

Building Inspections - Re: 1 Forest Ave, Ste 2B Change of Use Request

From: Andrea Helm <andreaahelm1325@gmail.com>
To: Building Inspections <buildinginspections@portlandmaine.gov>
Date: 2/4/2014 12:01 PM
Subject: Re: 1 Forest Ave, Ste 2B Change of Use Request

Hello!

Here's the response from the landlord regarding the rather confusing state of this property:

Hi Andrea,

The information on our tax bill reads:

**CBL 037-A-046-001
account #683
Forest Ave 7**

**Billed to: D & D Partners LLC
[1 Saint Lawrence Street #1](#)
[Portland, ME 04101](#)**

Deed Doc #58194 bk 30010 pg 294

Does this help?

Dharmasuri

Please let me know if you need anything else!

Thank you!

Andrea

Sent from my iPhone

On Feb 3, 2014, at 3:00 PM, "Building Inspections" <buildinginspections@portlandmaine.gov> wrote:

Andrea, the owner information does not match for this property. According to our records, the CBL for 1 Forest Avenue is 037 A045 001, and shows as 575 Congress Street. I'm not sure if this is a sub lease, or a contract, but we need to show correct right, title and interest to the property. Please review the information here:

<http://www.portlandassessors.com/searchdetail.asp?Acct=037>

Your permit has NOT been entered and will not be until we receive correct information on the application and approvals from the owner. You can also forward a copy of the first page of the lease agreement (if the information is accurate.)

>>> "Andrea Helm" <andreahelm1325@gmail.com> 2/3/2014 12:52 PM >>>

Hello!

I've just signed a lease for Suite 2B in 1 Forest Ave, and I'd like to use the 300sq ft space (formerly an office) as an art gallery. I spoke to Anne earlier today regarding this application, and I believe I've filled out the right one :) Attached please find:

- The Commercial Interior Change of Use Application:
 - On the General Permit Application I indicated the total square footage of the proposed structure is 300, since that's the square footage applicable to this permit. Just let me know if I need to adjust that to accommodate the whole building.
 - I was unable to type in the fees section. Since I'm not actually doing any work to the property, I believe I'll just owe the Certificate of Occupancy fee?
 - I have not included any fire department requirements, and I left the 3 pages of the Certificate of Design Application blank, as I believe those only pertain to structural changes, but please let me know if you need additional info.
- An email from the building owner indicating permission to apply for this permit.
- A scanned image of a drawing of the floor plan including the full 2nd floor and Suite 2B.

Thank you very much for your help!

Andrea

[Andrea Helm](#)

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Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.