

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

BUILDING INSPECTION

PERMIT

Permit Number: 081027

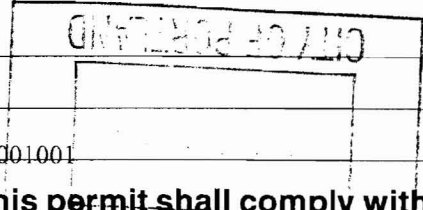
Please Read Application And Notes, If Any, Attached

This is to certify that BROWN J B & SONS

has permission to Retail "Affordable Office resources" interior design

AT 65 WEST COMMERCIAL ST Suite 105

058 C001001



provided that the person or persons performing or supervising the work accepting this permit shall comply with all of the provisions of the Statutes of the State 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 procedure is complete this building or part thereof is closed or services suspended in 24 HOURS NO RE-ENTRY 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

[Signature]
09/16/07
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: 08-1027	Issue Date:	CBL: 058 C001001
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Location of Construction: (35) 65 WEST COMMERCIAL ST Suite	Owner Name: BROWN J B & SONS	Owner Address: PO BOX 207	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone
Lessee/Buyer's Name	Phone:	Permit Type:	Zone: BS-6

Past Use: Commercial - Retail Change of use permit #09-0803	Proposed Use: Commercial - Retail "Affordable Office resources" install a 2' x 3' sign	Permit Fee: \$77.00	Cost of Work: \$77.00	CEO District: 2
		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Signature: <i>[Signature]</i>	INSPECTION: Use Group: <i>V</i> Type: <i>Sign</i> <i>TBC 2003</i> Signature: <i>[Signature]</i>	

Proposed Project Description:
Retail "Affordable Office resources" install a 2' x 3' sign

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: ldobson	Date Applied For: 08/18/2008
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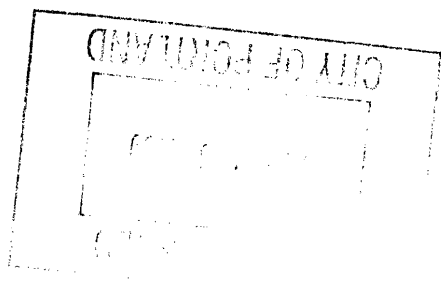
Zoning Approval

- This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.
- Building permits do not include plumbing, septic or electrical work.
- 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"/>
Date: <i>9/4/09</i> <i>ABM</i>

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 checked="" 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
Date: <i>ABM</i>



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

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

to schedule your inspections as agreed upon

Permits expire in 6 months, if the project is not started or ceases for 6 months.

The Owner or their designee is required to notify the inspections office for the following inspections and provide adequate notice. Notice must be called in 48-72 hours in advance in order to schedule an inspection:

By initializing at each inspection time, you are agreeing that you understand the inspection procedure and additional fees from a "Stop Work Order" and "Stop Work Order Release" will be incurred if the procedure is not followed as stated below.

A Pre-construction Meeting will take place upon receipt of your building permit.

 X **Final inspection required at completion of work.**

Certificate of Occupancy is not required for certain projects. Your inspector can advise you if your project requires a Certificate of Occupancy. All projects DO require a final inspection.

If any of the inspections do not occur, the project cannot go on to the next phase, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.

CERIFICATE OF OCCUPANICES MUST BE ISSUED AND PAID FOR, BEFORE THE SPACE MAY BE OCCUPIED.

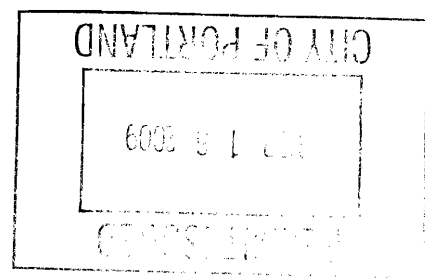
Signature of Applicant/Designee

Date

Signature of Inspections Official

Date

Mailed



*Strengthening a Remarkable City,
Building a Community for Life*

**PORTLAND
MAINE**

Collection Services Division
Congress Street, RM 315
Portland, Maine 04101-3509

**Affordable Office Resources, LLC
Jon Moore
942 Main Street
Westbrook, ME 04092**

RE: 65 West Commercial

September 30, 2009

City of Portland, Maine - Building or Use Permit

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

Permit No: 08-1027	Date Applied For: 08/18/2008	CBL: 058 C001001
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Location of Construction: 65 WEST COMMERCIAL ST (75	Owner Name: BROWN J B & SONS	Owner Address: PO BOX 207	Phone:
Business Name: Affordable Office resources	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	

Proposed Use: Commercial - Office & Showroom for "Affordable Office Resources" install a 2' x 3' sign	Proposed Project Description: "Affordable Office resources" install a 2' x 3' sign
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Dept: Zoning	Status: Approved	Reviewer: Ann Machado	Approval Date: 09/04/2009
Note: Sign is made up of two panels but it is considered one sign.			Ok to Issue: <input checked="" type="checkbox"/>
Dept: Building	Status: Approved with Conditions	Reviewer: Tammy Munson	Approval Date: 09/16/2009
Note: 1) Signage Installation to comply with Chapters 31 & 32 of the IBC 2003 building code.			Ok to Issue: <input checked="" type="checkbox"/>

Comments:

8/26/2008-amachado: Left voicemail for Willow Williams at JB Brown. Need to know if this is a new business. If so, what was the previous use for the space.

