



CITY OF PORTLAND, MAINE

Department of Planning and Development

# Certificate of Occupancy

LOCATION 301 Spring St

CBL 056 G005001

Issued to 301 Spring Street LLC/LLP

Date of Issue 11/10/2004

This is to certify that the building, premises, or part thereof, at the above location, built — altered — changed as to use under Building Permit No. 04-0989, has had final inspection, has been found to conform substantially to requirements of Zoning Ordinance and Building Code of the City, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

unit # 1 (first floor entire)

APPROVED OCCUPANCY

residential condo

**Limiting Conditions:**

Use permit only. Does not constitute building code compliance.

This certificate supersedes  
certificate issued

Approved:

11/10/04  
(Date)

Inspector

Inspector of Buildings

Notes: This certificate identifies portions of building or premises, and is subject to the conditions that owner must ensure when property changes hands. Copy will be furnished to owner or lessee for one dollar.

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

Please Read  
Application And  
Notes, If Any,  
Attached

BUILDING DEPARTMENT

PERMIT

Permit Number: 040989

SEP 01 2004

This is to certify that 301 Spring Street Llc /selfhas permission to Condominium Conversion; 3 units to 3 condominiumsAT 301 Spring St

056 G005001

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 when permission is procured before this building or part thereof is altered or closed-in. 24 HOUR 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. W.A.M. J.

Health Dept. \_\_\_\_\_

Appeal Board \_\_\_\_\_

Other \_\_\_\_\_

Department Name

*Ch. J. A.* 9/1/04  
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

# City of Portland, Maine - Building or Use Permit Application

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

Location of Construction: 301 Spring St		Owner Name: 301 Spring Street Llc	Owner Address: 301 Spring St	Issue Date: SEP 12 2004	CBL: 056 G005001
Business Name: n/a	Contractor Name: self	Contractor Address: Portland		Phone: 207-772-2351	
Lessee/Buyer's Name n/a	Phone: n/a	Permit Type: Change of Use - Condo Conversion			Zone: R-6
Past Use: Multi Units / 3 Family	Proposed Use: Condominium Conversion / Change of use; from 3 units to 3 condominiums.	Permit Fee: \$675.00	Cost of Work: \$0.00	CEO District: 2	
Proposed Project Description: Condominium Conversion; 3 units to 3 condominiums.		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Signature: <i>[Signature]</i>		INSPECTION: Use Group: R2 Type: 5B 9/10/04 Signature: <i>[Signature]</i>	
		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: _____ Date: _____			

Permit Taken By: gg	Date Applied For: 07/16/2004	<b>Zoning Approval</b>		
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..		Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> <i>OK with conditions</i> Date: 8/13/04	Zoning Appeal <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: _____	Historic Preservation <input type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied <i>Any exterior work requires</i> Date: _____

*A Separate Review And Approval*

## 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
PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

MORTGAGE INSPECTION OF: DEED BOOK 15928 PAGE 62 COUNTY Cumberland  
 PLAN BOOK --- PAGE --- LOT ---

ADDRESS: 301 Spring Street, Portland, Maine

Job Number: 436-68

Inspection Date: 09-04-03

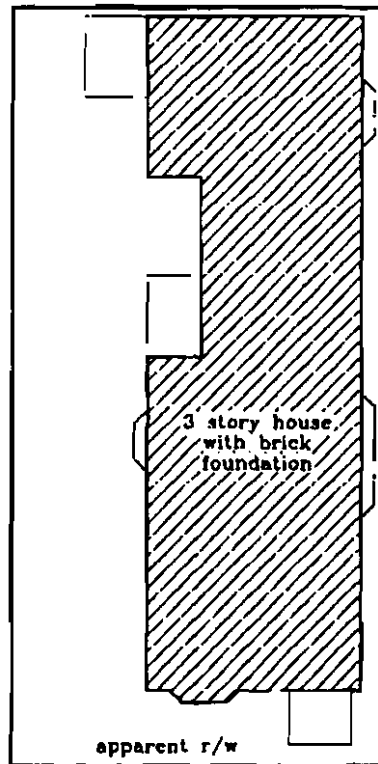
Scale: 1" = 20'

Client File #: 31685

Buyers: Scott L. & Michelle L. Irwin

Sellers: William Manning

NOTE: Lines of occupation  
 are shown. A boundary  
 survey may yield different  
 results



Spring Street

*[Handwritten signature]*

I HEREBY CERTIFY TO: Bay Area Title, Residential Mortgage

Services, Inc. and its title insurer.

