

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

Please Read
Application And
Notes, If Any,
Attached

BUILDING INSPECTION

Permit Number: 040213

PERMIT

This is to certify that Bourk Jeffrey & /n/a
has permission to 2 Unit Apartment Building - Condo Conversion
AT 167 York St PL 044 B008001

provided that the person or persons firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of the State and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

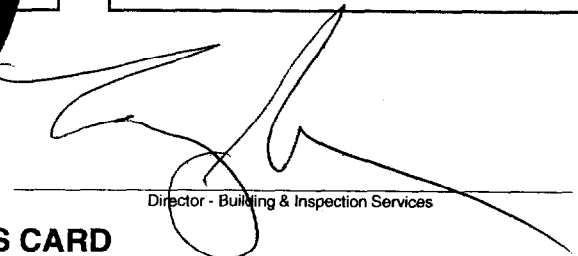
Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and when permission procured before this building or part thereof is altered or otherwise exposed-in-4
YOUR NOTICE REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS

Fire Dept. _____
Health Dept. _____
Appeal Board _____
Other _____
Department Name


Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD



Certificate of Occupancy

LOCATION 167 York ST 044-13-00

Issued to Bauerk, Jeffery
This is to certify that the building

Date of Issue 3/26/04

premises, or part thereof, at the above location, built - altered - changed as to use under Building Permit No. 04-0213, has had final inspection, has been found to conform substantially to requirements of Zoning Ordinance and Building Code of the City, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

APPROVED OCCUPANCY

Unit # 1

Residential Condominium

Limiting Conditions:

None

Use Group 1

Type 5F

BOCA 99

This certificate supersedes certificate issued

Approved:

3/26/04 [Signature]
(Date) Inspector

[Signature]
Inspector of Buildings

Notice: This certificate identifies lawful use of building or premises, and ought to be transferred from owner to owner when property changes hands. Copy will be furnished to owner or lessee for one dollar.



Certificate of Occupancy

LOCATION 167 York ST - 044-13-008

Issued to Bauerk, Jeffery
This is to certify that the building

Date of Issue 3/26/04

premises, or part thereof, at the above location, built - altered - changed as to use under Building Permit No. 04-0213, has had final inspection, has been found to conform substantially to requirements of Zoning Ordinance and Building Code of the City, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

APPROVED OCCUPANCY

Unit 2

Residential Condominium

Limiting Conditions:

None

Use Group R

Type 5B

BOCA 99

This certificate supersedes certificate issued

Approved:

3/26/04 [Signature]
(Date) Inspector

[Signature]
Inspector of Buildings

Notice: This certificate identifies lawful use of building or premises, and ought to be transferred from owner to owner when property changes hands. Copy will be furnished to owner or lessee for one dollar.

City of Portland, Maine - Building or Use Permit Application

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

Permit No: 04-0213	Issue Date: PERMIT ISSUED MAR 16 2004	CBL: 044 B008001
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Location of Construction: 167 York St	Owner Name: Bourk Jeffrey &	Owner Address: 167 York St	Phone:
Business Name:	Contractor Name: n/a	Contractor Address: n/a Portland	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Condo Conversion	Zone: R6

Past Use: 2 Unit Apartment building	Proposed Use: 2 Unit Apartment Building - Condo Conversion -2 Condominiums	Permit Fee: \$450.00	Cost of Work: \$6,500.00	CEO District: 2
		FIRE DEPT: N/A <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: R Type: SB BOCA 999	

Proposed Project Description: 2 Unit Apartment Building - Condo Conversion -2 Condominiums	Signature:	Signature:
PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)		
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied		
Signature:		Date:

Permit Taken By: ldobson	Date Applied For: 03/05/2004	Zoning Approval		
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<ol style="list-style-type: none"> This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. Building permits do not include plumbing, septic or electrical work. 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.. 	Special Zone or Reviews <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"/> <input type="checkbox"/> Denied Date: 3/12/04	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 Date:	Historic Preservation <input checked="" type="checkbox"/> Not in District 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:
	Date: 3/12/04		



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

3/25/04 — Checked Smokes / equs - ok
No instructions
Issue Cigs - 2 units

ok w/ margin regarding 60/120 
notification - done on 3/1/04
ok to issue cigs per margin 

City of Portland, Maine - Building or Use Permit

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

Permit No: 04-0213	Date Applied For: 03/05/2004	CBL: 044 B008001
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Location of Construction: 167 York St	Owner Name: Bourk Jeffrey &	Owner Address: 167 York St	Phone:
Business Name:	Contractor Name: n/a	Contractor Address: n/a Portland	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Condo Conversion	