8/26/2008-amachado: Left message for applicant, Jon Moore. Need to know if new business. Can't have the two separate signs unless give full dimensions of the out line of the two and consider it one sign,.

8/26/2008-amachado: Talked to Jon Moore. The prior use was a photography studio. He will have his office & showroom at this space. He will have customers come in to see what he sells, but there will be no direct sale. He has venders he buys the furniture from and ships it to Bisson in Westbrook where it is stored & then distributed. He needs to apply for a change of use application.

9/4/2009-amachado: Change of use permit was issued so the sign permit can be moved forward.



Signage/Awning 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>75 West Commercial - Suite 105</u>		
Tax Assessor's Chart, Block & Lot Chart# <u>58</u> Block# <u>C</u> Lot# <u>1</u>	Owner: <u>JB Branch</u>	Telephone:
Lessee/Buyer's Name (If Applicable) <u>Affordable Office Resources, LLC</u>	Contractor name, address & telephone:	Total s.f. of signage x \$2.00 Per s.f. plus \$30.00/\$65.00 For H.D. signage= Total Fee: \$ _____ Awning Fee= cost of work _____ Total Fee: \$ _____

Who should we contact when the permit is ready: Jon Moore phone: 828-0341

Tenant/allocated building space frontage (feet): Length: 34' Height: 12'
Lot Frontage (feet) 34' Single Tenant or Multi Tenant Lot _____

CO
CO
CO

Candice --
 Cellucci Be Yourself @ mail.com!
 Dan Roberts Choose From 200+ Email Addresses
 Candice --
 Cellucci Be Yourself @ mail.com!
 Dan Roberts Choose From 200+ Email Addresses
 Dave Get a Free Account at www.mail.com

FMC
 Gen Wood
 Giza DSC_0001.JPG

- House... (15)
- Househ... (9)
- Insurance
- ipod (9)
- J.J. Green
- Jack Wood
- Joanne Eon
- Kim 267#1
- Messages (85)
- Mom
- Orchard (41)
- Paul
- Piton Photos
- Quickbooks
- Robert O
- Sammy
- Sappi (1)
- Seabury
- Seatz
- Sequoi... (1)
- SteelMaster
- Stew quest...
- Stonefield
- Sunday River
- Surplus Of...
- Susie
- Suzanne



DSC_0002.JPG



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FREE					
Excellent	750 - 840	Fair	620 - 659	I Don't Know	????
Good	660 - 749	Poor	340 - 619	Find out INSTANTLY!	

Windows Live™ Home Hotmail Spaces OneCare MSN

jpmoore90@hot

Inbox (358)

New Reply Reply all Forward Delete Junk

Move to

Options

Drafts

Sent

Photos 2 of 3

Deleted (34)

From: R. J. O'Brien (rjobrien@mail.com)

5 Best Pic...

Sent: Wed 7/30/08 8:58 PM

Accountant

To: Jonethan Moore (jpmoore90@hotmail.com)

AIS (18)

DSC_0003.JPG (1924.6 KB), DSC_0004.JPG (1829.6 KB)

Security scan upon download

AI

AMEX

AOR

AOR Quotes

AOR WEB

Artel

Barclay Jo...

Bob Cohen

Brent Powers

Candice

Cellucci

Dan Roberts

Dave

FMC

Gen Wood

Giza

House... (15)

Househ... (9)

Insurance

ipod (9)

J.J. Green

Jack Wood

Joanne Eon

Kim 267#1

Messages (85)

Mom

Orchard (41)

Paul

Piton Photos

Quickbooks

Robert O

Sammy

Sappi (1)

Seabury

Seatz

Sequoi... (1)

SteelMaster

Stew quest...

Stonefield

Sunday River

Surplus Of...

