

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

BUILDING DEPARTMENT

PERMIT

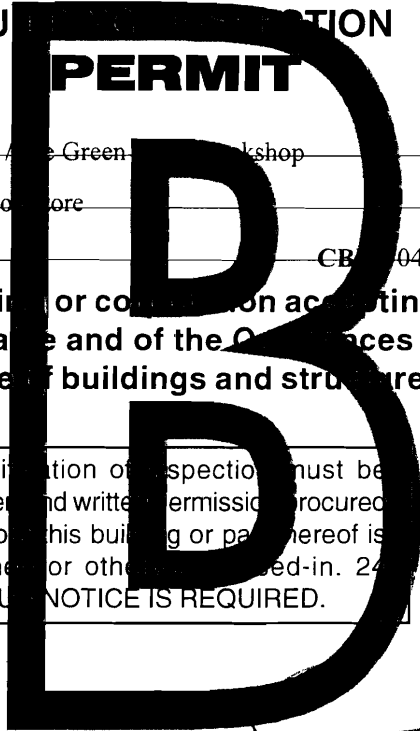
Permit Number: 091106

PERMIT ISSUED

Please Read
Application And
Notes, If Any,
Attached

This is to certify that RICE GEOFFREY TRUSTEE / The Green Workshop
has permission to Change of use to retail used bookstore OCT 28 2009
AT 655 CONGRESS ST CB 0046 D021001

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine 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.

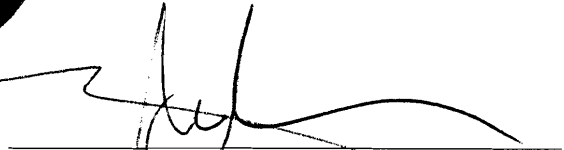
Notification of inspection must be given and written permission procured before this building or part thereof is inhabited or otherwise occupied-in. 24 HOURS NOTICE IS REQUIRED.

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

OTHER REQUIRED APPROVALS

Fire Dept. CAPT. R. Gauthier
Health Dept. _____
Appeal Board _____
Other _____

Department Name


Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD



CITY OF PORTLAND, MAINE
Department of Building Inspection

Certificate of Occupancy

LOCATION 655 CONGRESS ST CBL 046 D021001

Issued to Rice Geoffrey Trustee/The Green Hand Bookshop Date of Issue 11/03/2009

This is to certify that the building, premises, or part thereof, at the above location, built — altered — changed as to use under Building Permit No. 09-1106, 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

661 Congress St. First Floor

APPROVED OCCUPANCY

Retail- Book Store
Use Group: M
Type: 2B
IBC, 2003

Limiting Conditions:

This is a change of use only permit and is not intended to certify building code compliance.

This certificate supersedes
certificate issued

Approved:

11/03/09
.....
(Date)

Inspector

.....
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: 09-1106	Issue Date:	CBL: 046 D021001
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Location of Construction: 655 CONGRESS ST	Owner Name: RICE GEOFFREY TRUSTEE	Owner Address: 658 CONGRESS ST 1 ST FLOOR	Phone:
Business Name: The Green Hand Bookshop	Contractor Name: The Green Hand Bookshop	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Commercial	Zone: B-3

Past Use: Commercial	Proposed Use: Commercial - Retail "The Green Hand Bookshop" Change of use to retail used book store <i>1st floor</i>	Permit Fee: \$105.00	Cost of Work: \$105.00	CEO District: 2
		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <i>* See Conditions</i>	INSPECTION: Use Group: <i>M</i> Type: <i>2B</i> <i>IBC 2003</i>	

Proposed Project Description: Change of use to retail used book store	Signature: <i>(Signature)</i>	Signature: <i>(Signature)</i>
PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)		
Action: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied		
Signature: <i>(Signature)</i>		Date: <i>10/7/09</i>

Permit Taken By: Ldobson	Date Applied For: 10/06/2009	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 checked="" type="checkbox"/> Date: <i>10/7/09</i>	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 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: <i>requires A</i>
	<p style="text-align: right;"><i>Any exterior work separate review approval</i></p>		