Monuments found did not conflict with the deed description

The dwelling setbacks do not violate town zoning requirements

As delineated on the Federal Emergency Management Agency Community Panel:

The structure does not fall within the special flood hazard zone.

The land does not fall within the special flood hazard zone.

A wetlands study has not been performed.

APPARENT EASEMENTS AND RIGHTS OF  
 WAY ARE SHOWN. OTHER ENCUMBRANCES,  
 RECORDED OR NOT, MAY EXIST. THIS  
 SKETCH WILL NOT REVEAL ABUTTING  
 DEED CONFLICTS, IF ANY.

copyright 1994

**Livingston - Hughes**

Professional Land Surveyors & Foresters

88 Guinea Road

Kennebunkport - Maine 04046

207-967-9761 phone

207 967-4831 fax

THIS SKETCH IS FOR MORTGAGE PURPOSES ONLY

**City of Portland, Maine - Building or Use Permit**

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

Permit No:	Date Applied For:	CBL:
04-0989	07/16/2004	056 G005001

Location of Construction:	Owner Name:	Owner Address:	Phone:
301 Spring St	301 Spring Street Llc	301 Spring St	207-772-2351
Business Name:	Contractor Name:	Contractor Address:	Phone:
n/a	self	Portland	
Lessee/Buyer's Name	Phone:	Permit Type:	
n/a	n/a	Change of Use - Condo Conversion	

Proposed Use:	Proposed Project Description:
Condominium Conversion / Change of use; from 3 units to 3 condominiums.	Condominium Conversion; 3 units to 3 condominiums.

**Dept:** Zoning      **Status:** Approved with Conditions      **Reviewer:** Marge Schmuckal      **Approval Date:** 08/13/2004**Note:**      **Ok to Issue:** ☒

- 1) You have stated that the building was vacant when you bought it. If it is discovered that this building was vacated for the purposes of converting to condominiums, the matter will be turned over to our Corporation Counsel for legal action.
- 2) PLEASE NOTE: Under the City's Condominium conversion regulations, A) BEFORE a developer offers to convey a converted unit, a conversion permit shall be obtained. B) Rent may not be altered during the official noticing period unless expressly provided in a preexisting written lease. C) For a sixty (60) day period following the notice of intent to convert, the tenant has an exclusive and irrevocable option to purchase during which time the developer may not convey or offer to convey the unit to any other person. D) The developer shall post a copy of the permit in a conspicuous place in each unit, and shall make copies available to prospective purchasers upon request. E) If a tenant is eligible for tenant relocation payments, they SHALL be paid a CASH PAYMENT BEFORE the tenant is required to vacate.
- 3) ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within a Historic District.
- 4) This is NOT an approval for an additional dwelling unit. You SHALL NOT add any additional kitchen equipment including, but not limited to items such as stoves, microwaves, refrigerators, or kitchen sinks, etc. Without special approvals.
- 5) This property shall remain a three (3) family dwelling. Any change of use shall require a separate permit application for review and approval.
- 6) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.

**Dept:** Building      **Status:** Approved with Conditions      **Reviewer:** Mike Nugent      **Approval Date:** 09/01/2004**Note:**      **Ok to Issue:** ☒

- 1) No building construction is authorized under this permit, simply a change in ownership.

**Dept:** Fire      **Status:** Approved with Conditions      **Reviewer:** Lt. MacDougal      **Approval Date:** 08/30/2004**Note:**      **Ok to Issue:** ☒

- 1) smoke detectors shall be installed in accordance with NFPA 101
- 2) the boiler shall be seperated with a one hour enclosure or smoke seperated with a domestic sprinkler
- 3) vertical openings shall be fire rated with a minimum of one hour rating

use permit only. Does not constitute  
building code compliance

**City of Portland, Maine - Building or Use Permit**

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

Permit No:	Date Applied For:	CBL:
04-0989	07/16/2004	056 G005001

Location of Construction:	Owner Name:	Owner Address:	Phone:
301 Spring St	301 Spring Street Llc	301 Spring St	207-772-2351
Business Name:	Contractor Name:	Contractor Address:	Phone:
n/a	self	Portland	
Lessee/Buyer's Name	Phone:	Permit Type:	
n/a	n/a	Change of Use - Condo Conversion	

Proposed Use:	Proposed Project Description:
Condominium Conversion / Change of use; from 3 units to 3 condominiums.	Condominium Conversion; 3 units to 3 condominiums.

