

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

080-G-001

Location of Construction: 4 Sheffield St		Owner: Zhang, Rench		Phone:	
Owner Address: SAA Pctd, ME 04102		Lease/Buyer's Name: Traditional Acupuncture		Business Name:	
Contractor Name:		Address:		Phone:	
Past Use: 1-fam w/homeocc		Proposed Use: Same		COST OF WORK: \$	
				PERMIT FEE: \$ 25.40	
				FIRE DEPT. <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
				INSPECTION: Use Group: Type:	
				Signature: _____	
				Signature: _____	
Proposed Project Description: Erect Signage 2 Sq Ft				PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)	
				Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied	
				Signature: _____ Date: _____	
Permit Taken By: Mary Grosik		Date Applied For: 03 September 1996			

Permit No. **960882**

**PERMIT ISSUED**

Permit Issued:  
**SEP - 5 1996**

**CITY OF PORTLAND**

Zone: **R-3** CBL: **080-G-001**

Zoning Approval: *with corrections 9/12/96*

**Special Zone or Reviews:**

Shoreland  
 Wetland  
 Flood Zone  
 Subdivision  
 Site Plan maj  minor  mm

**Zoning Appeal**

Variance  
 Miscellaneous  
 Conditional Use  
 Interpretation  
 Approved  
 Denied

**Historic Preservation**

Not in District or Landmark  
 Does Not Require Review  
 Requires Review

Action:

Approved  
 Approved with Conditions  
 Denied

Date: \_\_\_\_\_

**PERMIT ISSUED WITH LETTER**

**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 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 provisions of the code(s) applicable to such permit

*Rench Zhang*

SIGNATURE OF APPLICANT **Rench Zhang** ADDRESS: \_\_\_\_\_ DATE: **03 September 1996** PHONE: \_\_\_\_\_

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE \_\_\_\_\_ PHONE: \_\_\_\_\_

CEO DISTRICT **5**

*D. Jordan*

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

Location of Construction: 4 Sheffield St		Owner: Zhang, Rench		Phone:		<b>Permit No: 60882</b> <b>PERMIT ISSUED</b> <b>SEP - 5 1996</b> <b>CITY OF PORTLAND</b>		
Owner Address: SAA Ptld, ME 04102		Leasee/Buyer's Name: Traditional Acupuncture		Phone:			BusinessName:	
Contractor Name:		Address:		Phone:			Permit Issued: SEP - 5 1996	
Past Use: 1-fam w/homeocc		Proposed Use: Same		COST OF WORK: \$			PERMIT FEE: \$ 25.40	
Proposed Project Description: Erect Signage 2 Sq Ft		FIRE DEPT. <input type="checkbox"/> Approved <input type="checkbox"/> Denied		INSPECTION: Use Group: Type:		Zone: <b>R-3</b> CBL: 080-G-001		
		Signature:		Signature: <i>[Signature]</i>		Zoning Approval: <i>conditions w/ 9/4/96</i> Special Zone or Reviews:		
		PEDESTRIAN ACTIVITIES DISTRICT (P.U.D.)		Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied		<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"/>		
Permit Taken By: Mary Gresik		Date Applied For: 03 September 1996		Signature:		Date:		

1. This permit application doesn't 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..

**Zoning Appeal**

Variance  
 Miscellaneous  
 Conditional Use  
 Interpretation  
 Approved  
 Denied

**Historic Preservation**

Not in District or Landmark  
 Does Not Require Review  
 Requires Review

**Action:**

Approved  
 Approved with Conditions  
 Denied

Date: 9/4/96

*[Signature]*

**PERMIT ISSUED WITH LETTER**

**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 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 provisions of the code(s) applicable to such permit

*[Signature]*

03 September 1996

SIGNATURE OF APPLICANT Rench Zhang ADDRESS: DATE: PHONE:

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE PHONE:

White-Permit Desk Green-Assessor's Canary-D.P.W. Pink-Public File Ivory Card-Inspector

CEO DISTRICT **5**  
D. Jordan

COMMENTS

9/6  
9/6 stem is still 2' x 2.5' and 2" from edge of structure

3-30-98 Done (TEB)

Inspection Record

Type	Date
Foundation: _____	_____
Framing: _____	_____
Plumbing: _____	_____
Final: _____	_____
Other: _____	_____

received  
9/3/96

Renchi Zhang  
4 sheffield st.  
Portland ME 04102  
Tel: 207-7725368  
8-16.96.