PERMIT ISSUED

OCT 28 2009

City of Portland

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

10-30-09 Advised owner to follow-up w/ electrical panel needs,
fire prevention walk-through - J.G.R

~~MEM~~ follow-up w/ Elect # 20094413

City of Portland, Maine - Building or Use Permit

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

Permit No: 09-1106	Date Applied For: 10/06/2009	CBL: 046 D021001
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Location of Construction: 655 CONGRESS ST	Owner Name: RICE GEOFFREY TRUSTEE	Owner Address: 658 CONGRESS ST 1 ST FLOOR	Phone:
Business Name: The Green Hand Bookshop	Contractor Name: The Green Hand Bookshop	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Commercial	

Proposed Use: Commercial - Retail "The Green Hand Bookshop" Change of use to retail used book store	Proposed Project Description: Change of use to retail used book store
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Dept: Zoning **Status:** Approved with Conditions **Reviewer:** Marge Schmuckal **Approval Date:** 10/07/2009

Note: **Ok to Issue:**

- 1) This property is located in the Pedestrian Activities District (PAD) which limits first floor uses to retail-like. This bookstore on the first floor is an allowable use under the PAD overlay zone. Any change of use requires a separate permit and review.
- 2) Separate permits shall be required for any new signage.
- 3) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.

Dept: Building **Status:** Approved with Conditions **Reviewer:** Tammy Munson **Approval Date:** 10/28/2009

Note: **Ok to Issue:**

- 1) Separate permits are required for any electrical, plumbing, sprinkler, fire alarm or HVAC or exhaust systems. Separate plans may need to be submitted for approval as a part of this process.

Dept: Fire **Status:** Approved with Conditions **Reviewer:** Capt Keith Gautreau **Approval Date:** 10/20/2009

Note: **Ok to Issue:**

- 1) Exits signs will be required on the rear exit.
- 2) Fire extinguishers required. Installation per NFPA 10



General Building Permit Application

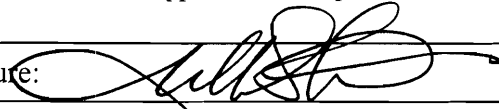
If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: <u>661 Congress St.</u>		
Total Square Footage of Proposed Structure/Area <u>2080 ft²</u>	Square Footage of Lot	Number of Stories
Tax Assessor's Chart, Block & Lot Chart# <u>46</u> Block# <u>D</u> Lot# <u>21</u>	Applicant * <u>must be owner, Lessee or Buyer</u> * Name <u>Michelle Souliere</u> Address <u>280 State St #1</u> City, State & Zip <u>Portland ME 04101</u>	Telephone: <u>(207)450-6695</u>
Lessee/DBA (If Applicable) <u>d/b/a The Green Hand Bookshop</u>	Owner (if different from Applicant) Name <u>Rice Trelawny Realty Trust</u> Address <u>658 Congress St., 1st Floor</u> City, State & Zip <u>Portland ME 04101</u>	Cost Of Work: \$ <u>N/A</u> C of O Fee: \$ _____ Total Fee: \$ <u>105</u>
Current legal use (i.e. single family) <u>commercial space</u> Number of Residential Units _____ If vacant, what was the previous use? _____ Proposed Specific use: <u>retail (bookshop)</u> Is property part of a subdivision? _____ If yes, please name _____ Project description: <u>Used bookstore - change of use to retail - NO CONSTRUCTION!</u>		
Contractor's name: <u>N/A</u> Address: _____ City, State & Zip _____ Telephone: _____ Who should we contact when the permit is ready: <u>Michelle Souliere</u> Telephone: <u>(207)450-6695</u> Mailing address: <u>280 State St #1 Portland ME 04101</u>		

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

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: 

Date: 10/6/09

This is not a permit; you may not commence ANY work until the permit is issued

City of Portland Maine
Dept. of Building Inspections
RECEIVED
6-2009

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

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.

A Pre-construction Meeting will take place upon receipt of your building permit.