**Dept:** Zoning      **Status:** Approved with Conditions      **Reviewer:** Marge Schmuckal      **Approval Date:** 08/13/2004**Note:**      **Ok to Issue:** ☒

- 1) You have stated that the building was vacant when you bought it. If it is discovered that this building was vacated for the purposes of converting to condominiums, the matter will be turned over to our Corporation Counsel for legal action.
- 2) PLEASE NOTE: Under the City's Condominium conversion regulations, A) BEFORE a developer offers to convey a converted unit, a conversion permit shall be obtained. B) Rent may not be altered during the official noticing period unless expressly provided in a preexisting written lease. C) For a sixty (60) day period following the notice of intent to convert, the tenant has an exclusive and irrevocable option to purchase during which time the developer may not convey or offer to convey the unit to any other person. D) The developer shall post a copy of the permit in a conspicuous place in each unit, and shall make copies available to prospective purchasers upon request. E) If a tenant is eligible for tenant relocation payments, they SHALL be paid a CASH PAYMENT BEFORE the tenant is required to vacate.
- 3) ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within a Historic District.
- 4) This is NOT an approval for an additional dwelling unit. You SHALL NOT add any additional kitchen equipment including, but not limited to items such as stoves, microwaves, refrigerators, or kitchen sinks, etc. Without special approvals.
- 5) This property shall remain a three (3) family dwelling. Any change of use shall require a separate permit application for review and approval.
- 6) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.

**Dept:** Building      **Status:** Pending      **Reviewer:**      **Approval Date:****Note:**      **Ok to Issue:** ☐

# Condominium Conversion and 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>301 Spring Street, Portland, Maine</u>		
Total Square Footage of Proposed Structure <u>See attached floor plans</u>	Square Footage of Lot <u>See attached class D survey</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>56</u> Block# <u>66</u> Lot# <u>005</u>	Owner: <u>301 Spring Street, LLC</u>	Telephone: <u>(207) 772-2351</u>
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>Scott Irwin &amp; Michelle Irwin</u> <u>301 Spring St.</u> <u>Portland, ME 04102</u>	Cost Of Work: \$ _____ Fee: \$ <u>3</u> units @ \$150.00 per unit \$ _____ + \$75.00 per unit Cofo \$ _____ Total Fee: _____
Current use: <u>Multi-family</u> number of units: <u>3</u>		<u>450.00</u> <u>Cofo 225.00</u> <u>total 675.00</u>
Proposed use: <u>Condominium</u> number of units: <u>3</u>		
Project description: <u>Conversion of existing multi-family into condominium.</u>		
Contractor's name, address & telephone: <u>Scott Irwin, 301 Spring St., Portland</u>		
Whom should we contact when the permit is ready: <u>Scott Irwin</u>		
Mailing address: <u>See above</u>		<u>Phone: (207) 772-2351</u> <u>J. Irwin</u>

**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>Scott Irwin</u>	Date: <u>7/15/04</u>
--	----------------------

**This is not a Permit, you may not commence ANY work until the Permit is issued.**

# Submit with Condominium Conversion Permit Application

## Project Data:

Address: 301 Spring St. Portland, ME 04102

C-B-L: 56-66-5

Number of units in building: 3

Tenant name	Tenant tel. #	occup. length	Date of notice	eligible for \$ ?
Unit 1 <u>owner-occupied</u>	<u>2077722351</u>			
Unit 2 <u>unoccupied - vacant at time of acquisition</u>				
Unit 3 <u>unoccupied - vacant at time of acquisition</u>				
Unit 4				
Unit 5				
Unit 6				
Unit 7				
Unit 8				

If more units, submit same information on all units

Length of time building owned by applicant 10 months

Are any building improvements, renovations, or modifications being made associated with this conversion that requires a building, plumbing, electrical, or heating permit? YES ☐ NO ☒ (check one)

Type and cost of building improvements associated with this conversion that do not require permits:

\$ 20,000 exterior walls, windows, doors, roof

\$ 0 insulation

\$ 24,000 interior cosmetics (walls/floors/ hallways refinishing, etc.)

