [Signature]	<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:	<input type="checkbox"/> Not in Dist 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: Any exterior work requires a separate review I approved this historic preservation

**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 \_\_\_\_\_

## BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

Close In Elec/Plmb/Frame prior to insulate or gyp

Certificate of Occupancy/Final Inspection, including health inspection

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.





# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life* • [www.portlandmaine.gov](http://www.portlandmaine.gov)

Director of Planning and Urban Development  
Penny St. Louis

Job ID: 2011-12-2866-CH OF USE

Located At: 565 CONGRESS ST

CBL: 037- A-038-001

## **Conditions of Approval:**

### **Zoning**

1. This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
2. Separate permits shall be required for any new signage.
3. ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District.

### **Building**

1. Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.
2. Equipment shall be installed in compliance with the manufacturer's specifications and the UL listing.
3. New cafe, restaurant, lounge, bar or retail establishment where food or drink is sold and/or prepared shall meet the requirements of the City and State Food Codes.
4. Approval of City license is subject to health inspections per the Food Code.
5. Separate permits are required for any electrical, plumbing, sprinkler, fire alarm, HVAC systems, heating appliances, including pellet/wood stoves, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.
6. The occupant load is limited to 24 per City Ordinance, Chapter 11 Sec. 11-2(c)

### **Fire**

1. All construction shall comply with City Code Chapter 10.
2. Fire extinguishers are required. Installation per NFPA 10.
3. A separate Fire Alarm Permit is required for new systems; or for work effecting more than 5 fire alarm devices; or replacement of a fire alarm panel with a different model.
4. A separate Suppression System Permit is required for all new suppression systems or sprinkler work effecting more than 20 heads.
5. Sprinkler protection shall be maintained. Where the system is to be shut down for maintenance or repair, the system shall be checked at the end of each day to insure the system has been placed back in service.
6. Any cutting and welding done will require a Hot Work Permit from Fire Department.

B-3  
historic

2011-12-2864



# 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>567 Congress St. Portland</u>		
Total Square Footage of Proposed Structure/Area <u>1000 sq. ft</u>	Square Footage of Lot	Number of Stories
Tax Assessor's Chart, Block & Lot Chart# <u>37</u> Block# <u>A</u> Lot# <u>38</u>	Applicant * <b>must</b> be owner, Lessee or Buyer* Name <u>MATT BOLINDER</u> Address <u>72 Park Ave # 11</u> City, State & Zip <u>Portland, ME 04101</u>	Telephone: <u>207-660-3333</u>
Lessee/DBA (If Applicable) <u>MATT BOLINDER /</u> <u>MATT'S COFFEE, LLC</u>	Owner (if different from Applicant) Name <u>LACONIA, LLC</u> <u>Pachios Bros I, LLC</u> Address <u>WATERFRONT MAINE</u> City, State & Zip <u>14 Maine St.</u> <u>Brunswick, ME 04011</u>	Cost Of Work: \$ <u>17,000.00</u> C of O Fee: \$ <u>+ 190</u> <u>75</u> Total Fee: \$ <u>265-</u>
Current legal use (i.e. single family) _____ Number of Residential Units _____ If vacant, what was the previous use? <u>ART GALLERY</u> Proposed Specific use: <u>COFFEE SHOP</u> Is property part of a subdivision? _____ If yes, please name _____ Project description: <u>COFFEE SHOP BUILD-NT.</u> <u>SEE ATTACHED SHEET</u>		
Contractor's name: _____ Address: _____ City, State & Zip _____ Telephone: _____ Who should we contact when the permit is ready: <u>MATT BOLINDER</u> Telephone: <u>207-660-3333</u> Mailing address: <u>72 Park Ave #11 Portland, ME 04101</u>		

RECEIVED  
DEC 6 2011  
Dept. of Building Inspections  
City of Portland Maine

12.6.11

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: [Signature] Date: 12/6/11

This is not a permit; you may not commence ANY work until the permit is issue





# CITY OF PORTLAND, MAINE

Department of Building Inspections

## Original Receipt

12-10-2011

Received from Walt D. Bolin

Location of Work 367 Coy.