Proposed Use: 2 Unit Apartment Building - Condo Conversion - 2 Condominiums	Proposed Project Description: 2 Unit Apartment Building - Condo Conversion - 2 Condominiums
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Dept: Zoning **Status:** Approved with Conditions **Reviewer:** Marge Schmuckal **Approval Date:** 03/12/2004

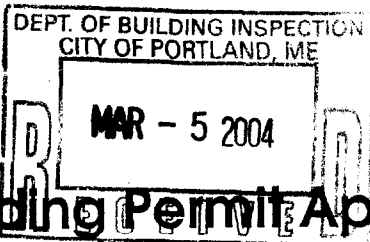
Note: **Ok to Issue:**

- 1) PLEASE NOTE: Under the City's Condominium conversion regulations, A) BEFORE a developer offers to convey a converted unit, a conversion permit shall be obtained. B) Rent may not be altered during the official noticing period unless expressly provided in a preexisting written lease. C) For a sixty (60) day period following the notice of intent to convert, the tenant has an exclusive and irrevocable option to purchase during which time the developer may not convey or offer to convey the unit to any other person. D) The developer shall post a copy of the permit in a conspicuous place in each unit, and shall make copies available to prospective purchasers upon request. E) If a tenant is eligible for tenant relocation payments, they SHALL be paid a CASH PAYMENT BEFORE the tenant is required to vacate.
- 2) This is NOT an approval for an additional dwelling unit. You SHALL NOT add any additional kitchen equipment including, but not limited to items such as stoves, microwaves, refrigerators, or kitchen sinks, etc. Without special approvals.
- 3) This property shall remain a two (2) family dwelling condominium. Any change of use shall require a separate permit application for review and approval.

Dept: Building **Status:** Approved with Conditions **Reviewer:** Tammy Munson **Approval Date:** 03/16/2004

Note: **Ok to Issue:**

- 1) This is a Change of Use ONLY permit. It does NOT authorize any construction activities.
- 2) Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.



All Purpose 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>167 York St.</u>		
Total Square Footage of Proposed Structure <u>2339</u>	Square Footage of Lot <u>2,202</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>44</u> Block# <u>B</u> Lot# <u>8</u>	Owner: <u>Jeffrey & Michele Bourk</u>	Telephone: <u>653-3177</u> <u>828-0191</u>
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>Jeffrey Bourk</u> <u>167 York St. Apt 2</u> <u>Portland ME 04101</u> <u>207-828-0191 or cell 653-3177</u>	Cost Of Work: \$ <u>6,500</u> Fee: \$ <u>150.00</u> <u>2</u> units @ \$25.00 <u>\$300.00</u> per unit <u>+ 2 Copies 150.00</u>
Current use: <u>Apartment Building</u> number of units: <u>2</u> \$ 450.00		
Proposed use <u>Condominium Conversion</u> number of units: <u>2</u>		
Project description: <u>Condominium Conversion</u>		
Contractor's name, address & telephone:		
Who should we contact when the permit is ready: <u>Jeffrey Bourk</u>		
Mailing address: <u>167 York St. Apt. 2</u> <u>Portland, ME 04101</u>		Phone: <u>653-3177</u> <u>828-0191</u>

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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 of applicant: <u>Jeffrey P. Bourk</u>	Date: <u>3/3/04</u>
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This is not a permit, you may not commence ANY work until the permit is issued

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 to schedule your inspections as agreed upon

Permits expire in 6 months, if the project is not started or ceases for 6 months.

The Owner or their designee is required to notify the inspections office for the following inspections and provide adequate notice. Notice must be called in 48-72 hours in advance in order to schedule an inspection:

By initializing at each inspection time, you are agreeing that you understand the inspection procedure and additional fees from a "Stop Work Order" and "Stop Work Order Release" will be incurred if the procedure is not followed as stated below.

_____ **Pre-construction Meeting:** Must be scheduled with your inspection team upon receipt of this permit. Jay Reynolds, Development Review Coordinator at 874-8632 must also be contacted at this time, before any site work begins on any project other than single family additions or alterations.

_____ **Footing/Building Location Inspection:** Prior to pouring concrete

_____ **Re-Bar Schedule Inspection:** Prior to pouring concrete

_____ **Foundation Inspection:** Prior to placing ANY backfill

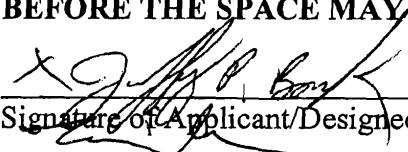
_____ **Framing/Rough Plumbing/Electrical:** Prior to any insulating or drywalling

Final/Certificate of Occupancy: Prior to any occupancy of the structure or use. NOTE: There is a \$75.00 fee per inspection at this point.