\$ 19,000 other (specify) Kitchens, bathrooms



# CONDOMINIUM CONVERSION PERMIT

## CITY OF PORTLAND, MAINE

### PART III: PROJECT DATA

1. Assessors reference, Chart, Block, Lot: 56-61-5
2. Number of Units before conversion: 3
- Units with 1 bedroom 2 Units with 2 bedrooms
- 1 Units with 3 or more bedrooms
3. Monthly rent range (specify with or without utilities, being specific about the utilities)

NO Rental history - vacant at time of acquisition

4. Number of Units after conversion: 3  
2 Units with 1 bedroom 2 Units with 2 bedrooms  
1 Units with 3 or more bedrooms
5. Purchase Price range: \$ 300,000 - \$ 375,000
6. Length of time building owned by applicant: 10 months

7. Improvements, renovations or modifications being made in association with this conversion will require the following permits (please circle all that apply):

**Building                      Plumbing                      Heating                      Electrical**

8. Type and cost of building improvements being made in association with this conversion that will not require permits:

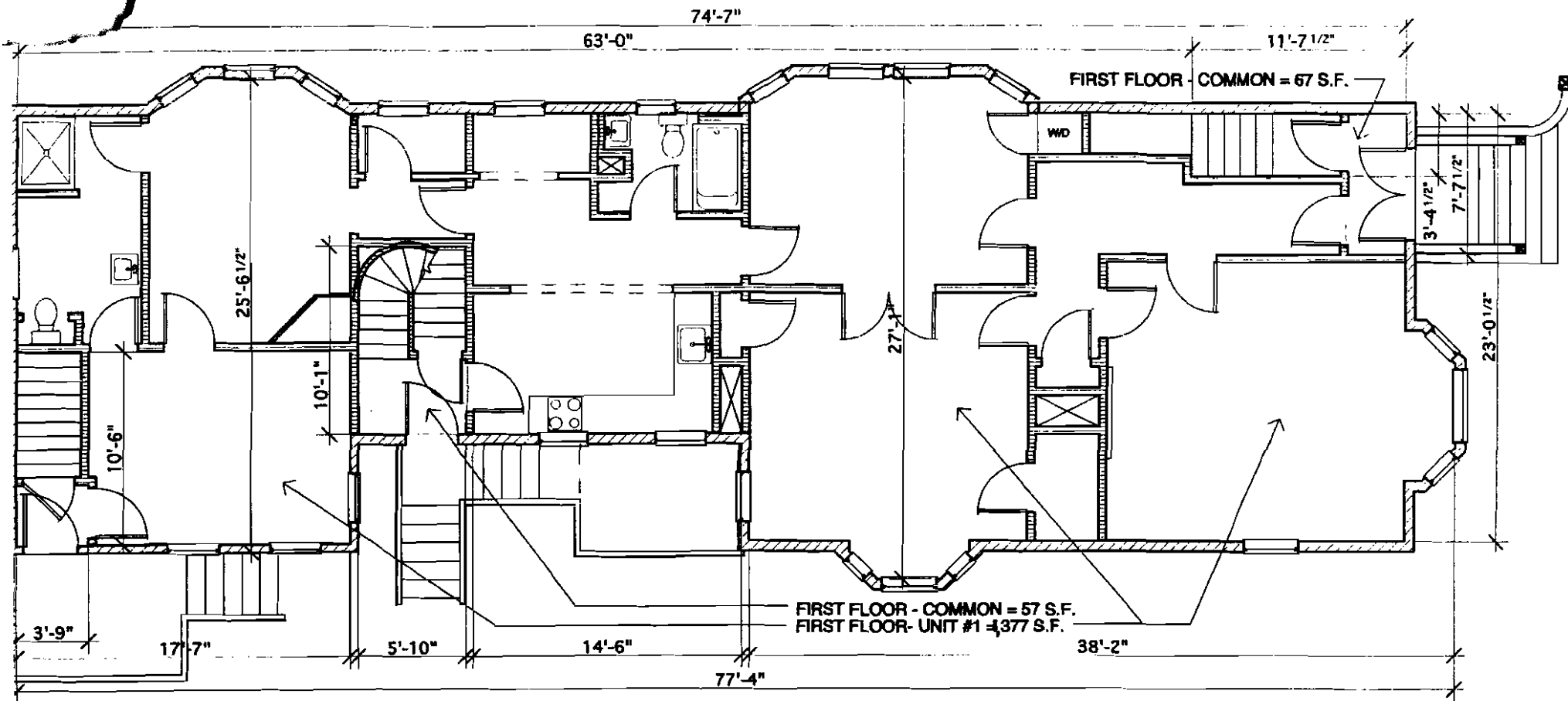
\$\_\_\_\_\_ exterior walls, windows, doors, roof

\$ \_\_\_\_\_ insulation

\$\_\_\_\_\_ interior cosmetic (wall/floor refinishing, etc.)