Susie

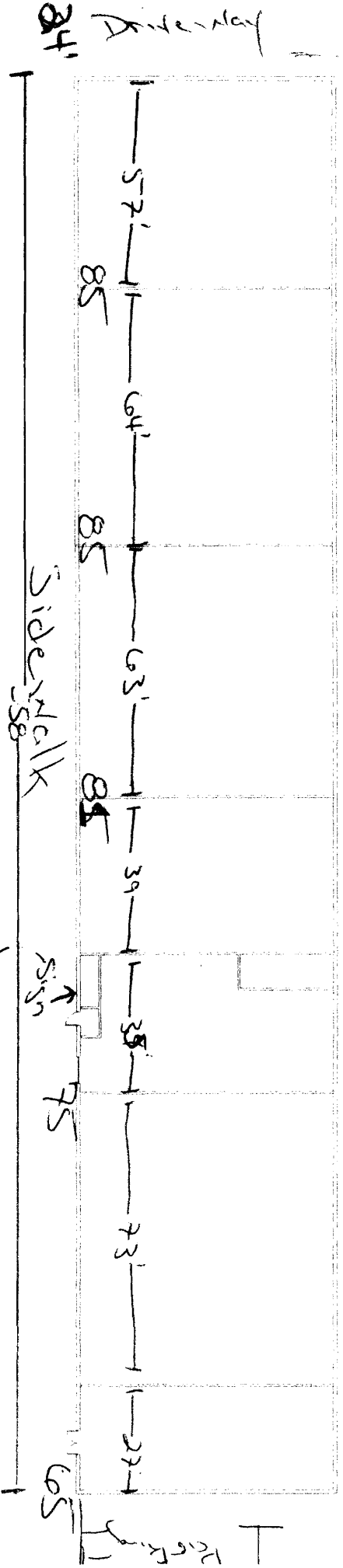
Suzanne

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Be Yourself @ mail.com!
Choose From 200+ Email Addresses
Get a Free Account at www.mail.com



DSC_0003.JPG

Parkings



Commercial

3' from sidewalk to bottom of sign design 24 3'
 see photos & color sign sample
 Sign back is bolted to brick wall with mounting hardware.
 Sign boards are through bolted to the sign back.



- Refinance
- Cash Out Refinance
- Compare Low Rates
- Pay Off Debt
- 30-Year Fixed Rates
- 15-Year Fixed Rates
- 5-Year ARM
- Home Improvement

Current Offers from LendingTree®
\$400,000 for \$2,463/month* FIXED
\$300,000 for \$1,848/month* FIXED
\$200,000 for \$1,232/month* FIXED

Windows Live™ Home **Hotmail** Spaces OneCare MSN

jpmoore90@hotmail.com

Inbox (359) New Reply Reply all Forward Delete Junk

Move to Options

Junk
Drafts
 Sent

photos 3 of 3

Deleted (34)

From: **R. J. O'Brien** (rjobrien@mail.com)

5 Best Pic...

Sent: Wed 7/30/08 9:01 PM

Accountant

To: jpmoore90@hotmail.com

AIS (18)

DSC_0005.JPG (1744.3 KB), DSC_0006.JPG (1853.2 KB)

Security scan upon download

AI
 AMEX
 AOR

--
 Be Yourself @ mail.com!
 Choose From 200+ Email Addresses
 Get a Free Account at www.mail.com

AOR Quotes
 AOR WEB
 Artel
 Barclay Jo...

Bob Cohen
 Brent Powers

Candice
 Cellucci

Dan Roberts
 Dave

FMC
 Gen Wood

Giza

House... (15)

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Insurance
ipod (9)

J.J. Green
 Jack Wood

Joanne Eon
 Kim 267#1

Messages (85)

Mom
Orchard (41)

Paul
 Piton Photos

Quickbooks
 Robert O

Sammy
Sappi (1)

Seabury
 Seatz

Sequoi... (1)
 SteelMaster

Stew quest...
 Stonefield

Sunday River
 Surplus Of...

Susie
 Suzanne



DSC_0005.JPG

DSC_0006.JPG

J. B. BROWN & SONS

482 CONGRESS STREET

P.O. BOX 207

PORTLAND, MAINE 04112

PHONE 207-774-5908

FAX 207-774-0898

August 6, 2008

City of Portland
389 Congress Street
Portland, ME 04101

RE: Signage at The Star Match Building (65-85 West Commercial Street)

To Whom It May Concern:

J. B. Brown & Sons has given Jon Moore of Affordable Office Resources permission to add the attached signage to the existing metal plate on the front exterior of suite 105.

Please feel free to contact us with any questions.

Thank you,



Willow D. Williams, RPA
Property Manager

ACORD CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY)
8/18/2008

PRODUCER (207) 774-6257 FAX: (207) 774-2994
 Clark Associates
 2385 Congress Street
 P O Box 3543
 Portland ME 04104

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
 AFFORDABLE OFFICE RESOURCES, LLC.
 75 WEST COMMERCIAL STREET
 PORTLAND ME 04102

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A Acadia Insurance Company	31325
INSURER B	
INSURER C	
INSURER D	
INSURER E	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	BOA0143345-13	1/18/2008	1/18/2009	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS: below				WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 RE: Sign on Commercial Street

CERTIFICATE HOLDER
 874-8716
 City of Portland
 389 Congress Street
 Portland, ME 04101

CANCELLATION
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
 AUTHORIZED REPRESENTATIVE
 Gregg Ritter