



Ann Machado <amachado@portlandmaine.gov>

44 Pleasant St - nonconforming dwelling units

1 message

Ann Machado <amachado@portlandmaine.gov>
To: Justin Tourigny <justintourigny@gmail.com>

Thu, Nov 30, 2017 at 9:40 AM

Justin -

I'm just following up on our telephone conversation from yesterday. You will need to bring the property into compliance by legalizing the four dwelling units that were added to the building without a permit and certificate of occupancy. You will either need to apply for a change of use permit through the Permitting and Inspections Department or remove four of the dwelling units since based on our records the legal use of the building is five commercial units and five residential units.

If you choose to apply for a change of use permit, the addition of four dwelling units to the building will trigger a Level III Site Plan and Subdivision Review which requires Planning Board approval. Here is a link to the application on the City website: <http://www.portlandmaine.gov/DocumentCenter/View/2813>. Article IV of Chapter 14 (Land Use Ordinance) of the City Code explains the requirements and process to gain subdivision approval. Here is a link to Chapter 14: <http://www.portlandmaine.gov/DocumentCenter/Home/View/1080>. After you have looked at the application and this section of the ordinance if you have questions you can contact Barbara Barhydt, the Development Review Coordinator for the Planning Division at bab@portlandmaine.gov or 874-8699.

You will have to receive approval for the subdivision for the Planning Board before you can apply for the change of use permit with the Permitting and Inspections Department. The permit will be reviewed by Zoning and by a building code plan reviewer for building code compliance and a Life Safety Code plan reviewer for life safety code compliance. Part of the life safety code compliance might require that you sprinkle the building if it is not currently sprinkled. Here is a link to the Commercial Interior Alteration Checklist and permit application for the change of use: <http://www.portlandmaine.gov/DocumentCenter/Home/View/2301>

After you have looked over all this information please feel free to contact either Barbara or me with any questions. If we need to, we can schedule a meeting with you. I do need to know within the next month if you are going to pursue a subdivision approval and change of use to make the four dwelling units legal or if you are going to remove them. I also will be scheduling an inspection for one of our inspectors to do a walk through of the building. I know that you said the fire department had done a walk through but our department also has to do one as well.

Thank you and once again please contact me with any questions.

Ann

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