Code Enforcement Officer  
Planning & Urban Development  
City of Portland  
389 Congress Street  
Portland, ME 04101.

Dear Sir:

Monday,

My office - Acupuncture Clinic will open on 8-19.  
96. I hung a small sign, attached on  
the corner of the building, <sup>about</sup> one foot square  
size. I am applying your approval.

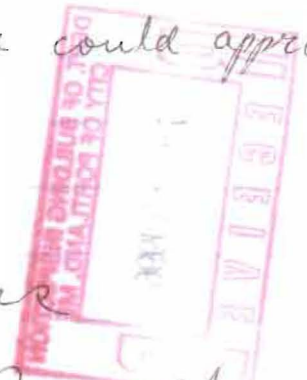
I should apply this approval before I  
hang it. Sorry about it.

By the way I have put some window letters  
I appreciate it much if you could approve  
it, also.

Thank you.

truly yours

Renchi Zhang



shall be  
removed

I've moved my window letters  
one week ago.

Renchi  
9-3.96.

SIGNAGE

PLEASE ANSWER ALL QUESTIONS

ADDRESS: 4 sheffield street  
Portland, ME 04102 ZONE: R-3 - home occupation  
OWNER: Renchi Zhang & Sailyann Chen  
APPLICANT: Renchi Zhang

ASSESSOR NO.:

SINGLE TENANT LOT? YES  NO

MULTI TENANT LOT? YES  NO

FREESTANDING SIGN? YES  NO  DIMENSIONS \_\_\_\_\_  
(ex. pole sign..)

MORE THAN ONE SIGN? YES  NO  DIMENSIONS \_\_\_\_\_

BLDG. WALL SIGN? YES  NO  DIMENSIONS 2 square feet.  
(attached to bldg)

MORE THAN ONE SIGN? YES  NO  DIMENSIONS \_\_\_\_\_

LIST ALL EXISTING SIGNAGE AND THEIR DIMENSIONS:  
a small sign, hung in the corner of the building

LOT FRONTAGE (FEET) N/A

BLDG FRONTAGE (FEET) N/A

AWNING YES  NO  IS AWNING BACKLIT? YES  NO

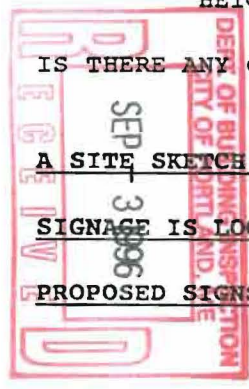
HEIGHT OF AWNING: \_\_\_\_\_

IS THERE ANY COMMUNICATION, MESSAGE, TRADEMARK OR SYMBOL ON IT? \_\_\_\_\_

A SITE SKETCH AND BUILDING SKETCH SHOWING EXACTLY WHERE EXISTING AND NEW

SIGNAGE IS LOCATED MUST BE PROVIDED. SKETCHES AND/OR PICTURES OF THE

PROPOSED SIGNS ARE ALSO REQUIRED.



(over)

Presently per inspector's measurements it is actually 24" X 18" - It shall be reduced

INFORMATION REQUIREMENTS FOR SIGN PERMIT APPLICATION

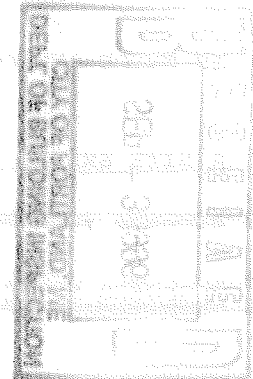
APPLICANTS FOR A SIGN PERMIT WILL BE ASKED TO SUBMIT THE FOLLOWING INFORMATION TO THE CODE ENFORCEMENT OFFICE:

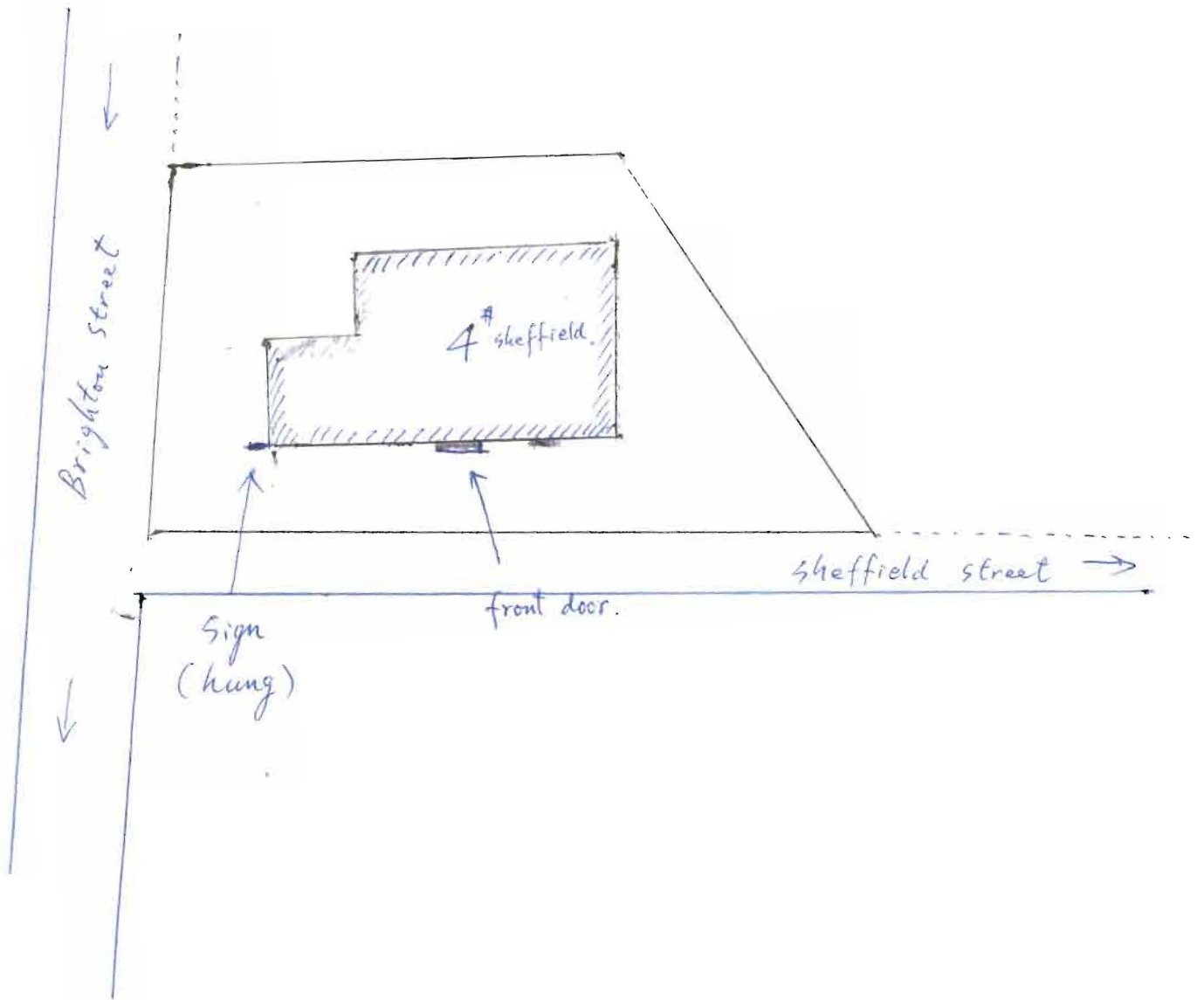
1. PROOF OF INSURANCE — *certificate of Insurance*
2. LETTER OF PERMISSION FROM THE OWNER
3. A SKETCH PLAN OF THE LOT, INDICATING LOCATION OF BUILDINGS, DRIVEWAYS AND ANY ABUTTING STREETS OR RIGHT OF WAYS. LENGTHS OF BUILDING FRONTAGES AND STREET FRONTAGES SHOULD BE NOTED (SEE ATTACHED)
4. INDICATE ON THE PLAN ALL EXISTING AND PROPOSED SIGNS
5. COMPUTATION OF THE FOLLOWING:
  - A) SIGN AREA OF EACH EXISTING AND PROPOSED BUILDING SIGN
  - B) SIGN AREA HEIGHT AND SETBACK OF EACH EXISTING AND PROPOSED FREESTANDING SIGN

