

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

<b>PERMIT ISSUED</b>		Permit No: 02-378	Issue Date: FEB 7-2003	CBL: 055 E017001
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<b>Location of Construction:</b> 15 Pine St <i>917 Pine St</i>	<b>Owner Name:</b> Northrup Dale A	<b>Owner Address:</b> Po Box 8187	<b>Phone:</b> 207-871-7638
<b>Business Name:</b> n/a	<b>Contractor Name:</b> n/a	<b>Contractor Address:</b> n/a Portland	<b>Phone:</b> -
<b>Lessee/Buyer's Name:</b> n/a	<b>Phone:</b> n/a	<b>Permit Type:</b> Change of Use - Dwellings	<b>Zone:</b> B-1

<b>Past Use:</b> Multi Family	<b>Proposed Use:</b> Change of Use; from Multi Family to legalize existing 5 year Bed & Breakfast <i>7 guest rooms and owners Dwelling unit</i>	<b>Permit Fee:</b> \$30.00	<b>Cost of Work:</b> \$0.00	<b>CEO District:</b> 3
<b>Proposed Project Description:</b> Change of Use from Multi Family to legalize Bed & breakfast		<b>FIRE DEPT:</b> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>INSPECTION:</b> Use Group: <i>R1</i> Type: <i>50</i> <i>2/6/03</i>	
		Signature: <i>WJMS</i>	Signature: <i>[Signature]</i>	
<b>PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)</b>				
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied				
Signature: _____ Date: _____				

<b>Permit Taken By:</b> gg	<b>Date Applied For:</b> 12/16/2002	<b>Zoning Approval</b>		
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1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building permits do not include plumbing, septic or electrical work. 3. 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..	<b>Special Zone or Reviews</b> <input type="checkbox"/> Shoreland <i>n/a</i> <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <i>Any New Sprague</i> <input type="checkbox"/> Subdivision <input checked="" type="checkbox"/> Site Plan <i>received site plan exemption R.T.</i> Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date: <i>1/10/03</i>	<b>Zoning Appeal</b> <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: _____	<b>Historic Preservation</b> <input type="checkbox"/> Not in District or Landmark <input checked="" type="checkbox"/> <i>This application</i> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <i>within Dist.</i> <input type="checkbox"/> Denied Date: <i>Any</i> <i>MA 1/31/03</i>
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**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

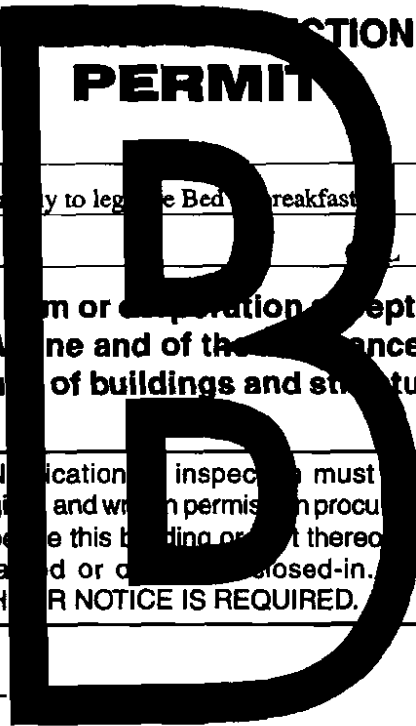
# DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

Please Read Application And Notes, If Any, Attached

DEPARTMENT OF BUILDING INSPECTION

## PERMIT

Permit Number: 021378



This is to certify that Northrup Dale A/n/a  
has permission to Change of Use from Multi Family to legal Bed Breakfast  
AT 15 Pine St 117 Pine ST L 055 E017001

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 work on permit must be completed before this building or part thereof is occupied or closed-in. 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. [Signature]  
Health Dept. \_\_\_\_\_  
Appeal Board \_\_\_\_\_  
Other \_\_\_\_\_

Department Name

[Signature] 2/6/03  
Director - Building & Inspection Services

**PENALTY FOR REMOVING THIS CARD**

# City of Portland, Maine - Building or Use Permit

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

<b>Permit No:</b> 02-1378	<b>Date Applied For:</b> 12/16/2002	<b>CBL:</b> 055 E017001
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<b>Location of Construction:</b> 15 Pine St	<b>Owner Name:</b> Northrup Dale A	<b>Owner Address:</b> Po Box 8187	<b>Phone:</b> 207-871-7638
<b>Business Name:</b> n/a	<b>Contractor Name:</b> n/a	<b>Contractor Address:</b> n/a Portland	<b>Phone:</b>
<b>Lessee/Buyer's Name:</b> n/a	<b>Phone:</b> n/a	<b>Permit Type:</b> Change of Use - Commercial	

<b>Proposed Use:</b> Change of Use; from Multi Family to legalize existing 5 year Bed & Breakfast	<b>Proposed Project Description:</b> Change of Use from Multi Family to legalize Bed & breakfast
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**Dept:** Historical      **Status:** Not Applicable      **Reviewer:** Deborah Andrews      **Approval Date:** 01/31/200  
**Note:**      **Ok to Issue:**

**Dept:** Zoning      **Status:** Approved with Conditions      **Reviewer:** Marge Schmuckal      **Approval Date:** 01/10/2003  
**Note:** 1/2/03 Called Dale N. - I require a lease agreement or an option to buy for the use of #17 Pine Street      **Ok to Issue:**   
 1/3/03 received lease and option to purchase  
 1/8/03 Kandi signed off on this site plan exemption

- 1) The closed up kitchen on the second floor of the #17 Pine Street side SHALL be removed in its entirety. This is a requirement in the definition of Bed & Breakfast... "No cooking facilities shall be permitted in any of the guest rooms." All plumbing and electrical necessary for the kitchen facilities SHALL be removed behind walls and under floors, depending upon the location of their termination.
- 2) ANY exterior work requires a separate review and approval thru Historic Preservation
- 3) This property shall remain a seven (7) guest room and one owner's dwelling unit Bed & Breakfast. Any change of use shall require a separate permit application for review and approval.
- 4) Separate permits shall be required for any new signage.
- 5) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work. ANY INCREASE in the number of guest rooms SHALL require a separate permit and review.

