

Commercial Interior & Change of Use Permit Application

Submitted by: Jessica Gebhardt
Director of the Heartfelt School
July 19, 2013

Building Inspection Division
389 Congress St.
Portland, ME 04101

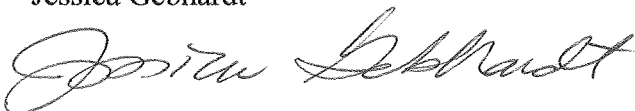
To Whom it May Concern at the Buildings and Inspection Division,
Thank you for considering our Change of Use Application. Our small childcare facility is planning to relocate to a pre-school/nursery space, used in 1971 for a period of time unknown to me as a Head Start school in the church building that is currently Williston-Immanuel United Church at 156 High Street. The classroom space is on the second floor of the church.

The Heartfelt School is a small childcare facility and serves no more than 12 children per day. Our school day currently runs from 9-2. We serve children ages 1-6.

The proposed space is currently designed for a preschool and so we will not make any changes or additions to the space. We plan to use the space as it already exists.

Here I have included the floor plans of the space, the General Building Permit Application, a document addressing the issues presented on the permit application checklist, and a document addressing the Fire Department Requirements. I have also included the certificate of use from the Head Start program for your reference.

Sincerely,
Jessica Gebhardt



Heartfelt School
(207)838-1990

Change of Use Check List Items:

* There is no new construction. I have included a footprint of the church building as it exists, with a floor plan of the space as it currently exists and will remain.

- We will have two parking spots designated to the Heartfelt School by Williston-Immanuel United Church located behind the church in their parking lot. There is also a two car length drop off zone by the Deering St. entrance that we will use. There are two teachers present each day. In the mornings we will gather in the cloister garden (see foot print). One teacher will greet children and their parents at the drop off location and escort the child into the garden to join the group and the other teacher. By 9 am many folks who park in the neighborhood overnight will have left for the day. If there is need of additional parking for drop off (cars parked for just 15 minutes) parents can find a spot on Deering St.

* The main level entrance is without stairs and is handicap accessible. There is a lift on the stairs (a liberty stair lift by Cheney) that makes the second floor including our proposed classroom space accessible.