\$ \_\_\_\_\_ other (please specify) \_\_\_\_\_

\$ 0.00 no improvements being made



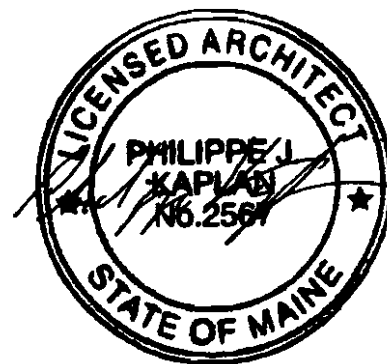
NOTE: ALL FLOOR PLAN DIMENSIONS ARE TO FINISHED WALLS, AND DO NOT SUBTRACT FOR DIMENSION OF PLASTERBOARD.

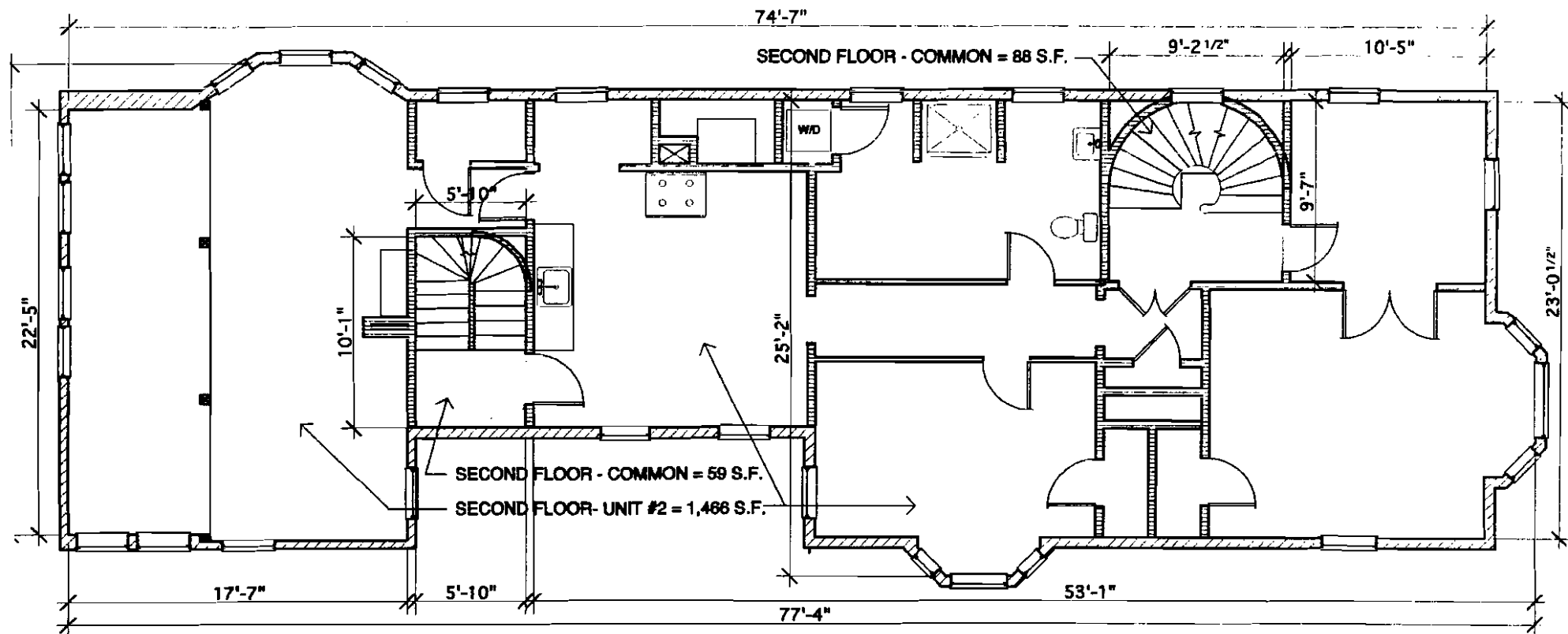
## 301 SPRING STREET - FIRST LEVEL

$\frac{1}{8}" = 1'-0"$