A SKETCH OF ANY PROPOSED SIGN(S), INDICATING DIMENSIONS, MATERIALS, SOURCE OF ILLUMINATION AND CONSTRUCTION METHOD (SEE ATTACHED)

FEE FOR PERMIT - \$25.00 PLUS \$0.20 PER SQUARE FOOT

NOTE: ONCE A SKETCH PLAN HAS BEEN FILED FOR A PROPERTY, THE CODE ENFORCEMENT OFFICE WILL KEEP A RECORD OF THE PLAN SO THAT A NEW SKETCH PLAN WILL NOT BE REQUIRED FOR LATER CHANGES TO SIGNAGE ON THE PROPERTY. IN SUCH AN INSTANCE, APPLICANTS WILL ONLY BE REQUIRED TO SUBMIT INFORMATION APPLICABLE TO THE NEW SIGNS.





Traditional Acupuncture  
 &  
 Chinese Herbal Clinic  
 中醫針灸推拿診所

Sign: size about

1 foot x 2 foot

Per Inspector's measurement it is 24" x 18"

Renolding

# SUMMARY OF INSURANCE

Prepared: 08/21/96

Page 1

For: Renchi Zhang  
 4 Sheffield Street  
 Portland, ME  
 04103 207-532-9521  
 2 772-5368

Brooks Insurance Agency, Inc.  
 P. O. Box 307  
 Portland, ME  
 04112

Coverage	Amount	Company	Policy No	Eff	Exp	Premium
Homeowners		Commercial Union Ins Co.	NMSM16870	07/09/96	07/09/97	446.00
4 Sheffield Street Portland, ME 04103						
A. Dwelling	157,000					
B. Other Structures	15,700					
C. Personal Property	109,900					
D. Loss of Use	31,400					
E. Personal Liability Each Occ	300,000					
F. Medical Payments Each Person	2,000					
All Peril Deductible	250					
Replacement Cost on Dwelling						
Replacement Cost on Contents						
OFFICE OCCUPANCY						
SECURITY PLUS						
WATER BACK UP \$10,000						
ALARM CREDIT 9%						





Inspection Services  
P. Samuel Hoffses  
Chief



Planning and Urban Development  
Joseph E. Gray Jr.  
Director

## CITY OF PORTLAND

Rench Zhang  
4 Sheffield Street  
Portland, ME 04102

September 4, 1996

RE: 4 Sheffield Street

Dear Mr. Zhang,

Your application to erect signage for a home occupation in a residential zone has been reviewed and a permit is herewith issued subject to the following requirements. This permit does not excuse the applicant from meeting applicable State and Federal laws.

**No Certificate of Occupancy will be issued until all requirements of this letter and your previous application's letter are met.**

The home occupation requirements, of which you have copies of, is very specific to signage requirements. It only allows for, "exterior signs shall be limited to one (1) nonilluminated sign not exceeding a total area of two (2) square feet, affixed to the building and not projecting more than one (1) foot beyond the building."

Presently your sign is in violation. Our field inspector measured the sign to be two (2) feet by one and a half (1-1/2) feet with the two (2) feet projecting out from the building. **THIS IS NOT ALLOWABLE AS IT IS NOW INSTALLED. IT SHALL BE REMOVED AND REINSTALLED TO THE PROPER DIMENSIONS OR YOUR HOME OCCUPATION PERMIT SHALL BE WITHDRAWN AND NOT ALLOWED SINCE YOU WILL BE VIOLATING THE HOME OCCUPATION CRITERIA.**

If you have any questions, please do not hesitate to contact me at 874-8300 ext. 8695.

Sincerely,

Marge Schmuckal  
Zoning Administrator

P. Samuel Hoffses  
Chief of Inspection Services

cc to: Joseph Gray, Jr., Dir. Planning & Urban Dev.  
David Jordan, Code Enforcement Officer  
Corporation Counsel