

**City of Portland, Maine – Building or Use Permit Application** 389 Congress Street, 04101, Tel: (207) 874-8703, FAX: 874-8716

Location of Construction: 322 Congress St		Owner: Maine College of Art		Phone:		Permit No: <b>960794</b>			
Owner Address:		Leasee/Buyer's Name:		Phone:		BusinessName:			
Contractor Name:		Address:		Phone:		Permit Issued: <b>AUG 13 1996</b>			
Past Use: Art School		Proposed Use: same		COST OF WORK: \$		PERMIT FEE: \$ 25.00			
				FIRE DEPT. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied		INSPECTION: Use Group: Type:			
				Signature:		Signature:			
Proposed Project Description: Conduct Addition to November 1996 5th Fl - front hall				PEDESTRIAN ACTIVITIES DISTRICT (P.U.D.) Action: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied Signature: Date: 8/11/96				Zoning Approval: <b>Special Zone or Reviews:</b> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan maj <input type="checkbox"/> minor <input type="checkbox"/> mm <input type="checkbox"/>	
Permit Taken By: Mary Grusk		Date Applied For: 06 August 1996				Zoning Appeal: <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			

1. This permit application doesn't 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..

Catherine Richards  
97 Spring St  
Portland, ME 04101 775-3098

**PERMIT ISSUED WITH REQUIREMENTS**

**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 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 provisions of the code(s) applicable to such permit

SIGNATURE OF APPLICANT *Catherine Richards* ADDRESS: DATE: PHONE:

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE PHONE:

CEO DISTRICT

July 24, 1996

**COPY**

Sam Hoffses  
Director, Inspection Services  
City of Portland  
389 Congress Street  
Portland, Maine 04101

Dear Sam,

Maine College of Art seeks the City's approval that it use portions of the second floor of its facility at 522 Congress Street for the annual art auction. The date of the event is November 2, 1996. The schedule would be:

Preview of auction items	10:00 a.m. - 4:00 a.m.
Auction	6:00 p.m. - 10:00 p.m.

We anticipate an attendance at the evening auction of approximately 300 people; the preview would draw only a handful at any one time. The format for the auction would be attendees seated in rows or at tables facing a podium from which the auctioneer would present each piece of artwork individually for bidding. The work to be auctioned would be displayed on the walls of the space. Wide corridors will be maintained in each of the seating wings. Two or three food stations will be located near the door to the main stair landing. Publicover Security will be on duty at the first floor security desk.

The attached floor plan indicates the lay-out for the auction as well as the location of fire exits, pull stations, emergency lights, etc. The sprinkler system is operating as is the fire alarm. The College's Director of Facilities, Doug Doering, is available to show you the space at your convenience.

It would be especially helpful if we could have your response by August 5 for our planning purposes. I will be on vacation until August 12 and can be reached at 775-3052 after that date. Many thanks for this consideration.

Sincerely,



Joan Fowler Smith  
Vice President for Administration  
and External Affairs

JFS/nn

BUILDING PERMIT REPORT

DATE

8/8/96

ADDRESS

522 Congress St

REASON FOR PERMIT

Auction

BUILDING OWNER

Maine College of Art

CONTRACTOR

PERMIT APPLICANT

Jean Smith

APPROVED

DENIED

CONDITIONS OF APPROVAL OR DENIAL:

1) the applicant must hire a fire warden for this event  
Please contact Jo Burton @ 874-8407 for details.

L.T. McDougall / PFD