

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

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|--|--|--|--|--|--|--------------------------------------|--|
| Location of Construction: 111 Sherman Street | | Owner: Crandall Toothaker | | Phone: 774-5358 | | Permit No: 90762 | |
| Owner Address: P.O. Box 4271 Portland | | Lessee/Buyer's Name: Eileen C. Martin | | Phone: **** 871-9360 | | Business Name: | |
| Contractor Name: | | Address: | | Phone: | | Permit Issued: JUL 20 1999 | |
| Past Use: Multi family | | Proposed Use: same | | COST OF WORK: \$ | | PERMIT FEE: \$30.00 | |
| 25 legal units | | | | FIRE DEPT. <input type="checkbox"/> Approved <input type="checkbox"/> Denied | | INSPECTION: Use Group: R2 Type 50 | |
| | | | | Signature: | | Signature: <i>Hoffer</i> | |
| Proposed Project Description: Change of use to allow home occupation - professional research for unit # 11 | | | | PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied Signature: _____ Date: _____ | | | |
| Permit Taken By: K. | | Date Applied For: July 16, 1999 K. | | | | | |

Zone: **R-6** CBL: 048-C-023
Zoning Approval: *OK* 7/20/99
Special Zone or Reviews:
 Shoreland *with conditions*
 Wetland
 Flood Zone
 Subdivision
 Site Plan maj minor mm

Zoning Appeal
 Variance
 Miscellaneous
 Conditional Use
 Interpretation
 Approved
 Denied

Historic Preservation
 Not in District or Landmark
 Does Not Require Review
 Requires Review

Action: *Any Exterior work would require*
 Approved *A separate*
 Approved with Conditions
 Denied *Review*

Date: _____

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 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 provisions of the code(s) applicable to such permit

July 19, 1999

SIGNATURE OF APPLICANT _____ ADDRESS: _____ DATE: _____ PHONE: _____

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE _____ PHONE: _____

White-Permit Desk Green-Assessor's Canary-D.P.W. Pink-Public File Ivory Card-Inspector

CEO DISTRICT


2

THIS IS NOT A PERMIT/CONSTRUCTION CANNOT COMMENCE UNTIL THE PERMIT IS ISSUED

**Building or Use Permit Pre-Application
Attached Single Family Dwellings/Two-Family Dwelling
Multi-Family or Commercial Structures and Additions Thereto**

In the interest of processing your application in the quickest possible manner, please complete the Information below for a Building or Use Permit.

NOTEIf 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 (include Portion of Building): <u>111 Sherman St #11 04101</u> | | | |
| Total Square Footage of Proposed Structure | | Square Footage of Lot | |
| Tax Assessor's Chart, Block & Lot Number Chart# <u>048</u> Block# <u>C</u> Lot# <u>023</u> | | Owner: <u>Crandall Toothaker</u> | Telephone#: <u>774-5358</u> |
| Owner's Address: <u>P.O. Box 4271 Portland Me</u> | | Lessee/Buyer's Name (If Applicable): <u>Eileen C. Martin</u> | Cost Of Work: Fee \$ \$ <u>30-</u> |
| Proposed Project Description: (Please be as specific as possible) <u>Change of use to allow home occupation</u> | | | |
| Contractor's Name, Address & Telephone | | | Rec'd By  |
| Current Use: <u>Multi family</u> | | Proposed Use: <u>Same</u> | |

Separate permits are required for Internal & External Plumbing, HVAC and Electrical installation.

- All construction must be conducted in compliance with the 1996 B.O.C.A. Building Code as amended by Section 6-Art II.
- All plumbing must be conducted in compliance with the State of Maine Plumbing Code.
- All Electrical Installation must comply with the 1996 National Electrical Code as amended by Section 6-Art III.
- HVAC (Heating, Ventilation and Air Conditioning) installation must comply with the 1993 B.O.C.A. Mechanical Code.

You must Include the following with you application:

- 1) A Copy of Your Deed or Purchase and Sale Agreement
- 2) A Copy of your Construction Contract, if available
- 3) A Plot Plan/Site Plan.

Minor or Major site plan review will be required for the above proposed projects. The attached checklist outlines the minimum standards for a site plan.

4) Building Plans

Unless exempted by State Law, construction documents must be designed by a registered design professional.

A complete set of construction drawings showing all of the following elements of construction:

- Cross Sections w/Framing details (including porches, decks w/ railings, and accessory structures)
- Floor Plans & Elevations
- Window and door schedules
- Foundation plans with required drainage and dampproofing
- Electrical and plumbing layout. Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment (air handling) or other types of work that may require special review must be included.