**Dept:** Building      **Status:** Approved with Conditions      **Reviewer:** Mike Nugent      **Approval Date:** 02/06/2003  
**Note:**      **Ok to Issue:**   
 1) This permit authorizes no building construction or alteration, simply a legalization of a use that pre-existed.

**Dept:** Fire      **Status:** Approved      **Reviewer:** Lt. McDougall      **Approval Date:** 02/03/2003  
**Note:**      **Ok to Issue:**

Return to Planning 4th floor

APPLICATION FOR EXEMPTION FROM SITE PLAN REVIEW

DALE Northrup

12-13-02

Applicant: 15 Pine Street

Application Date: PERCY INN

Applicant's Mailing Address

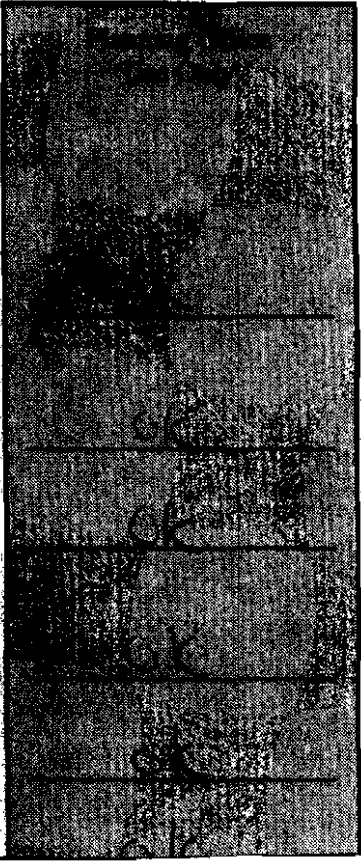
Project Name/Description: SAME

Description of Proposed Development: CBL: Continuance of Bed and Breakfast within existing site (11-13 Pine parking lot) 15-17 Pine housing accommodations.

Please Attach Sketch/Plan of Proposal/Development

Applicant's Assessment (Yes, No, N/A)
NO, nothing new
Increase
NO, status quo
sound, historic building NO ADA
none

- Criteria for Exemptions: See Section 14-523 (4)
a) Within Existing Structures; No New Buildings, Demolitions or Additions
b) Footprint Increase Less Than 500 Sq. Ft.
c) No New Curb Cuts, Driveways, Parking Areas
d) Curbs and Sidewalks in Sound Condition/ Comply with ADA
e) No Additional Parking / No Traffic Increase
f) No Stormwater Problems



Applicant: Dale Northrup

Date: 1/2/03

Address: 15 Pine Street - The Percy INN C-B-A: 055-E-017

CHECK-LIST AGAINST ZONING ORDINANCE

Date - Existing Bldg

Zone Location - B-1 zone

listed under "other"  
Allowed under Permitted uses, but subject to site plan review

Interior or corner lot -

Proposed Use/Work - change of use from Multifamily to legalize An Existing Bed & Breakfast  
Sewage Disposal - city  
By Definition shall have no more than 9 guest rooms

Lot Street Frontage -

Front Yard -

Rear Yard -

Side Yard -

Projections -

Width of Lot -

Height -

Lot Area - Non residential uses - no lot size required 2204<sup>sq ft</sup> per Assessor's min

Lot Coverage/ Impervious Surface -

Area per Family - none required for B & B

Off-street Parking - 1 parking space for each 2 guest rooms for the first 4 guest rooms plus 1 parking space for each additional guest room in excess of 4

Loading Bays - N/A

Site Plan - <sup>number</sup> site plan or site plan exemption required

5 pkgs spcs (for 4 rooms)  
3 pkgs spcs (next 3 rooms)  
req - 10 pkgs spcs shown

Shoreland Zoning/ Stream Protection - N/A

Flood Plains -

→ separate permits required for new signage  
→ require a lease agreement or option to buy #17

street or as a through-block pedestrian connection, which is intended to provide sheltered access to directly adjoining commercial or other uses. Arcades are provided physical definition by the regular placement of structural elements throughout their length which support enclosed building uses above.

**Assembly:** A joining together of completely fabricated parts to create a finished product.

**Back office use:** An office-related use providing support services to a primary or headquarter use, with minimal public visitation and no direct in-person sales or services to the general public. Back office uses may include data processing, or other clerical uses relying heavily on a telecommunications infrastructure and may also include support services to educational institutions or social service agencies as long as no direct in-person services to the general public are provided.

**Bed and breakfast:** A building in which more than two (2) but not more than nine (9) guest rooms are used to provide or offer overnight accommodations for transient guests. An owner, manager, or operator shall live in the building as a permanent resident. No cooking facilities shall be permitted in any of the guest rooms. The only meal which may be offered is breakfast, which shall be offered only to overnight guests.

**Billboard:** A structure, either freestanding or attached to a building, the surface of which is available for hire for advertising purposes.

**Building, height of:** The vertical measurement from grade, or the predevelopment grade on the islands, to the highest point of the roof beams in flat roofs; to the highest point of the roof beams or the highest point on the deck of mansard roofs; to a level midway between the level of the eaves and highest point of pitched roofs or hip roofs; or to a level two-thirds of the distance from the level of the eaves to the highest point of gambrel roofs. For this purpose the level of the eaves shall be taken to mean the highest level where the plane of the roof intersects the plane of the outside wall on a side containing the eaves.

New  
Def.

**Business service:** Establishments primarily engaged in rendering services to other business establishments on a fee or contract basis such as advertising, mailing services, building



total 7 guest rooms

private

15 Pine St: 1st floor - workspaces, kitchen, living room, dining  
2nd floor - 4 bedrooms, breakfast room  
3rd floor - 2 bedrooms, office room

17 Pine St: 2nd floor - 1 bedroom - old kitchen, used for storage  
under purchase 3rd floor - 2 bedrooms  
in basement

7 guest rooms total

This page contains a detailed description of the Parcel ID you selected. Press the **New Search** button at the bottom of the screen to submit a new query.

