

**Building Inspections - Fwd: RE: 11 Russell St. undoing condo conversion**

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**From:** Tammy Munson  
**To:** Building Inspections; Jonathan Rioux; Marge Schmuckal  
**Date:** 8/19/2014 1:52 PM  
**Subject:** Fwd: RE: 11 Russell St. undoing condo conversion

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As long as it is clear and noted in the system I'm not that concerned.

Brad, just email him and have him put his request in an email and save it as a pdf and attach it to the permit.

>>> Marge Schmuckal 8/19/2014 12:01 PM >>>

Do we have a cover document that requests explains this and requests the withdrawal of the original permit for condos to keep a logical paper trail?

Marge

>>> Building Inspections 8/19/2014 11:58 AM >>>

Is that what you want me to do?

>>> Tammy Munson 8/19/2014 11:50 AM >>>

I think we can just void the permit and make a note that the use was not changed.

>>> Building Inspections 8/19/2014 11:29 AM >>>

Hi, this was left with Jon to find the solution. Can someone tell me what we need to do? Jon thought we could just delete the original one, since there was no actual change of use. I believe he was going to discuss this idea with Marge. Has that been done? Can someone give me some guidance or contact him? Thank you.

-Brad.

>>> Michael Friedland <home@willardsquarehomerepair.com> 8/19/2014 11:21 AM >>>

I am following up with the change of use process. Could you please advise on what I need to do to proceed?

thank you very much,

Mike Friedland

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Date: Mon, 11 Aug 2014 07:49:08 -0400  
From: buildinginspections@portlandmaine.gov  
To: home@willardsquarehomerepair.com  
Subject: Re: 11 Russell St. undoing condo conversion

Michael

Every permit requires a certain review process. Once a permit has been issued, the fees and all associated items with it have been completed, like the permit itself. Conversions and changes of use are more complicated. Changes of use require a Certificate of Occupancy, and a C of O inspection, which typically we do charge for. Your condo conversion was issued back in May. If we review this new change of use from a condo back to a multi-family, it will still require the C of O and completely new charges.

I will check with both Marge and our Inspections Division Director to see what we can do.

>>> Michael Friedland <home@willardsquarehomerepair.com> 8/10/2014 12:28 PM >>>

I am not sure this is exactly what is needed for this process. I have to undo my recent condo conversion...unfortunately.

I spoke with Marge Schmuckel and was told that I most likely would not need to re-pay the fees considering I just paid them a few months back.

Please let me know what else is needed on my end to help with the process.

thanks so much,  
Mike Friedland.

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