

**CORA L BROWN BUILDING, LLC  
213 OCEAN HOUSE ROAD  
CAPE ELIZABETH, ME 04107  
(207) 671-9979**

December 18, 2015

**RE: Building Permit Application for the Cora L Brown Building, LLC located at  
203 Brackett Street**

To whom it may concern:

Over the past several months, I have been working with Lt. Craig Messinger to address fire safety concerns at the above referenced property. In particular, the following items were addressed by the Managing Member of the property, Christopher Bond, and Lt. Craig Messinger:

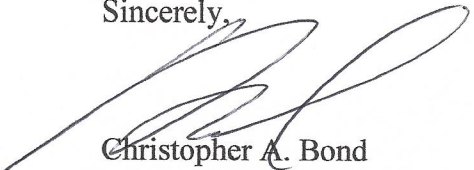
1. The needs for twelve new fire rated doors for the existing seven apartments in the building. The location of these doors is highlighted in yellow on the attached floor plans.
2. The need to enlarge the entrance door of the basement apartment in addition to replacing it with a fire rated door in order that it will provide safe entrance into and egress from the basement apartment.
3. The need to replace a basement apartment window with an egress window.
4. Please note, the fire rated doors were acquired several weeks ago and are currently being installed. If the City does not want this work to take place, please call Lt. Craig Messinger of the Portland Fire Department at (207) 756-8096.

In addition to addressing code violations, this permit will include an energy retrofit of the third floor apartment. The building was built in the late 1800's and, to our knowledge, has not be retrofitted since then. The primary focus of the retrofit is to replace all of the insulation of the roof and to perform relevant electrical and plumbing repairs and upgrades at the same time.

None of this work increases the size of the building.

My email address is [bond.christopher.a@gmail.com](mailto:bond.christopher.a@gmail.com) if you should wish to email me. Otherwise, my telephone number is provided above.

Sincerely,



Christopher A. Bond  
Managing Member