**Current Owner Information**

**Card Number** 1 of 1  
**Parcel ID** 055 E017001  
**Location** 15 PINE ST  
**Land Use** FIVE TO TEN FAMILY

**Owner Address** NORTHRUP DALE A  
 PO BOX 8187  
 PORTLAND ME 04104

**Book/Page** 12892/320  
**Legal** 55-E-17  
 PINE ST 15  
 2359 SF

**Valuation Information**

**Land** \$30,660  
**Building** \$121,590  
**Total** \$152,250

**Building Information**

<b>Bldg #</b> 1	<b>Year Bult</b> 1900	<b># Units</b> 5	<b>Bldg Sq. Ft.</b> 2204	<b>Identical Units</b> 1
<b>Total Acres</b> 0.054	<b>Total Buildings Sq. Ft.</b> 2204	<b>Structure Type</b> APARTMENT - GARDEN	<b>Building Name</b> PERRY INN	

**Exterior/Interior Information**

Section	Levels	Size	Use
1	B1/B1	720	SUPPORT AREA
1	01/01	752	APARTMENT
1	02/02	732	APARTMENT
1	03/03	720	APARTMENT
2	B1/B1	306	SUPPORT AREA
2	01/01	306	SUPPORT AREA
2	02/02	306	SUPPORT AREA

Height	Walls	Heating	A/C
6			
10	BRICK/STONE	HOT AIR	
10	BRICK/STONE	HOT AIR	
10	BRICK/STONE	HOT AIR	
6		HOT AIR	
10	BRICK/STONE	HOT AIR	
10	BRICK/STONE	HOT AIR	

**Building Other Features**

<b>Line</b> 2	<b>Structure Type</b> PORCH - COVERED	<b>Identical Units</b> 1
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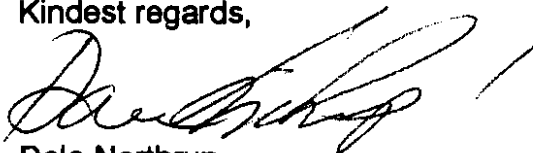
15 Pine Street contains five bedrooms and baths (including my personal space of one bedroom and bath). The adjoining 17 Pine Street portion of the rowhouse under lease and purchase agreement. The purchase delayed awaiting bank appraisal – a long process given the property is considered commercial and requires a different set of criteria with bankers] contains three bedrooms and baths. (We now offer total 7 saleable guest rooms) each with private bath. I have enclosed with the required floor plans, the rough drawing plans for 17 Pine's second and third floors under lease/purchase agreement. If you need, I can provide an updated lease and sales agreement for that portion. We already had the floor plans at 15 Pine Street prepared in 1997/98 for the restoration. → #17 pine

I have also enclosed a copy of the payment you suggested for a food service license from Brandi for \$320. I also enclosed a copy of the late payment fee for property taxes (\$278) from September 2002 for 11-13 Pine Street in case you run across that as unpaid in your review. 15 Pine is up to date.

I have attached a check for \$30 for the permit filing fee and the cover letter for the exemption of site plan review. And the copy of the site plan application.

If you require anything additional please feel free to call anytime – 871-7638.

Kindest regards,



Dale Northrup

**Details of Enclosures for Dale Northrup  
Change of Use Permit for Less than 5,000 SF of Space**

* Copy of Deed	N/A Owned more than one year
* Copy of Floor Plan	Enclosed – 15 Pine floor 1,2,3 17 Pine floor 2,3
* Copy of Construction Detail	N/A No construction required
* Copy of Cover Letter on project	Enclosed
* Copy of Floor Plan for Construction	N/A No construction required

**Plot Plan Details:**

Dimensions and footprint	Enclosed
Parking Area Details	Enclosed (same page as footprint)
Building Frontage of Each Tenant	N/A (FYI: Brick sidewalk, 2 hour parking this side of street)

**Construction Drawings:**

Not Applicable as no new construction

**Separate Permits:**

During the original building update in 1998 City of Portland inspectors for construction visited the site, electrical inspectors visited (our electrical contractors were Mike Floridino replaced by Dan Brown Electric). Sprinkler Services installed a full-life safety sprinkler system. Lt. McDougal visited on several occasions and we have subsequently been visited by the fire department very regularly (1-2/year).

December 13, 2002

Planning Department  
Portland City Hall  
389 Congress Street  
Portland, Maine 04101

Good Day:

Further to my meeting December 11, 2002 with Marge Schmuckal, I am enclosing the Application for Exemption from Site Plan Review with a sketch plan as advised.

This application is part of a process toward the continuance of a bed and breakfast situated at 15 Pine Street (also consuming part of 17 Pine Street under lease from owner William Vail.). Addresses 15-17-19 Pine Street are contained in a singular building of rowhouse fashion, flanked on the lower (11-13 Pine Street) side by a ten space parking lot (owned by myself, applicant Dale Northrup).

**A change of use permit** has been filed with Marge Schmuckal at the Inspections Department hopefully with all the required details furnished. If you discover any further details and responsibilities for which I am lacking please call.

Thanks for assisting me in making amends.

Kindest regards,

Dale Northrup,  
Owner/Applicant

## EXHIBIT A FOR MORTGAGE

A certain lot or parcel of land together with the buildings thereon located on the northerly side of Pine Street in said City of Portland, County of Cumberland and State of Maine and being more particularly bounded and described as follows:

1. Beginning on said northerly side of Pine Street at the southerly corner of the Methodist Episcopal Church lot; thence running by said street southwesterly twenty-six (26) feet to a point in a line running through the middle of the partition wall between the house on these premises and the middle tenement of the block; thence northerly through the center of the partition wall ninety (90) feet to the point of beginning. Also conveying with this lot, all of the Grantor's right in the passageway, leading from Pine and Congress Streets behind the said Methodist Episcopal Church lot and these premises.
2. Beginning on said northerly side of Pine Street at a point distant one hundred thirty-six (136) feet westerly from the monument at the intersection of said northerly side of Pine Street with the westerly side of State Street; thence northwesterly at right angles to said northerly side of Pine Street a distance of ninety (90) feet to a point; thence westerly parallel to said northerly line of Pine Street forty-five (45) feet to a point; thence southerly on a line at right angles to said northerly side of Pine Street ninety (90) feet to said northerly side of Pine Street; thence easterly by said northerly side of Pine Street forty-five (45) feet to the point of beginning.

Also conveying herewith all of Grantor's right, title and interest in and to furniture, furnishings, and fixtures contained in or appertenant to said property, excepting, however such of the same as may belong to tenants or third parties.