7/9/04

PHIL KAPLAN  
ARCHITECT





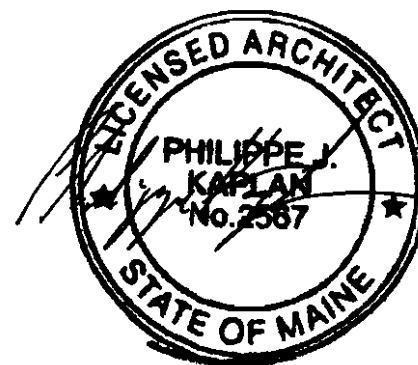
NOTE: ALL FLOOR PLAN DIMENSIONS ARE TO FINISHED WALLS, AND DO NOT SUBTRACT FOR DIMENSION OF PLASTERBOARD.

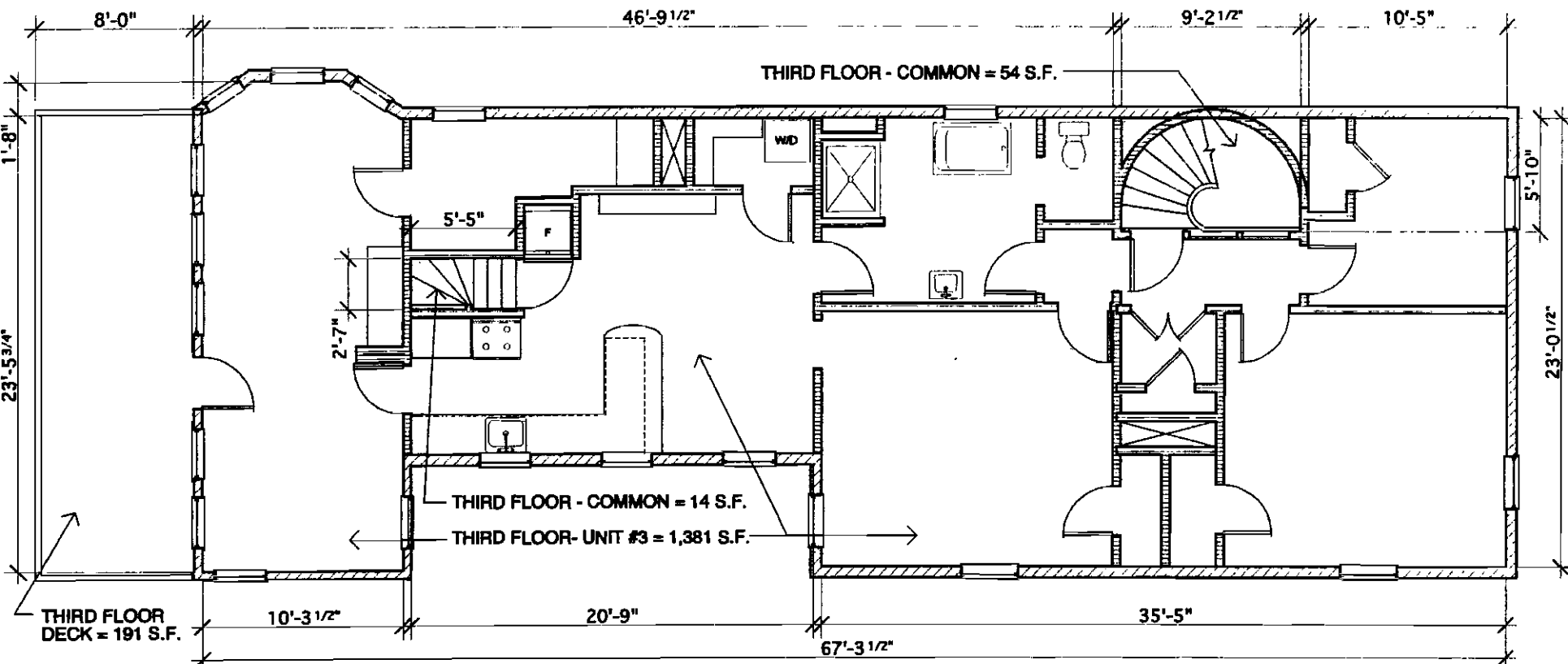
## 301 SPRING STREET - SECOND LEVEL

1/8" = 1'-0"