Certificate of Occupancy is not required for certain projects. Your inspector can advise you if your project requires a Certificate of Occupancy. All projects DO require a final inspection

_____ **If any of the inspections do not occur, the project cannot go on to the next phase, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.**

_____ **CERIFICATE OF OCCUPANICES MUST BE ISSUED AND PAID FOR, BEFORE THE SPACE MAY BE OCCUPIED**



Signature of Applicant/Designee

Date

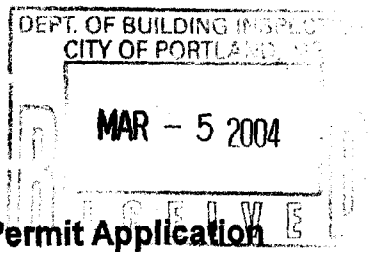
3/19/04

Signature of Inspections Official

Date

CBL: 044 8008

Building Permit #: 040213



Submit with Condominium Conversion Permit Application

Project Data:

Address: 167 York St, Portland Maine 04101

C-B-L: 044-B-008-001

Number of units in building: 2

	Tenant name	Tenant tel. #	occup. length	Date of notice	eligible for \$?
Unit 1	Unit 1 David Jackson	871-1347 (C) 831-1289	2.5 years	3/1/04	∅
	Unit 1 Christina Gurnari	871-1347	6 months	3/1/04	∅
	Unit 1 Heather Hawks	871-1347	6 months	3/1/04	∅
Unit 2	Unit 2 Jeff & Michele Bourk	828-0191	* Owners of Building *		∅
	Unit 5	N/A			
	Unit 6	N/A			
	Unit 7	N/A			
	Unit 8	N/A			

If more units, submit same information on all units

Length of time building owned by applicant 1 year 9 months (2/27/04)

Are any building improvements, renovations, or modifications being made associated with this conversion that requires a building, plumbing, electrical, or heating permit? YES _____ NO (check one)

Type and cost of building improvements associated with this conversion that do not require permits:

\$ 1,500 exterior walls, windows, doors, roof

\$ _____ insulation

\$ 5,000 interior cosmetics (walls/floors/ hallways refinishing, etc.)

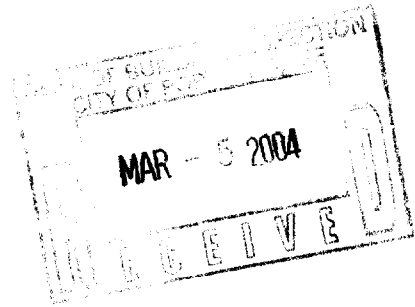
\$ _____ other (specify)

44 B 008

**JEFF AND MICHELE BOURK
167 YORK ST., #2
PORTLAND, ME 04101**

March 1, 2004

David Jackson
Christina Gurnari
Heather Hawks
Unit #1
167 York Street
Portland, ME 04101



Re: Notice of intent to convert 167 York Street to condominiums

Dear David, Christina and Heather:

We are sending this letter to you to inform you that we intend to convert the building at 167 York Street, Portland, Maine into two condominium units. We are required to give you a minimum 120 days notice of our intent to convert to condominiums. You will not be asked to leave the premises for at least 120 days. In fact, we do not intend to sell your unit in the foreseeable future. This notice is **not** a notice to quit the unit. In it comes to that, a separate 30-day notice to quit will be provided to you.

One of our obligations is to offer you a 60-day option to purchase the unit in which you reside. We intend to sell this unit for \$225,000, please let us know if you are interested in purchasing at this price and we will proceed with the negotiation of a purchase and sale agreement. If you decline to purchase the unit and we are unable to sell it in the next 180 days, if we reduce the price, we will provide you with that information and you will have another opportunity to purchase the unit at the reduced price.

As the Developer of this project, we are required by City of Portland ordinance to give you the following notice:

If you do not buy your apartment, the developer of this project is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law or complaints about the way you have been treated by the developer, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 289 Congress Street, Portland, ME 04101 (telephone: 874-8703).

We are required to assist you with relocation payments unless your gross income exceeds 80% of the median income of the Portland SMSA, adjusted for family size, as determined by the US Department of Housing and Urban Development. If you would like us to investigate whether you

0443008

David Jackson
March 4, 2004
Page 2

qualify for this assistance, or if would like us to provide assistance to you in the form of referrals to other reasonable accommodations, please let us know.

This notice shall be hand delivered or mailed by certified mail, return receipt requested, postage prepaid and shall be effective upon delivery.

Sincerely,

A handwritten signature in cursive script that reads "Jeffrey Bourk". The signature is written in black ink and is positioned above the printed name.

Jeffrey Bourk