

R-C

Inspection Services
P. Samuel Hoffses
Chief



Planning and Urban Development
Joseph E. Gray Jr.
Director

CITY OF PORTLAND

July 3, 1996

Scott Girourd
19 Crescent Street
Apt. #1
Portland, Maine 04102

RE: 19 Crescent Street
Home Occupation

Dear Scott,

In response to your request for information on using your home for a home occupation, we are sending you a copy of the home occupation section which outlines the criteria needed to allow for a home occupation. If you can meet the criteria, you must come to this office to apply for a permit to allow the use under home occupations. We are located in Room 315, City Hall and are open Monday through Friday from 7:00 a.m. to 4:00 p.m.

At time of submittal for your building permit, you should bring with you to this office a cover letter explaining your home occupation and how it meets the given criteria and floor plans showing dimensions and area of the home occupation space. A letter from your landlord giving permission to conduct a home occupation on the premises is required where applicable. This type of permit is usually \$25.00.

Sincerely,

Marge Schmuckal
Marge Schmuckal
Asst. Chief, Code Enforcement Division

cc: P. Samuel Hoffses, C, Code Enf Div
A. Powers, CEO

053-6-008