7/9/04

PHIL KAPLAN  
ARCHITECT



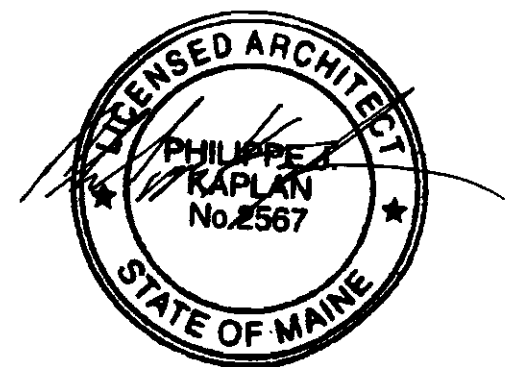


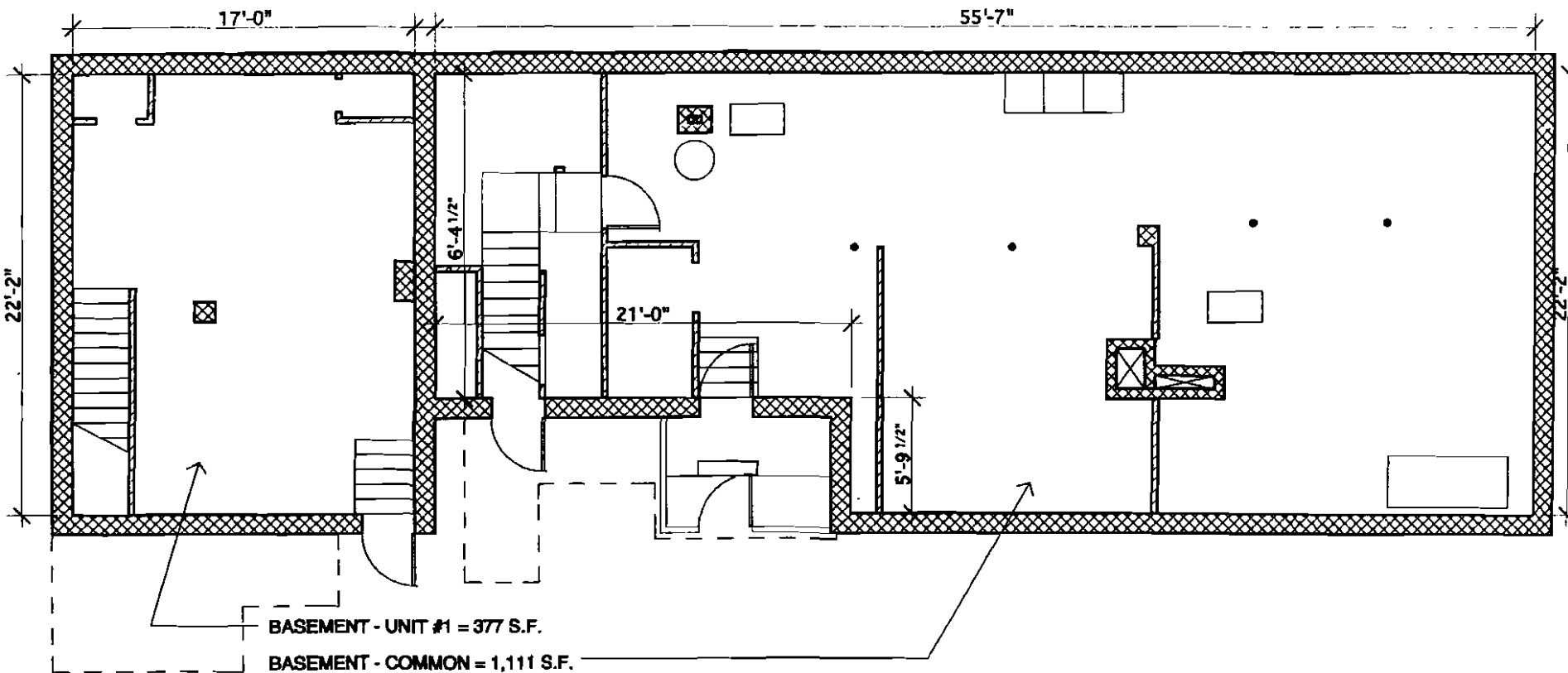
## 301 SPRING STREET - THIRD LEVEL

$\frac{1}{8}'' = 1'-0''$

7/9/04

PHIL KAPLAN  
ARCHITECT



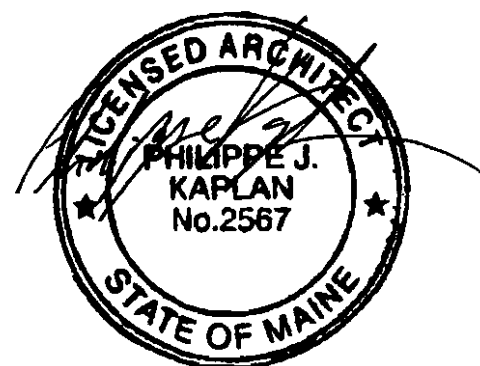


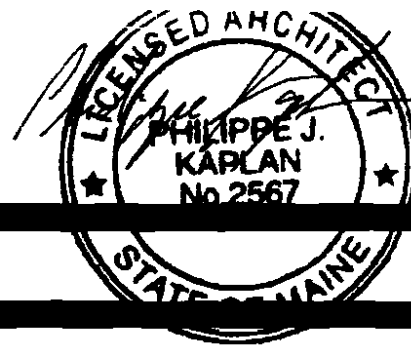
## 301 SPRING STREET - BASEMENT

1/8" = 1'-0"

7/9/04

PHIL KAPLAN  
ARCHITECT





VARIABLES  
7'-6"  
9'-2"  
10'-0"  
7'-8"

ATTIC

THIRD FLOOR

SECOND FLOOR

FIRST FLOOR

BASEMENT

NOTE: ALL FLOOR PLAN DIMENSIONS ARE TO FINISHED SURFACES, AND DO NOT SUBTRACT FOR DIMENSION OF PLASTERBOARD OR FINISH FLOORING.

**301 SPRING STREET - TYPICAL SECTION**

$\frac{1}{8}'' = 1'-0''$

7/9/04

PHIL KAPLAN  
ARCHITECT

# ELECTRICAL PERMIT

## City of Portland, Me.



To the Chief Electrical Inspector, Portland Maine:

The undersigned hereby applies for a permit to make electrical installations in accordance with the laws of Maine, the City of Portland Electrical Ordinance, National Electrical Code and the following specifications:

Date

Aug 2 04

Permit #

04 4818

CBL#

56 G 005

LOCATION:

301 Spring St

METER MAKE &amp; #

CMP ACCOUNT #

OWNER

Scott Irwin

TENANT

PHONE #