 X **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.

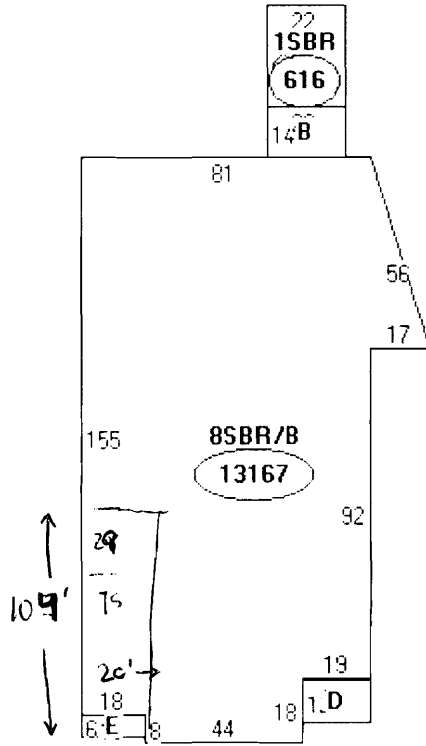
CERIFICATE OF OCCUPANICES MUST BE ISSUED AND PAID FOR, BEFORE THE SPACE MAY BE OCCUPIED.

Signature of Applicant/Designee

Date

Signature of Inspections Official

Date



Descriptor/Area

- A. 8SBR/B
13167 sqft
- B. BSMT
308 sqft
- C. 1SBR
616 sqft
- D. 7SBR/B
228 sqft
- E. 1SFR
108 sqft

$$\begin{array}{r} 104 \\ \times 20 \\ \hline 2080 \end{array} \text{ ft}^2$$



COMMERCIAL LEASE (GROSS/MODIFIED GROSS LEASE)

1. PARTIES

The parties may change their mailing addresses at any time by sending a written notice thereof to the other. Rice Trelawny Realty Trust, c/o Geoffrey I. Rice, its Trustee, with a mailing address of 658 Congress Street, First Floor, Portland, Maine ("LANDLORD"), hereby leases to Michelle Y. Souliere, Social Security No. 005-80-2869, with a mailing address of 280 State Street, Apartment No. 1, Portland, Maine 04101 ("TENANT"), and the TENANT hereby leases from LANDLORD the below-described leased premises:

2. LEASED PREMISES

The leased premises are deemed to contain 2,050+/- more or less square feet. The leased premises are located on the first floor, 661 Congress Street, Portland, Maine 04101. There is no basement space or parking included in the leased premises. The leased premises are accepted in "as is" condition except if specifically set forth to the contrary in this Lease. See Attachment A, as that depicts Landlord's build-out requirements.

3. TERM

The term of this Lease shall be for three (3) years unless sooner terminated as herein provided, commencing on October 1, 2009 and ending at 5:00 p.m., September 30, 2012.

4. RENT

The TENANT shall pay to the LANDLORD the following base rent:

<u>Lease Year(s)</u>	<u>Annual Base Rent</u>	<u>Monthly Rent</u>
<u>1</u>	\$11,400.00	\$ 950.00
<u>2</u>	\$13,200.00	\$1,100.00
<u>3</u>	\$14,400.00	\$1,200.00

payable in advance in equal monthly installments on the first day of each month during the term of this Lease, said rent to be prorated for portions of a calendar month at the beginning or end of said term, all payments to be made to LANDLORD or to such agent and at such place as LANDLORD shall from time to time in writing designate, the following being now so designated: 658 Congress Street, First Floor, Portland, Maine 04101. If TENANT does not pay base rent, supplemental and additional rents, or other fees and charges when due pursuant to the term of this Lease, then LANDLORD, in its sole discretion, may charge, in addition to any other remedies it may have, a late charge for each month or part thereof that TENANT fails to pay the amount due after the due date. The late charge shall be equal to ten percent (10%) of the amount due LANDLORD each month in addition to the rent then due.