Cost of Construction \$ \_\_\_\_\_ Building Fee: 190

Permit Fee \$ \_\_\_\_\_ Site Fee: \_\_\_\_\_

Certificate of Occupancy Fee: 75

Total: 265

Building (IL)  Plumbing (I5) \_\_\_\_\_ Electrical (I2) \_\_\_\_\_ Site Plan (U2) \_\_\_\_\_

Other \_\_\_\_\_

CBL: 37-A 38

Check #: 1331 Total Collected \$ 265

**No work is to be started until permit issued.  
Please keep original receipt for your records.**

Taken by: [Signature]

WHITE - Applicant's Copy  
YELLOW - Office Copy  
PINK - Permit Copy

Matt Bolinder

207-660-3333

Matt's Coffee/Speckled Ax Espresso

567 Congress St

**Project Description:**

Will build out a 24 seat coffee shop. Build out will include counters of approximately 12' x 30", 8' x 36" and 9'24", two small car counters for patrons (5' x 20" and 6' x 20"), benches along one wall, and the requisite plumbing and electrical installation. There will be no structural work or additional interior partitions. There is already an existing bathroom with sink and toilet on site.

Plumbed appliances and fixtures will include a three bay sink, handwash sink, mop sink, a water tap and carbonator, a pitcher rinser, under counter dishwasher, ice maker, espresso machine, hot water tower, coffee brewer and an ice bin. There will also be a very small (80 grams per batch) electric sample coffee roaster on site. Electric and lighting will be upgraded as necessary throughout the space.

## Fire Department Requirements

Matt Bolinder—Matt's Coffee/Speckled Ax Espresso (no architect being used)

72 Park Ave #11

Portland, ME 04101

207-660-3333

--proposed use: coffee shop

--square footage of 567 Congress St: 1100 sq ft

## Life Plan

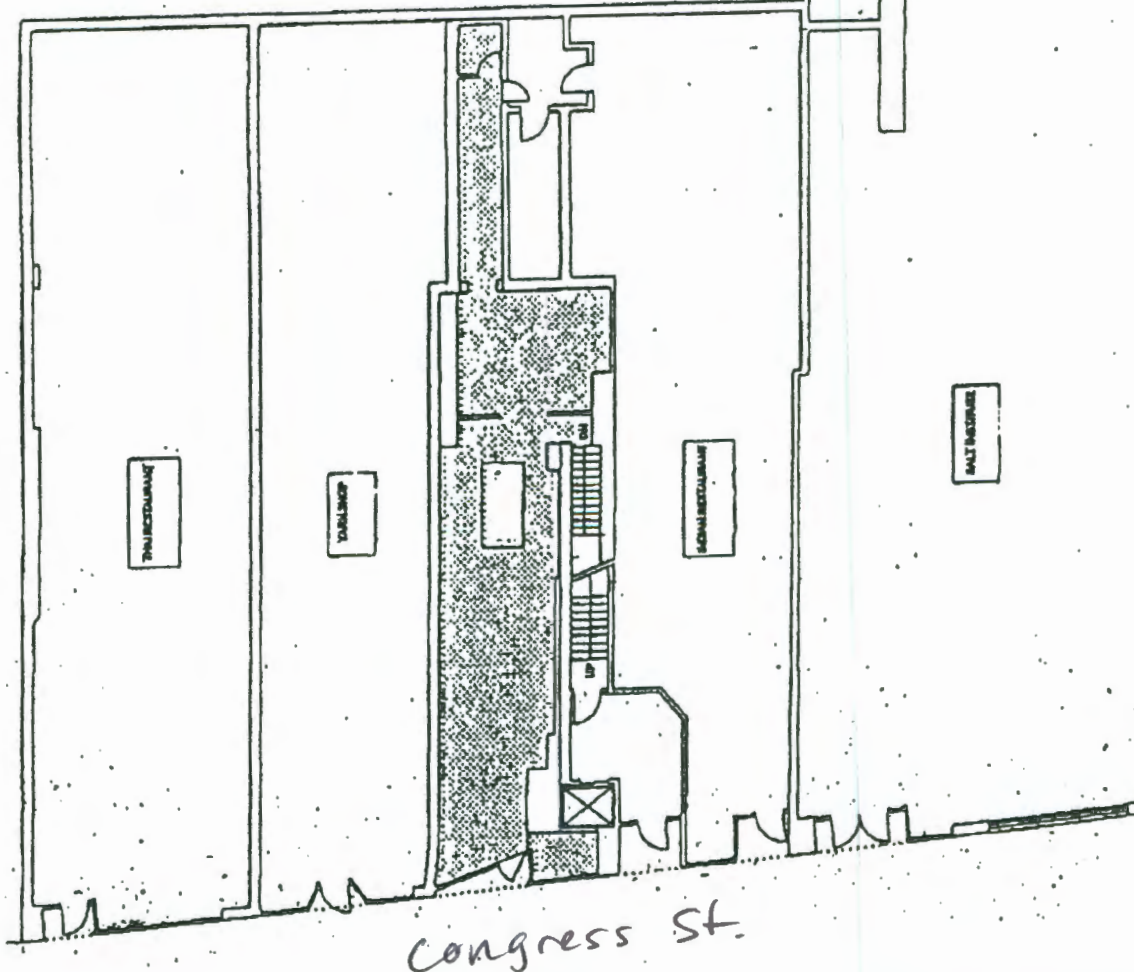
--40 foot travel distance from most remote point to either of two exits