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/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>Eileen C. Martin</u> | Date: <u>7/16/99</u> |
|---|----------------------|

Building Permit Fee: \$30.00 for the 1st \$1000. cost plus \$6.00 per \$1,000.00 construction cost thereafter.
Additional Site review and related fees are attached on a separate addendum



LAND USE - ZONING REPORT

ADDRESS: 111 Sherman St DATE: 7/20/99

REASON FOR PERMIT: Change of use of 1 unit to include a home occupation

BUILDING OWNER: Candall Toothaker C-B-I: 48-C-23

*Professional
reserve*

PERMIT APPLICANT: Edgar C. Martin

APPROVED: with conditions DENIED: _____

#1, #2, #8, #7
CONDITION(S) OF APPROVAL

- 1. This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
- 2. During its existence, all aspects of the Home Occupation criteria, Section 14-410, shall be maintained.
- 3. The footprint of the existing _____ shall not be increased during maintenance reconstruction.
- 4. All the conditions placed on the original, previously approved, permit issued on _____ are still in effect for this amendment.
- 5. Your present structure is legally nonconforming as to rear and side setbacks. If you were to demolish the building on your own volition, you will not be able to maintain these same setbacks. Instead you would need to meet the zoning setbacks set forth in today's ordinances. In order to preserve these legally non-conforming setbacks, you may only rebuild the _____ in place and in phases.
- 6. This property shall remain a single family dwelling. Any change of use shall require a separate permit application for review and approval.
- 7. Our records indicate that this property has a legal use of 25 units. Any change in this approved use shall require a separate permit application for review and approval.
- 8. Separate permits shall be required for any signage, under home occupation regulations
- 9. Separate permits shall be required for future decks, sheds, pool(s), and/or garage.
- 10. This is not an approval for an additional dwelling unit. You shall not add any additional kitchen equipment, such as stoves, microwaves, refrigerators, or kitchen sinks, etc. without special approvals.
- 11. Other requirements of condition _____

Marge Schmuckal
Marge Schmuckal, Zoning Administrator

C.K.T. INC
PO BOX 4271
PORTLAND, ME 04101
(207) 774-5358

ZONING ADMINISTRATOR
CITY OF PORTLAND
PORTLAND CITY HALL

Dear Sir/Madam:

I hereby give my permission for Eileen C. Martin to conduct the home occupation outlined in her application for a home occupation use permit at 111 Sherman St. Apt. #11.

Sincerely,



Crandall Toothaker (Eileen C. Martin's Landlord)

Dated: 7/16/99

DESCRIPTION OF MY PROPOSED HOME OCCUPATION

BY

EILEEN CHRISTA MARTIN

GENERAL DESCRIPTION

The type of business that I would conduct in my home would be a judgment recovery business, and would be named 'Montgomery Claims'. The purpose of the business would be to perform a service for the community by helping individuals and small businesses to collect money that has been awarded to them by a judicial court. Approximately eighty - percent of these awards go uncollected. I have spoken with a lawyer that is willing to work with me as far as making sure I am using the correct legal forms and that is willing to give me legal advise, as well as to support me in court if need be in complex cases.

The way in which I would gain clients would be to send letters through the mail, asking them if they would like me to help collect their judicial judgment for them. If they respond, I would then send them the paperwork for them to read and sign. Basically, I become the assignee of record of their judgment , if they choose to sign. Once I become an assignee, I then have certain legal rights that I would allow me to legally force collection from the debtor. In affect, I acually become the creditor and proceed as anyone is allowed to do if a judgment were awarded to him or her. One of the first steps in judgment recovery is to locate the debtor; and that is done mostly on the computer. Once I locate the debter, I can then do a search on the computer to try to find the debter's assets. Most of my work will be done on the computer, typing letters, going to the courthouse to look for records, driving to the sherrif's office to hand him or her writs of execution, going to the courtroom with my lawyer and communicating with my clients by telephone and by letters.

ADHERENCE TO HOME OCCUPATION REQUIREMENTS

1a. My proposed home occupation would occupy less than twenty-five percent of total floor area of my home. The total square feet of the area of my home (apartment) is 520 square feet and the total area I plan for my occupation is 70 square feet. Please see the enclosed floor plan.

1b. There will be no outside storage of goods and materials nor any exterior displays or displays of goods visible from the outside.

1c. All storage of materials will be within the office space designated. I will not need to store anything accept for some records, which will be kept in a locked file cabinet that already exists in my apartment. Also, I will keep a few reems of paper on hand for letters I'll need to type.

1d. There would not be any signs on the exterior of the building, or anywhere in the building.

1e. There will be no exterior alterations to the residence.

1f. There will be no need for parking generated by my business. No clients will be coming to my office. All client contact will be on the phone or off site.

1g. The occupation I propose to run, would not produce any noise, odor, glare, or any other objectionable effects that is any different than what I produce now.