Possession of the premises will be given to TENANT when all of the following three (3) events have occurred: This Lease agreement is signed by both parties, the first month's rent and security deposit are paid; if TENANT opens for business before October 1, 2009, the rent shall commence from the period of opening through September 30, 2009 at the rate of Thirty-two Dollars (\$32.00) per day. This rate shall be paid to LANDLORD on November 1, 2009.

5. RENEWAL OPTION

A. Extension Number One. Unless either party shall have given the other party written notice by personal service or by certified or registered mail, return receipt requested, on or before 1:00 p.m., April 1, 2012, that it will not extend this Lease at its expiration, which is 4:30 p.m., September 30, 2012, it shall be considered as having elected to extend

8. UTILITIES

TENANT shall pay, as they become due, all bills for electricity and other utilities (whether they are used for furnishing electric lights or other purposes) that are furnished to the leased premises and presently separately metered, and all charges for telephone and other communication systems used at and supplied to the leased premises (which include Internet networking and data infrastructure) and all air conditioning expenses. TENANT agrees to provide hot water. LANDLORD agrees to furnish cold water for ordinary drinking and bathroom usage and reasonable heat during the heating season. The heating season is October 1 through May 1. A temperature of 65-degrees Fahrenheit will be maintained during the hours from 8:00 a.m. to 5:00 p.m., weekdays, and a temperature of 55-degrees Fahrenheit during the remaining hours of the heating season. The LANDLORD will not supply heat to the leased premises during the non-heating season. TENANT will not allow or suffer the heat or water to be wasted. The Downtown Improvement District personnel perform the removal of ice and snow from the sidewalk abutting the leased premises. If the District fails to perform this work, then it is TENANT's responsibility to remove the ice and snow. LANDLORD is not responsible for trouble in obtaining fuel, electricity, service or supplies from the sources from which they are usually obtained for said building, or to any cause beyond LANDLORD's control.

LANDLORD shall have no obligation to provide utilities or equipment other than the utilities and equipment within the leased premises as of the commencement date of this Lease. In the event TENANT requires additional utilities or equipment, the installation and maintenance thereof shall be TENANT'S sole obligation, provided that such installation shall be subject to the written consent of LANDLORD.

9. USE OF LEASED PREMISES

TENANT shall use the leased premises only for the purpose of a bookstore and office space related to the bookstore. No smoking is allowed in the leased premises.

Handwritten: NO Gallery

10. COMPLIANCE WITH LAWS

TENANT agrees to conform to the following provisions during the entire term of this (i) TENANT shall not injure or deface the leased premises or building; (ii) No auction sale, inflammable fluids, chemicals, nuisance, objectionable noise or odor shall be permitted on the leased premises; (iii) TENANT shall not permit the use of the leased premises for any purpose other than set forth herein or any use thereof which is improper, offensive, contrary to law or ordinance, or liable to invalidate or increase the premiums for any insurance on the building or its contents or liable to render necessary any alterations or additions to the building; and (iv) TENANT shall not obstruct in any manner any portion of the building not hereby demised or the sidewalks or approaches to said building or any inside or outside windows or doors. TENANT shall observe and comply with all reasonable rules and security regulations now or hereafter made by LANDLORD for the care and use of the leased premises, the building, its facilities and approaches. TENANT agrees to keep the leased premises equipped with all safety appliances and make all accessibility alterations, improvements or installations to the building, and/or accommodations in TENANT'S use thereof required by law or any public authority as a result of TENANT'S use or occupancy of the premises or TENANT'S alterations or additions thereto, which alterations, improvements and installations shall be subject to LANDLORD'S consent as provided in this Lease.

Handwritten signatures: gm, [unclear]

30. **OTHER PROVISIONS** None.

IN WITNESS WHEREOF, the said parties hereunto set their hands and seals this 14th day of September, 2009.