Meaning and intending to describe and mortgage all and the same premises as conveyed to Dale A. Northrup by deed of Carleton Winslow dated of near or even date, to be recorded immediately prior hereto.

*DL*

RECEIVED  
 REGISTERED OFFICE OF DEEDS  
 97 JUN -6 AM 11:03  
 CUMBERLAND COUNTY  
 J. R. B. @ B. M.

# All Purpose 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.

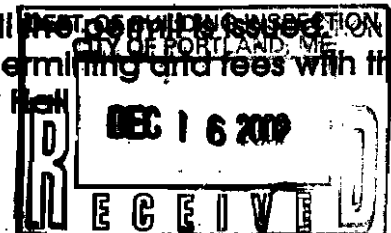
Location/Address of Construction: <u>15 Pine Street</u>		
Total Square Footage of Proposed Structure	Square Footage of Lot	
Tax Assessor's Chart, Block & Lot Chart# <u>055</u> Block# <u>E</u> Lot# <u>017</u>	Owner: <u>DALE NORTHRUP</u>	Telephone: <u>871-7638</u>
Lessee/Buyer's Name (if Applicable)	Applicant name, address & telephone: <u>DALE NORTHRUP</u> <u>15 PINE STREET</u> <u>PORTLAND ME 04102</u>	Cost Of Work: \$ <u>N/A</u> Fee: \$ <u>30.00</u>
Current use: <u>bed + breakfast was multi family</u>		
If the location is currently vacant, what was prior use: <u>N/A</u> <span style="float: right;">owe 75.00</span>		
Approximately how long has it been vacant: <u>N/A</u>		
Proposed use: <u>Continuance as a bed + breakfast to make</u>		
Project description: <u>legal change of use</u>		
Contractor's name, address & telephone:		
Who should we contact when the permit is ready: <u>owner 871-7638 +x</u>		
Mailing address: <u>Dale +x call</u>		
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. <b>PHONE:</b>		

**IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.**

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 of applicant: <u>Dale Northrup</u>	Date: <u>12-16-02</u>
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This is NOT a permit, you may not commence ANY work until you are in a Historic District you may be subject to additional permitting and fees with the Planning Department on the 4th floor of City Hall



Public/Deeded Access Alley

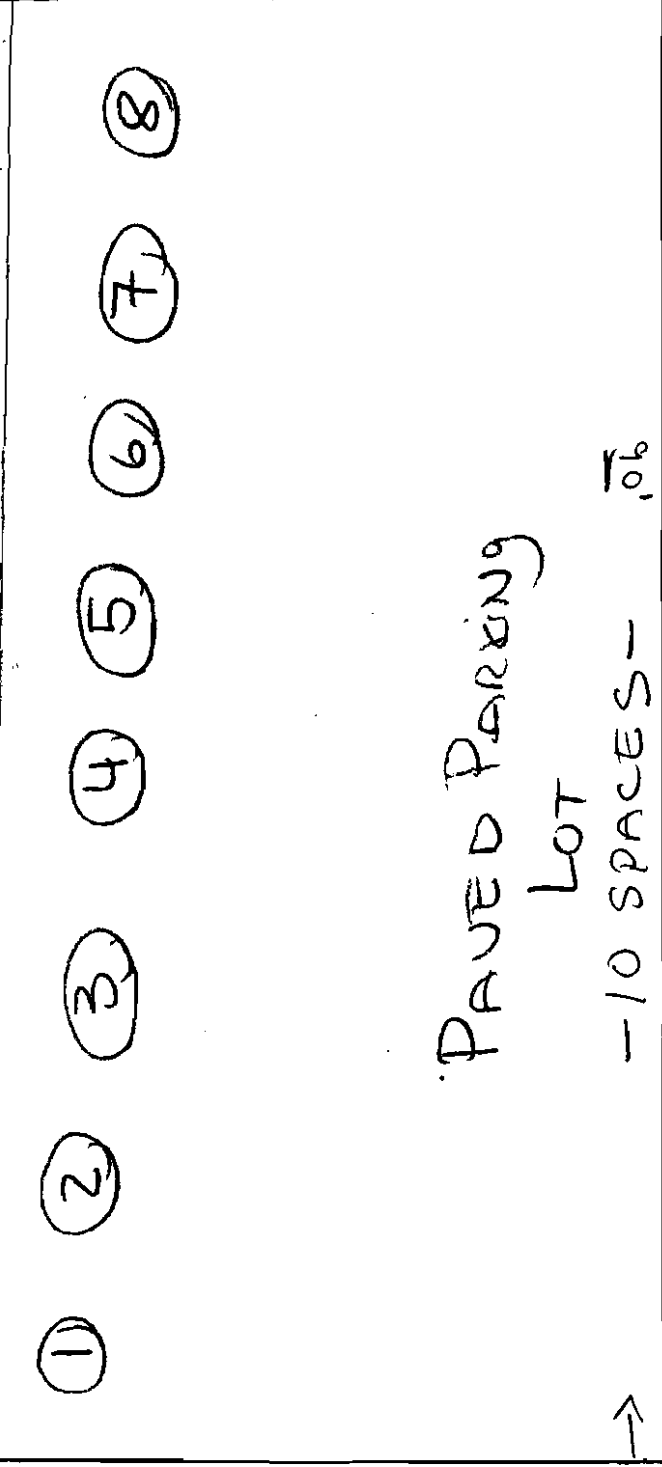
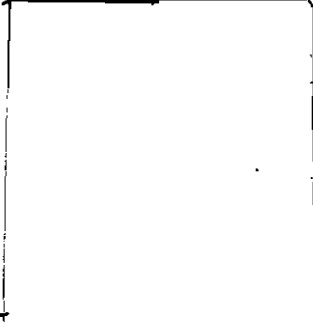
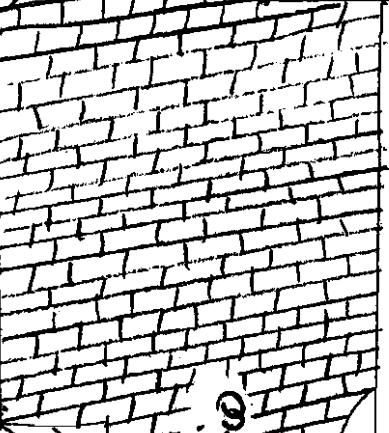
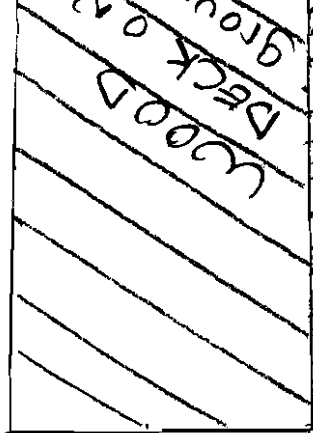
GUARDS RAIL

