

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

Please Read  
Application And  
Notes, If Any,  
Attached

## BUILDING DEPARTMENT BUILDING PERMIT

Permit Number: 100585

This is to certify that Sea Otter Taylor Limited / Jared Bentley

has permission to Convert 6 unit apartments to 6 Condominiums

AT 12 Taylor St CB# 057 B009001

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 written permission procured before this building or part thereof is lathed or otherwise red-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. \_\_\_\_\_

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

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

Other \_\_\_\_\_

Department Name

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

Permit No: 10-0585	Issue Date:	CBL: 057 B009001
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Location of Construction: 12 Taylor St	Owner Name: Sea Otter Taylor Limited	Owner Address: 39 Coveside Ln	Phone: 207-653-6672
Business Name:	Contractor Name: Jared Hartley	Contractor Address: 780 Deerwander Road Hollis	Phone: 2076333178
Lessee/Buyer's Name	Phone:	Permit Type: Change of Ownership - Condo Conversion	Zone: R-b

Past Use: Multi Family / 6 units	Proposed Use: Condominium Conversion / Convert 6 unit apartments to 6 Condominiums.  <i>legal use - 6 dwelling units.</i>	Permit Fee: \$225.00	Cost of Work: \$0.00	CEO District: 2
		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: Type:	

Proposed Project Description: Convert 6 unit apartments to 6 Condominiums.	Signature:	Signature:
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: 05/21/2010	<b>Zoning Approval</b>	
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<ol style="list-style-type: none"> <li>This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</li> <li>Building permits do not include plumbing, septic or electrical work.</li> <li>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..</li> </ol>	<b>Special Zone or Reviews</b> <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"/> Date:	<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> YES <input type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input checked="" type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date:
	APPROVED		

## 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

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

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

Permit No: 10-0585	Date Applied For: 05/21/2010	CBL: 057 B009001
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Location of Construction: 12 Taylor St	Owner Name: Sea Otter Taylor Limited	Owner Address: 39 Coveside Ln	Phone: 207-653-6672
Business Name:	Contractor Name: Jared Hartley	Contractor Address: 780 Deerwander Road Hollis	Phone: (207) 633-3178
Lessee/Buyer's Name	Phone:	Permit Type: Change of Ownership - Condo Conversion	

Proposed Use: Condominium Conversion / Convert 6 unit apartments to 6 Condominiums.	Proposed Project Description: Convert 6 unit apartments to 6 Condominiums.
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Dept: Zoning	Status: 7	Reviewer: Ann Machado	Approval Date:	Ok to Issue: <input type="checkbox"/>
Note:				
Dept: Building	Status: Pending	Reviewer:	Approval Date:	Ok to Issue: <input type="checkbox"/>
Note:				

EXPIRED

**Comments:**

5/28/2010-gg: received permit by mail on 05/21/10. Application is not clear on condominiums conversion. Ann said to pass permit along and zoning will do the follow up with owner. /gg

5/28/2010-amachado: Left vcm for Louise Murphy. Appears that the condo conversion is for one unit (#3) only at this time. Need more information on the tenant that just vacated the apartment. She needs to give the tenant notice that turning it into a condo and first right to buy. Never seen a condo conversion for one unit ata time. How does this work with the condo docs? Is she working with a lawyer? What is the work being done on the unit; does it need a permit? We would like floor plans of the building.

6/11/2010-AMACHADO: Met with Danielle. We need a copy of the condo docs. They will need to be changed every time the number of condos change. Tenants will need to be noticed again when they are actually sold.

6/14/2010-AMACHADO: Left vcm for Louise.

6/16/2010-AMACHADO: Returned call to Louise. Left vcm for her to call me.

12/27/2011-AMACHADO: Been more <sup>than</sup> 6 months. Permit has expired.

87 Emery

①

Permits requested for units 2 & 3 only

Converting 2 units to condos?

\* - need floor plans to show the ~~building permit~~ two units.

\* - work requires building permit  
- applying separately?

- can convert building to condos! still rent 4 or 6 units.

\* - if convert just 2 - condo does reflect this?

- is she working w/ a lawyer?

each time she converts more to condos  
new condo does?

\* - how long have units 2 & 3 been vacant?

- need more info

\* - purchased - 5/11/98 according to assessors

wants

- would notice tenant as vacate to fix up
- worried about not being able to get tenants
- can't be done piecemeal

12 Taylor.

- converting one ~~permit~~ unit

- need floor plans

- vacant since 5/11/10 - need to know tenants info.  
need letter outlining rights & making offer.

- Condo docs?

- separate permits.