TENANT:

LANDLORD:

RICE TRELAWNY REALTY TRUST



Signature

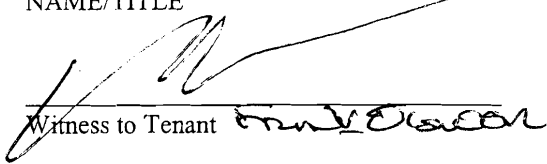
By  _____ Its Trustee
Signature

Michelle Y. Souliere

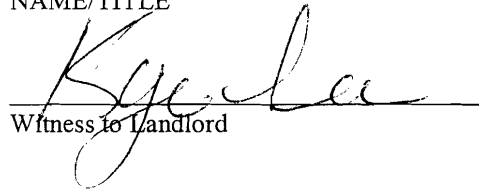
NAME/TITLE

Geoffrey I. Rice

NAME/TITLE



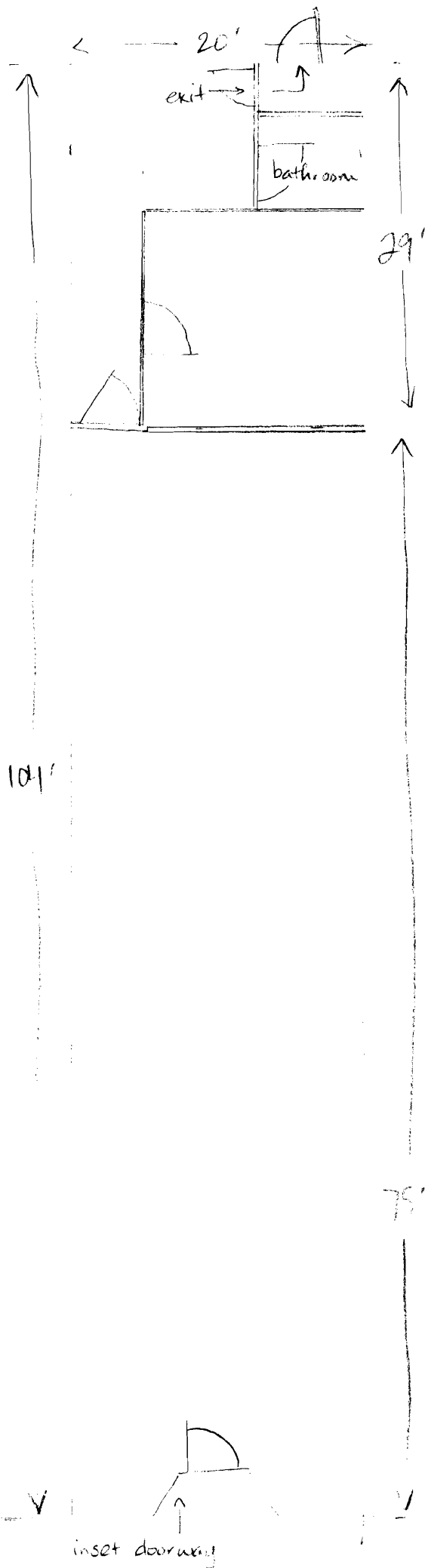
Witness to Tenant



Witness to Landlord



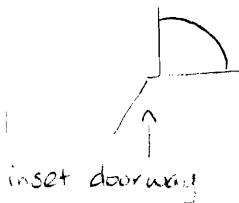
1/2" = 5'



661 CONGRESS ST

THE GREEN HAND
BOOKSHOP

1st floor (portion)
TRELLANY BUILDING





CITY OF PORTLAND, MAINE

Department of Building Inspections

Original Receipt

10.6 20 09

Received from Mitchell & Sanderson

Location of Work 661 Cayes 655

Cost of Construction \$ _____ Building Fee: 30

Permit Fee \$ 105 Site Fee: _____

Certificate of Occupancy Fee: 75

Total: 105

Building (I1) Plumbing (I5) _____ Electrical (I2) _____ Site Plan (U2) _____

Other _____

CBL: 46-D-21

Check #: CC **Total Collected \$** 105

**No work is to be started until permit issued.
Please keep original receipt for your records.**

Taken by: [Signature]

WHITE - Applicant's Copy
YELLOW - Office Copy
PINK - Permit Copy