17 Pine  
Deck Lot  
17-19 Pine  
Deck Lot



9

10



17 Pine

53x22'  
(Building)

15 Pine

22  
15 Pine

15 PINE  
26'

11-13 PINE  
45'

PAVED PARKING  
LOT

-10 SPACES-

1" = 7'

71'

**T A X   R E C E I P T**  
 City of Portland, Maine  
 P O Box 544  
 Portland ME 041120544  
 207-874-8856

Paid by: PERCY INN  
 15 PINE ST  
 PORTLAND ME 04102

Receipt#:           29746 /   303329  
 Batch:             TONYAM   12/17/2002   00  
 Date paid: 12/16/2002

Account ID:    102587                    Description:                   P 202  
 15 PINE ST   SEWER USER  
 Owner:    NORTHRUP DALE A  
 Account Number                    NORTHRUP, DALE

Year	Value	Rate	Base	Pen & Int	Coll fee	Total paid
2001 1 SW DEL	8410	0.01000	84.10	14.68		98.78
2001 2 FEE		1.00	1.00			1.00
2001 2 MAIL 1		3.74	3.94			3.94
2001 3 LIEN FEE		1.00	1.00			1.00
2001 3 MAIL 2		3.74	3.94			3.94
2001 3 LIEN		35.00	35.00			35.00
Year total:			128.98	14.68		143.66

Printed: 12/16/02 15:50:02

Receipt total:                   143.66

Tender:           CHECK                   2579                   143.66

Additional comments:

TAX RECEIPT  
City of Portland, Maine  
P O Box 544  
Portland ME 041120544  
207-874-8856

Paid by: PERCY INN  
15 PINE ST  
PORTLAND ME 04102

Receipt#: 29744 / 303327  
Batch: TONYAM 12/17/2002 00  
Date paid: 12/16/2002

-----  
Account ID: 8686 Parcel Id 055 - E-044-001  
11 PINE ST REAL ESTATE TAX  
Owner: NORTHRUP DALE A 55-E-44  
ACCOUNT # N15197 PINE ST 11-13  
WEST END 4050 SF  
-----

Year	Value	Rate	Base	Pen & Int	Coll fee	Total paid
2003 1 RE TAX	21110	25.72000	271.48	6.52		278.00

Printed: 12/16/02 15:42:34

Receipt total: 278.00

Tender: CHECK 2578 278.00

UNPAID BALANCE AS OF: 12/16/02	Base	Pen & Int	Coll fee	Total unpaid
2003 2 RE TAX	271.48			271.48

Additional comments:



**PAYMENT RECEIPT**  
**City of Portland, Maine**  
**City Clerk's Office Tel: 874-8610**

December 11, 2002

Receipt No. 142440

Sold By: BLM      Payment: Check

Code	Description	Quantity	Price	Extension
20101	FSE w/Prep	1	300.00	300.00
20116	New Application Fee	1	20.00	20.00
			Total	320.00
			Tendered	320.00
			Change	0.00

Sold to: Percy Inn  
Check Number: 2572

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**PAYMENT RECEIPT**  
**City of Portland, Maine**  
**City Clerk's Office Tel: 874-8610**

Date Sold: December 11, 2002

Sold By: BLM    Payment Type: Check    Sale Total: 320.00    Receipt No. 142440

Sold to: Percy Inn  
Check Number: 2572

## **Contained Herein:**

**Cover letter to Marge Schmuckal  
Synopsis of Change of Use Permit  
Change of Use Permit Application  
Legal Description of Property  
Floor plans – 15 and 17 Pine Street (5 pages total)  
Plot and footprint of building (1)  
Copy of Tax Payment for 11-13 Pine Street (late)  
Copy of paid fee for FOOD SERVICE license  
Copy of letter to Planning Office for Exemption to Site  
Plan review  
Check of \$30 for Change of Use Permit**



December 16, 2002

Dale Northrup CTC  
Innkeeper

Ms. Marge Schmuckal  
Inspections  
Portland City Hall  
289 Congress Street  
Portland, Maine 04101

Dear Marge:

Thanks for explaining all the nuances of the permit regulations with me last Wednesday. You make the process seem so simple.

I have today delivered by hand the **application for exemption from site plan review** to the planning department, 4<sup>th</sup> floor. I've enclosed a copy of their cover letter for you.

As we reviewed, I am applying for the **change of use permit** for my bed and breakfast, **The Percy Inn** to be in compliance with the city's needs as you outlined for me the other day.

First, you had inquired about other permits that may be 'floating' about from 1997/98 during the improvements I made to the so-called vacant 15 Pine Street address – apartments as defined in the city's documents. As I recall, our initial electrical contractor Mike Floridino began the work and was replaced by Dan Brown Electric. I remember in a half dozen cases of us awaiting the okay from city electrical inspectors another fellow representing the city. They came during the restoration, outfitting of the entirely new electrical, new plumbing (replacing existing/missing fixtures mostly – which I recall did not require permits as we were replacing so-called existing fixtures), and the fire sprinkler system (performed by Sprinkler Services).