--will position fire extinguishers at front and rear exits, and in café work area

--will install exit signs at rear exit and in center of store in consultation with fire inspector



EXHIBIT A



567 Congress St.

MATT'S COFFEE

SPECKLED AX ESPRESSO

660-3333

**LEASE AGREEMENT**

THIS LEASE AGREEMENT, made this 12 day of September, 2011, by and between PACHIOS BROTHERS I, LLC and LACONIA, LLC, d/b/a VENTURE INVESTMENT CO., hereinafter "Landlord", and MATT'S COFFEE, LLC, hereinafter "Tenant".

**ARTICLE ONE. DEMISED PREMISES**

A. For and in consideration of the rentals and other sums agreed herein to be paid by the Tenant to the Landlord, and in further consideration of the covenants, agreements, conditions and terms on the part of the Tenant and the Landlord to be performed, kept and fulfilled as herein set forth, the Landlord does hereby lease unto Tenant and the Tenant hereby leases and hires from the Landlord, the demised premises, being a portion of the ground floor space at 567 Congress Street, Portland, Maine, commonly referred to as the Strand Building, consisting of approximately 1,159 square feet, as shown on the attached Exhibit A (the "Demised Premises"). Tenant shall have the non-exclusive right to use the Basement Space connected to the Demised Premises during the term of this lease for the purposes of storage only. If Tenant uses Basement Space, Landlord and Tenant acknowledge that Tenant shall use Basement Space at its own risk without liability on the part of the Landlord. Landlord has the right at all times to access the Basement Space and Tenant shall not obstruct access to the Basement Space or to other adjacent areas including but not limited to the elevator room and electrical room.

B. The term of this lease shall be for five (5) years and four (4) months, commencing on October 1, 2011, and terminating on January 31, 2017, unless sooner terminated as hereinafter provided. In addition, provided Tenant is not in default under this lease, Tenant shall have the right to renew this lease for one (1) additional five (5) year term upon the same terms and conditions, provided Tenant provides Landlord a written notice of its decision to renew at least six (6) months in advance of the commencement of the renewal term.

HP MB

which the demised premises are a part. As depicted in the attached Exhibit B, Tenant shall make the following Tenant Improvements in the demised premises:

- (a) Install a wood floor;
- (b) Build shelving;
- (c) Paint;
- (d) Upgrade lighting;
- (e) Improve restroom;
- (f) Change ceiling tiles; and
- (g) Build turnkey coffee shop.

Tenant shall have no right to make any structural change, alteration or addition to the demised premises.