1h. There will be no employees working at my home occupation. This will be a sole proprietorship with me being the owner.

1i. No traffic would be generated by my home in greater volumes than would normally be expected in a residential neighborhood.

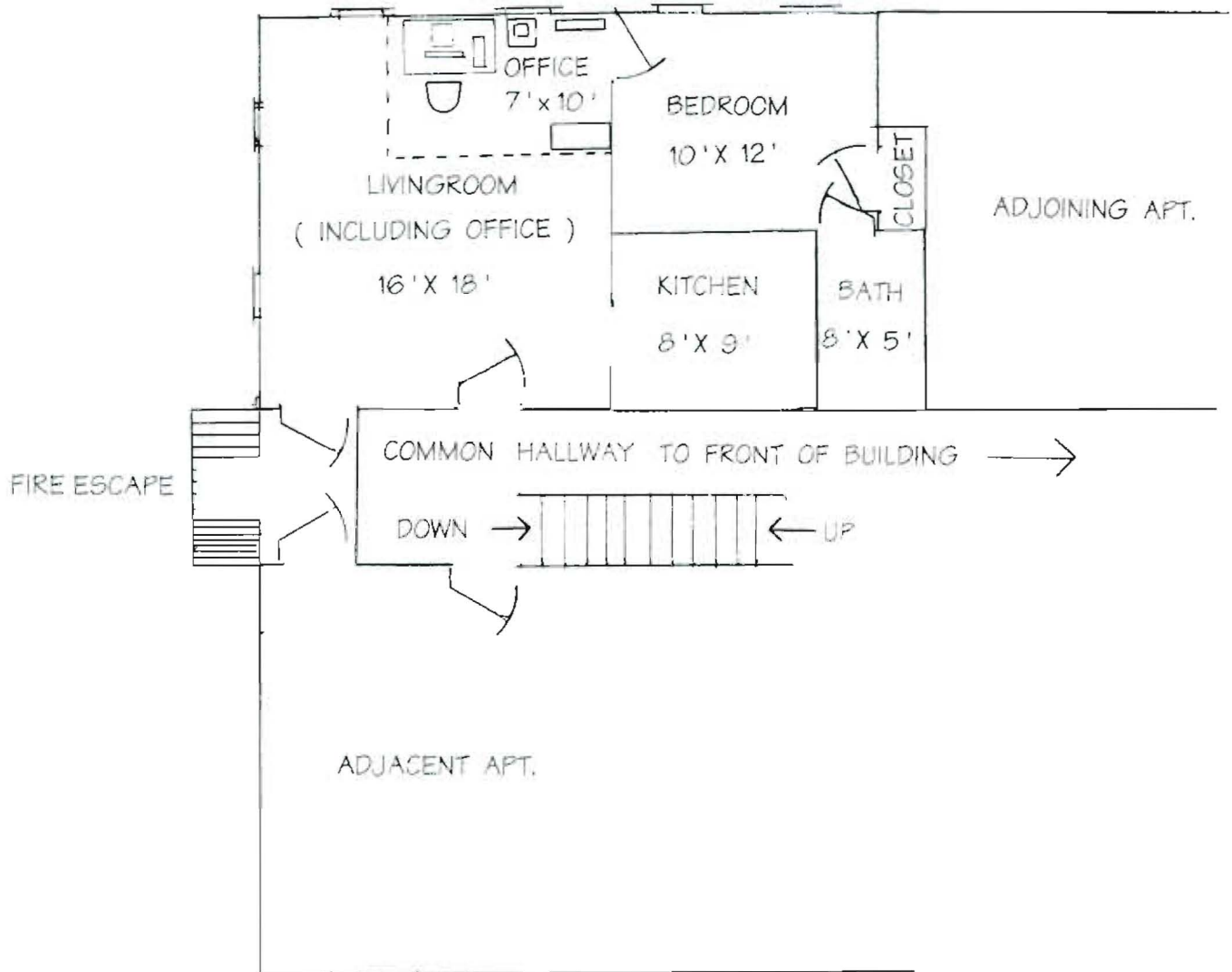
1j. There would be no vehicle stored on the property exceeding a gross vehicle weight of six thousand (6000) pounds in connection with the home occupation. The only vehicle that I would use, would be my car that has it's own parking space that I pay the landlord for.

BUSINESS CATEGORY

2w. Professional research services - judgment recovery.

EILEEN C. MARTIN'S FLOOR PLAN OF PROPOSED HOME OCCUPATION USING THE TWENTY-FIVE PERCENT AREA CRITERIA

EILEEN CHRISTA MARTIN
111 SHERMAN ST. # 11
PORTLAND, ME 04101
(207) 871 - 9360



SECOND FLOOR

SCALE: 1/8" = 1'

Eileen C. Martin 7/5/99