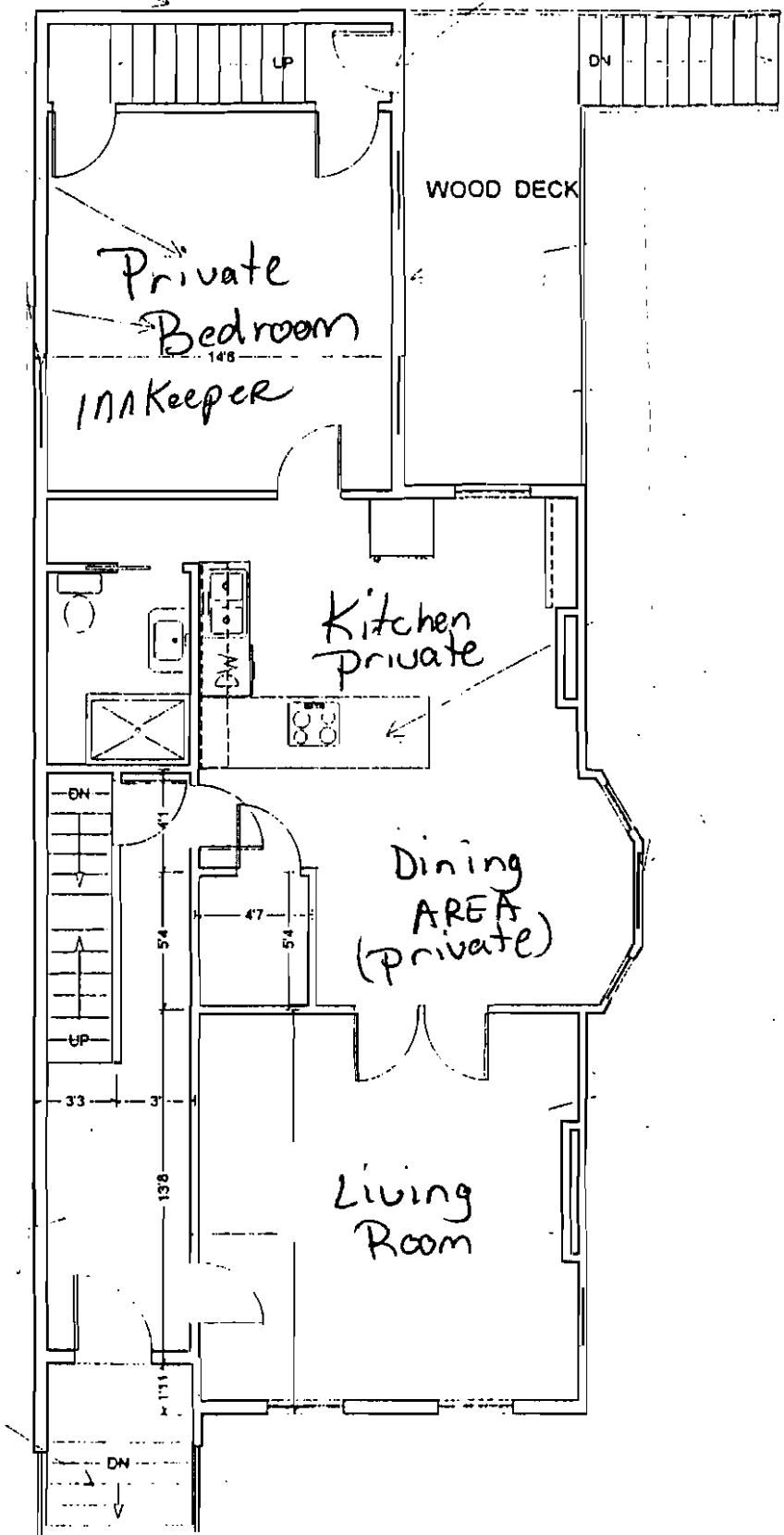
Early on, before *any work* was performed I invited Lt. MacDougal to visit, inspect, and advise the optimal fire safety issues he would like us to offer. He made several suggestions and we exceeded those with even additional ones (such as fire extinguishers in *every* room). Of course the sprinkler, smoke detectors inter-wired and with battery back-up, hallway pull stations for fire alarms, and back-up emergency lighting were all installed during my renovation. We even purchased a 600 gallon back-up water tank for our sprinkler system in case the city's water feed from the street failed to provide the pressure and supply our inn would require in a catastrophic incident.

**An 1830 Federal Brick Rowhouse in Portland's Historic District**

15 Pine Street • Portland, Maine 04102 • Telephone (207) 871-POET (7638) • Fax (207) 775-2599  
visit us on the world wide web at [WWW.PERCYINN.COM](http://WWW.PERCYINN.COM) or email [innkeeper@percyinn.com](mailto:innkeeper@percyinn.com)

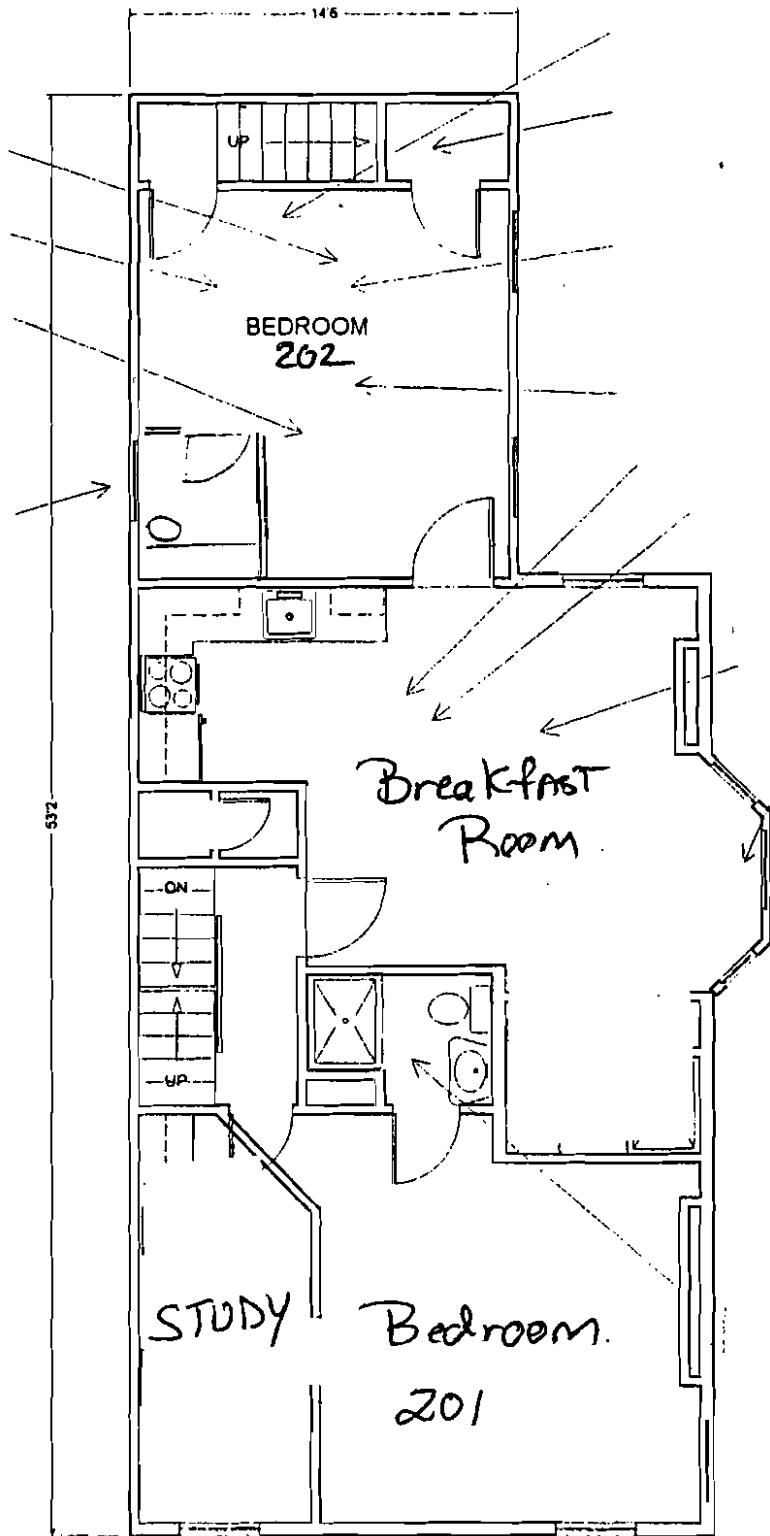
SF Floor  
 1023 # ①  
 1023 # ②  
 780 # ③