6. Heat and Electricity Charges.

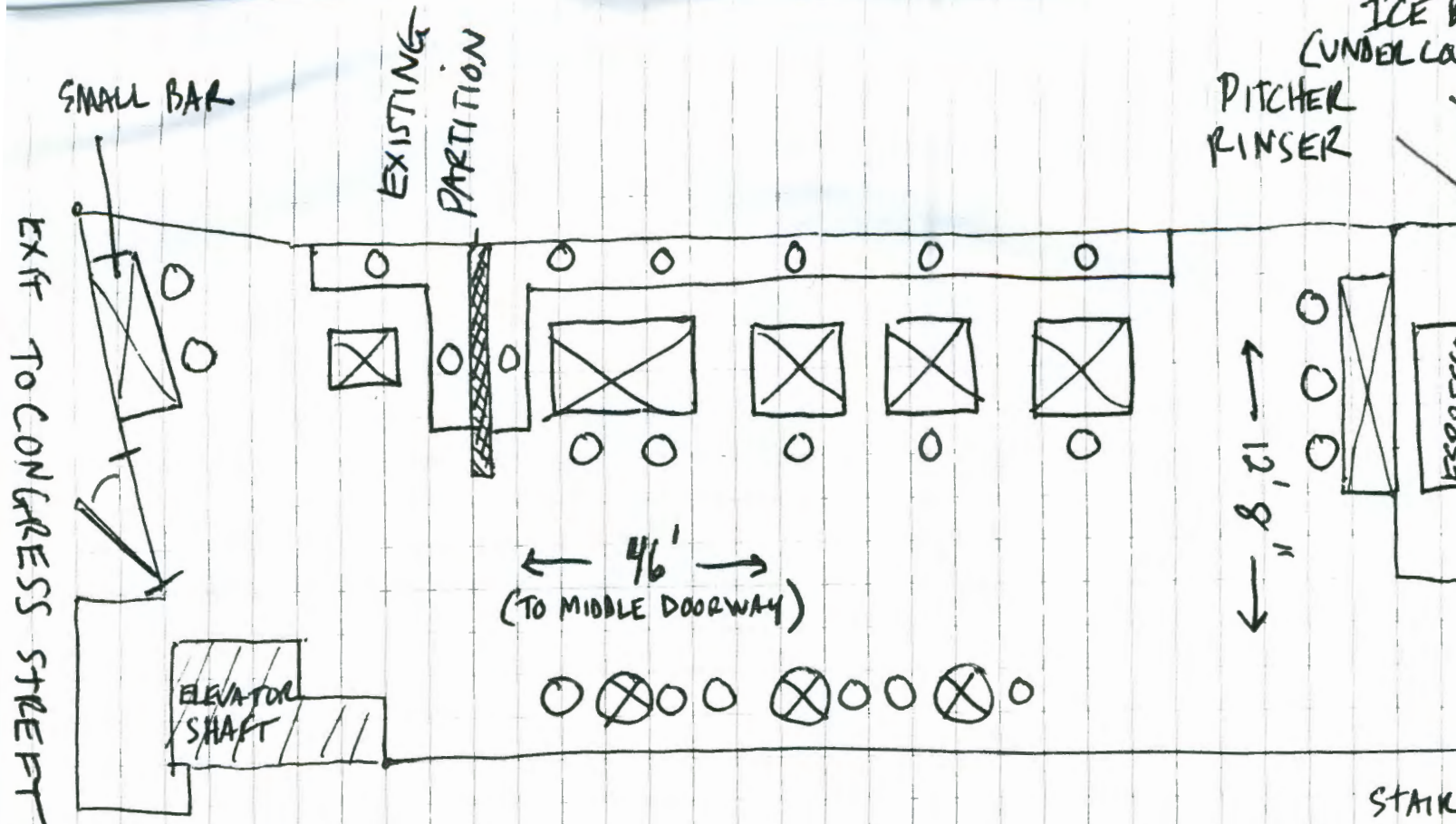
Tenant shall be responsible for heat, air conditioning and electrical charges furnished to the demised premises. Tenant pays electric directly to CMP. Tenant shall pay to Landlord its proportionate cost of operating the HVAC system, which is separately sub metered. Tenant shall pay Landlord its proportionate cost of heating.