5/28/10 left vnm for Louise to call



# General 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>12 Taylor</u>		
Total Square Footage of Proposed Structure/Area	Square Footage of Lot <u>1138</u>	Number of Stories <u>3</u>
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <u>57B      009      001</u>	Applicant * <u>must</u> be owner, Lessee or Buyer* Name <u>Sea Otter Taylor, LLC</u> Address <u>39 Coeside</u> City, State & Zip <u>Yarmouth, ME</u>	Telephone: <u>653-6672</u>
Lessee/DBA (If Applicable)  <b>EXPIRED</b>	Owner (if different from Applicant) Name _____ Address _____ City, State & Zip _____	Cost Of Work: \$ <u>15,000 per unit</u> C of O Fee: \$ _____ Total Fee: \$ _____
Current legal use (i.e. single family) <u>6 unit apartment</u> Number of Residential Units <u>6</u> If vacant, what was the previous use? _____ Proposed Specific use: <u>6 unit condominium</u> <u>5 unit 1 condo + vacant units?</u> Is property part of a subdivision? <u>no</u> If yes, please name _____ Project description: <u>Upgrade unit to sell (see attached letter)</u> <u>GB BY mail</u>		
Contractor's name: <u>Jared Hartley</u>		
Address: <u>780 Deerwander Rd</u>		
City, State & Zip <u>Hollis, ME</u>		Telephone: <u>653-3178</u>
Who should we contact when the permit is ready: <u>Jared</u>		Telephone: _____
Mailing address: _____		

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

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: Louise Murphy      Date: May 20, 2010

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: 12 Taylor Street

C-B-L: 57 B - 004 - 001

Number of Units in Building: 6 - Permit for Unit 3 only, please

Tenant Name	Tenant Tel#	Occup. Length	Date of Notice	Eligible for \$?
Unit 1				
Unit 2				
Unit 3 <u>Vacant since 5/1/10</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 11 years

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:

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

\$ \_\_\_\_\_ Insulation

\$ 5,000 Interior cosmetics (walls/floors/hallways/refinishing, etc.)

\$ \_\_\_\_\_ Other (specify)

*Handwritten initials or mark*

Louise H. Murphy  
Sea Otter LLC  
39 Covese Lane  
Yarmouth, Maine 04096  
May 20, 2010

City of Portland  
Condominium Conversions  
389 Congress Street  
Room 312  
Portland, Maine 04101

To Whom It May Concern,

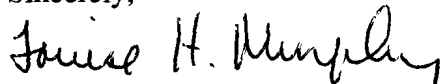
It is a long process to convert apartment buildings to condominiums requiring many pieces to fall into place. It is my intention to convert my six unit at 85-87 Emery Street, and my six unit at 12-14 Taylor Street into condominiums. Both of these building will be slowly converted, improving one unit at a time, rather than vacating the entire building to upgrade the units. We are confident that we can slowly convert the buildings over several years. We will be applying for permits one unit at a time as we feel we can make the improvements. We believe this is a reasonable and economical way to go about the conversion, especially since we don't have to do too much. We may add one bathroom and upgrade the knob and tube wiring using dropped ceilings. Other than upgrading the kitchen and bath, we won't do much else.

My architect, Chris Delano, has begun the process of drawing up plans. It is possible, for instance, that we will be required to install sprinklers since both buildings are 3 stories high. As you know, we are becoming rather experienced at converting apartment buildings to condominiums and believe this one at a time approach is feasible. It allows us to keep tenants while we work to improve one unit at a time.

It will take us a few years to complete these projects, but I would like to begin by getting condominium conversion permits for our vacant units. As people move out, we will get conversion permits so that we don't sacrifice our income potential during the long process.

At this time, I would like condominium conversion permits for units (floors)2 and 3 at 87 Emery Street, and unit (floor) 3 of 12 Taylor Street. I have enclosed the necessary payment and information.

Sincerely,

  
Louise H. Murphy, Sea Otter LLC



# CITY OF PORTLAND, MAINE

Department of Building Inspections

## Original Receipt

May 08 2010

Received from John O'Hara

Location of Work 12 Temple St. 05280051  
87 Emery 0566004

Cost of Construction \$ \_\_\_\_\_ Building Fee: \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_ Site Fee: \_\_\_\_\_

Certificate of Occupancy Fee: \_\_\_\_\_

Total: \_\_\_\_\_

Building (IL)  Plumbing (I5) \_\_\_\_\_ Electrical (I2) \_\_\_\_\_ Site Plan (U2) \_\_\_\_\_ KA

Other Code Book \_\_\_\_\_

CBL: \_\_\_\_\_

Check #: 1104 and 1121 Total Collected \$ \_\_\_\_\_

4675.00

**No work is to be started until permit issued.  
Please keep original receipt for your records.**

Taken by: Hayle

WHITE - Applicant's Copy  
YELLOW - Office Copy  
PINK - Permit Copy