2826 Total SQ'  
 15 PINE  
 1" = 7'



FIRST FLOOR PLAN  
 15 PINE STREET  
 PORTLAND, MAINE

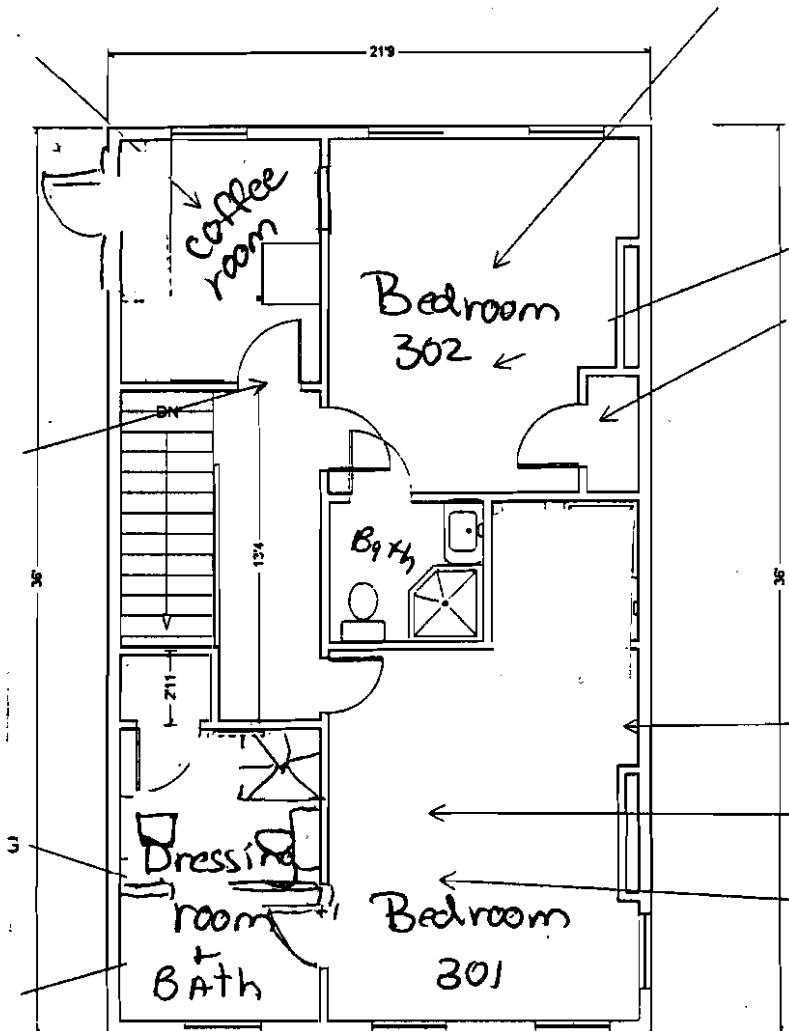
1023 #



SECOND FLOOR PLAN  
15 PINE STREET  
PORTLAND, MAINE

780 #

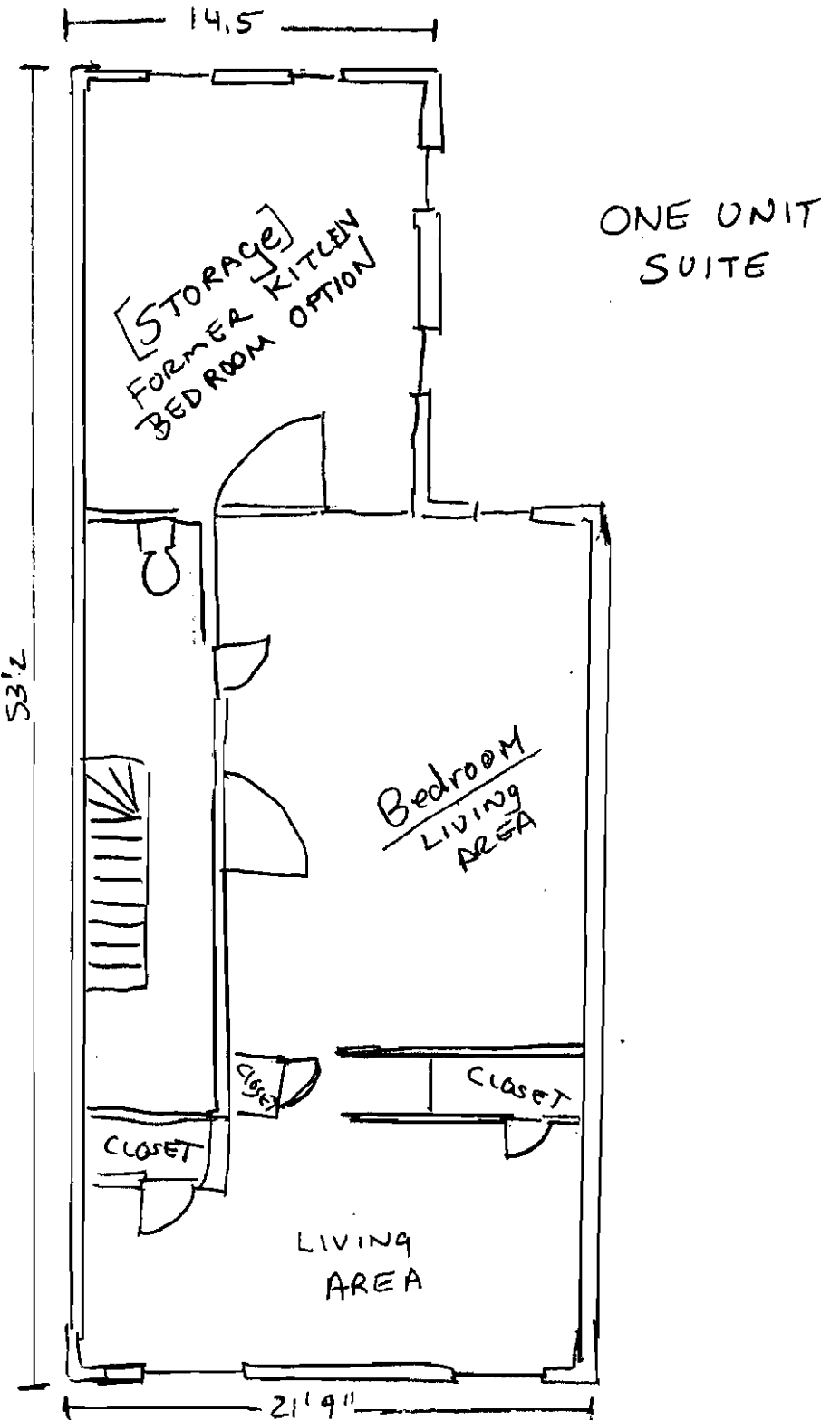
17  
Pine  
THIS  
SIDE



THIRD FLOOR PLAN  
15 PINE STREET  
PORTLAND, MAINE

1023 #

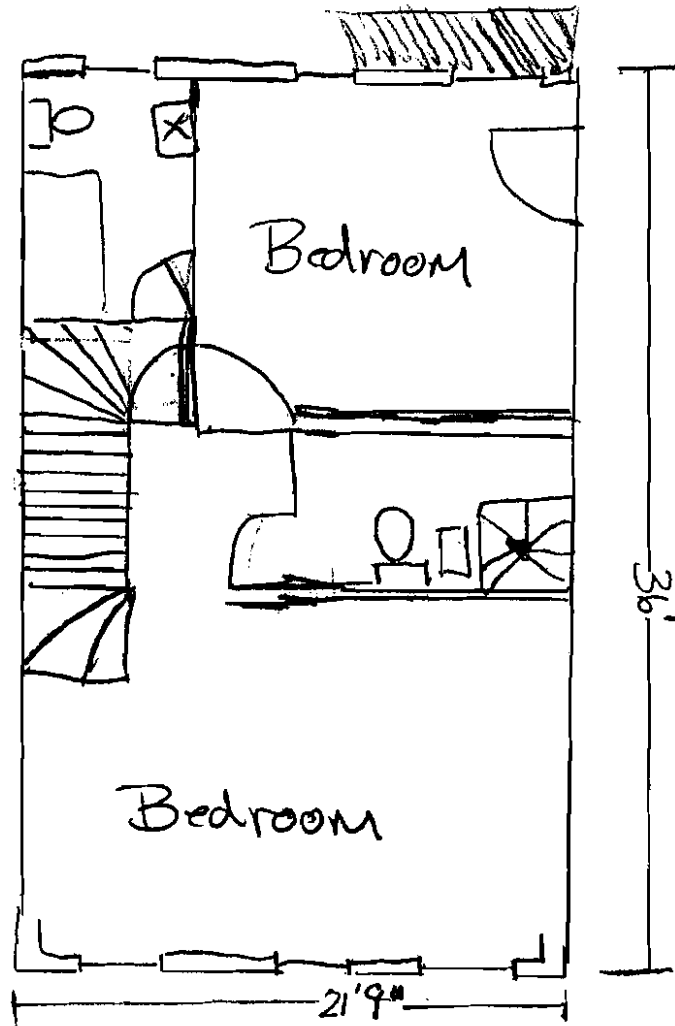
Rear extensions  
only exist ON 1ST &  
2nd floors of each rear  
at 15, 17, 19, Pine Street  
rowhouse FYI.



SECOND FLOOR PLAN  
17 PINE STREET  
PORTLAND, MAINE

1803 #  
17 PINE ST

780 #



THIRD FLOOR PLAN  
7 PINE STREET  
PORTLAND, MAINE





Dale Northrup CTC  
Innkeeper

January 2, 2003

Dear Marge:

Thanks for your call this afternoon.

I've gathered what I have attached to this fax for your review and enclosed a rental agreement from 17 Pine (first rental), the rental agreement for the additional rental, and the subsequent purchase and sales agreement for the space of unit three I will shortly purchase. Apologies for the second generation quality but the original agreement came to me by fax from Mr. Vail's office in California two years ago.

As you may see from the addendum, the original agreement was changed to accommodate William Vail's (the seller) desire to sell the space without parking - at a reduced price to me. I'm happy to accommodate as my adjoining property offers ample parking. He'll use the extra space for a garden patio. The addendum also states that until closing the existing rental agreement is binding. That also follows for any other rentals.

A special relationship exists when people 'share walls' as we do here and this is underscored by the omission of any security deposit on the rental spaces I have with him. Over the years we've demonstrated to each other a high level of trust and I'm delighted he has chosen to expand his holdings on our block to seven other buildings.

If you have any further questions, let me know.

Cheers-

A handwritten signature in cursive script, appearing to read "Dale".  
DALE NORTHRUP

Received  
1/2/03

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