7. Condition of Premises at Termination

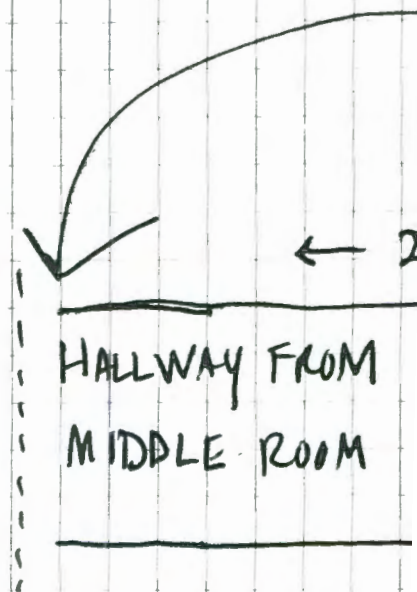
At the expiration or earlier termination of this lease, Tenant will quit and surrender the premises in as good state and condition as they were when entered into, reasonable use and wear thereof, and alterations, additions or changes permitted under Paragraph 5 above, excepted. All alterations, additions, erections, or improvements on or in the demised premises at the expiration or termination of this lease, except furniture and restaurant related equipment installed at the expense of the Tenant, shall be and become a part of the demised premises and shall remain upon and be surrendered with the demised premises. However, if Landlord shall have notified Tenant to do so at least thirty (30) days prior to the expiration of this lease, Tenant shall replace and restore all alterations and remove said furniture and restaurant related

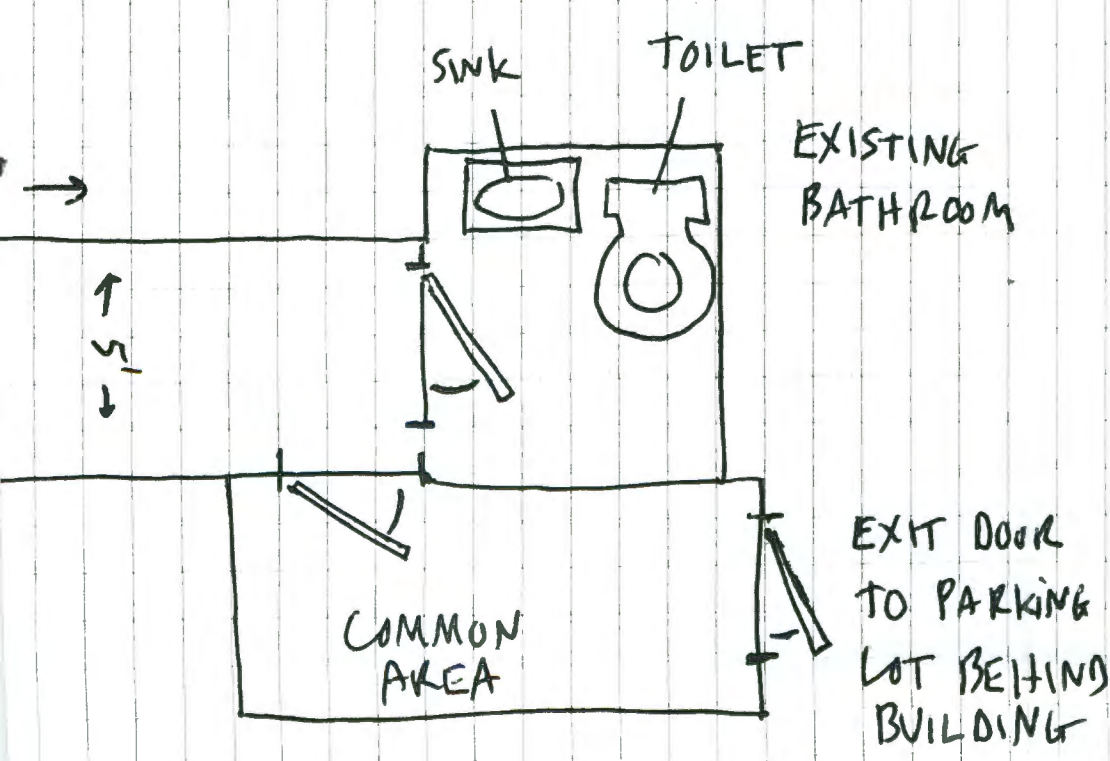
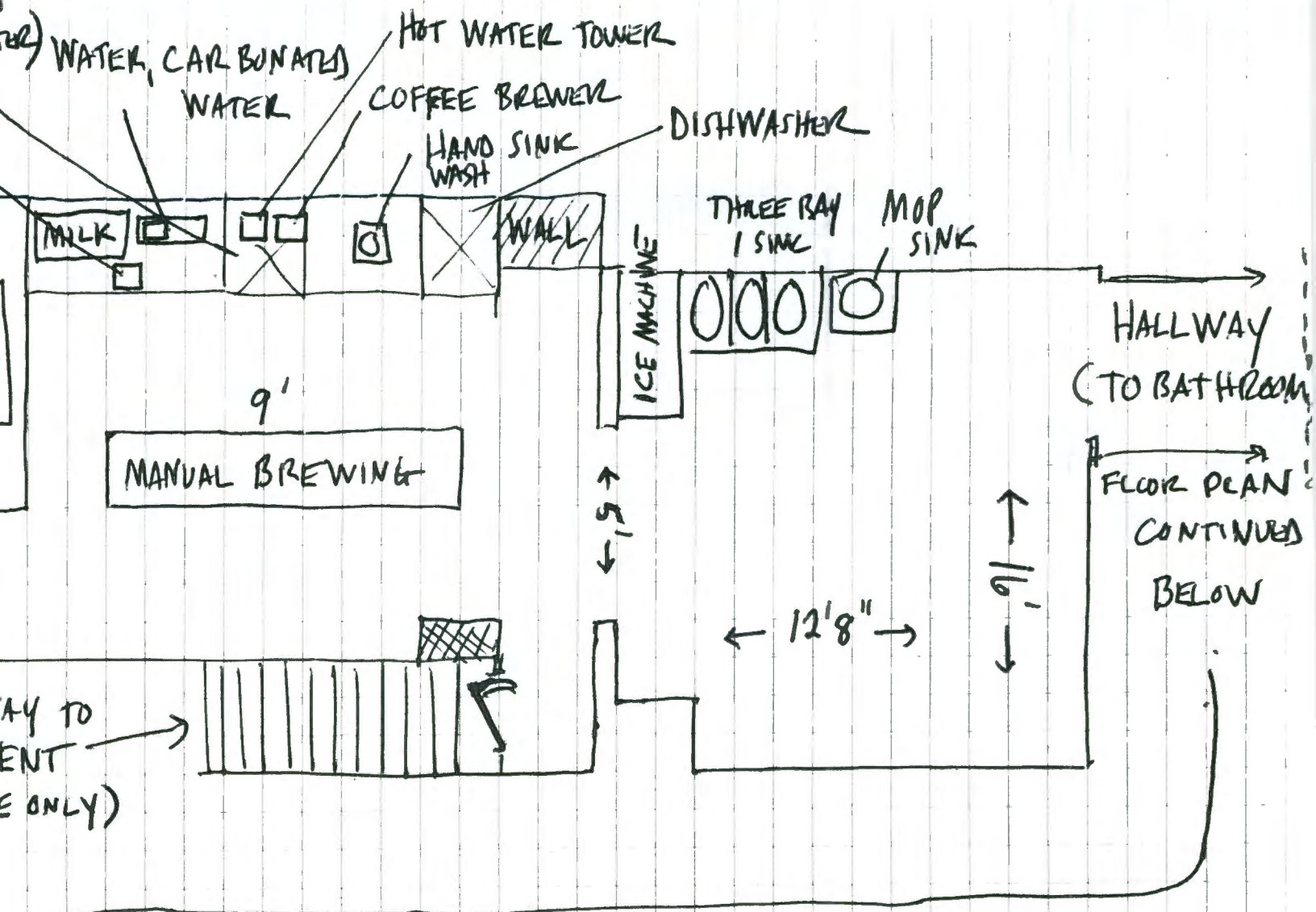
RF MB





567 CONGRESS ST.  
 MATT'S COFFEE/  
 SPECKLED AX ESPRESSO  
 207-660-3333





FLOOR PLAN CONTINUES BELOW



# Certificate of Occupancy



## CITY OF PORTLAND, MAINE

Department of Planning and Urban Development

Building Inspections Division

Location: 565 CONGRESS ST

CBL: 037- A-038-001

Issued to: PACHIOS BROTHERS I LLC & LACONIA LLC

Date Issued: 5/4/2012

**This is to certify** that the building, premises, or part thereof, at the above location, built-altered-changed as to use under Building Permit No. 2011-12-2866-CH OF USE, has had a final inspection, has been found to conform substantially to the requirements of the Building Code and the Land Use Code of the City of Portland, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

Matt's Coffee

APPROVED OCCUPANCY

USE GROUP B, TYPE 3B, IBC 2009

Approved:

5-4-2012

(Date)

Inspector

Inspections Division Director

Notice: This certificate identifies the legal use of the building or premises, and ought to be transferred from owner to owner upon the sale of the property.