## TOTAL EACH FEE

OUTLETS	Receptacles	Switches	Smoke Detector	.20
FIXTURES	Incandescent	Fluorescent	Strips	.20
SERVICES	Overhead	Underground	TTL AMPS <800	15.00
	Overhead	Underground	>800	25.00
Temporary Service	Overhead	Underground	TTL AMPS	25.00
				25.00
METERS	(number of)			1.00
MOTORS	(number of)			2.00
RESID/COM	Electric units			1.00
HEATING	oil/gas units	Interior	Exterior	5.00
APPLIANCES	Ranges	Cook Tops	Wall Ovens	2.00
	Insta-Hot	Water heaters	Fans	2.00
	Dryers	Disposals	Dishwasher	2.00
	Compactors	Spa	Washing Machine	2.00
	Others (denote)			2.00
MISC. (number of)	Air Cond/win			3.00
	Air Cond/cent		Pools	10.00
	HVAC	EMS	Thermostat	5.00
	Signs			10.00
	Alarms/res			5.00
	Alarms/com			15.00
	Heavy Duty(CRKT)			2.00
	Circus/Carnv			25.00
X	Alterations			5.00
	Fire Repairs			15.00
	E Lights			1.00
	E Generators			20.00
PANELS	Service	Remote	Main	4.00
TRANSFORMER	0-25 Kva			5.00
	25-200 Kva			8.00
	Over 200 Kva			10.00
			TOTAL AMOUNT DUE	
	MINIMUM FEE/COMMERCIAL 45.00		MINIMUM FEE 35.00	45.00

CONTRACTORS NAME

William Miles

MASTER LIC. #

MS40089613

ADDRESS

15 Bluff Drive Steep Falls ME

LIMITED LIC. #

TELEPHONE

675-3065

SIGNATURE OF CONTRACTOR

White Copy - Office

• Yellow Copy - Applicant