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To: <buildinginspections@portlandmaine.gov>
Date: 2/3/2014 12:54 PM
Subject: 1 Forest Ave, Ste 2B Change of Use Request
Attachments: commercial interior 1 Forest Ave.pdf; permit; Floor Plan 1 Forest Ave, Suite 2B.pdf

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:
 - o 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.
 - o 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?
 - o 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

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