

City of Portland, Maine - Building or Use Permit Application

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

Permit No: 05-0369	Issue: PERMIT ISSUED APR 19 2005 081 B01100
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Location of Construction: 140 William St	Owner Name: Timothy Keiter/ Kay Hamlin	Owner Address: 140 William St	Phone: 207-774-5100
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use Home Occupation	Zone: R-3 Primary Zone

Past Use: two family	Proposed Use: Change to a Single family with a home occupation for a lawyer's office	Permit Fee: \$30.00	Cost of Work: \$150.00	CEO District: 2
FIRE DEPT: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied INSPECTION: Use Group: R Type: SB IRC 2003				

Proposed Project Description:
Change of use from two family to single family with home occupation (Lawyer's Office)

Signature: _____ Date: _____

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)
Action: Approved Approved w/Conditions Denied
Signature: _____ Date: _____

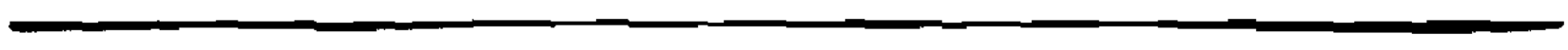
Permit Taken By: dmartin	Date Applied For: 04/08/2005	Zoning Approval	
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1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building permits do not include plumbing, septic or electrical 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"/> Date: <i>OK with conditions</i> 4/12/05	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: _____
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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 _____



All Purpose 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: 140 William Street, Portland		
Total Square Footage of Proposed Structure: 446.5	USE: Structure Square Footage of structure: 3,937 (excluding detached gameroom)	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 81 B 11	Owner: Timothy Keiter Kay Hamlin	Telephone: 207-774-5100
Owner's / Buyer's Name (If Applicable) n/a	Applicant name, address & telephone: Timothy Keiter Keiter & Associates, P.A. 178 Middle St., Ste 400, Portland, ME 774-5100	Cost Of Work: \$ <u>n/a</u> Fee: \$ 150.00
Current use: <u>Two-Family Dwelling with home occupation</u> If the location is currently vacant, what was prior use: _____ Approximately how long has it been vacant: _____ Proposed use: <u>Single Family Dwelling with Home Occupation</u> Project description: <u>change of use for a home occupation, to add; Change of home occupation-area and to single family use.</u>		
Contractor's name, address & telephone: <u>n/a</u>		
Who should we contact when the permit is ready: <u>Timothy S. Keiter or Kathy Robertson</u> Mailing address: <u>P.O. Box 7332, Portland, ME 04112-7332</u> We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: 207-774-5100.		

**DEPT. OF BUILDING INSPECTION
CITY OF PORTLAND, ME**

APR - 7 2005

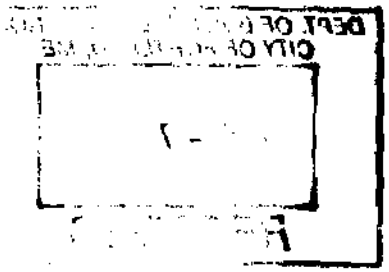
RECEIVED

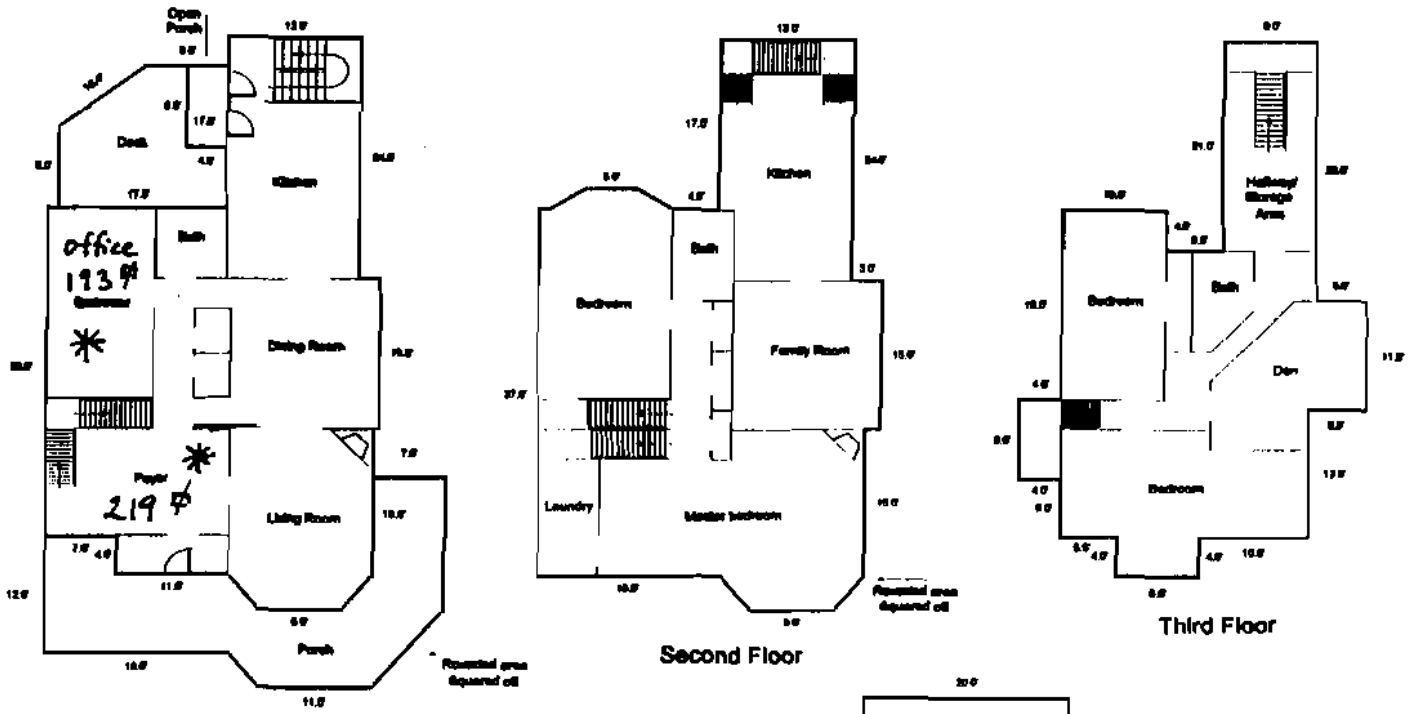
IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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>Timothy S. Keiter</u>	Date: <u>April 7, 2005</u>
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**This is NOT a permit, you may not commence ANY work until the permit is issued.
If you are in a Historic District you may be subject to additional permitting and fees with the Planning Department on the 4th floor of City Hall**





Expected Use:

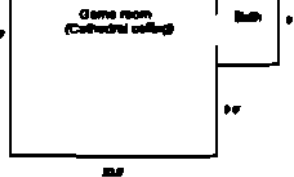
1st Floor Office: 193

Foyer: 219

Basement File Storage: 34.5

446.5 sp. ft.

Separate Game Room



* = proposed home occupation use

by window \$500

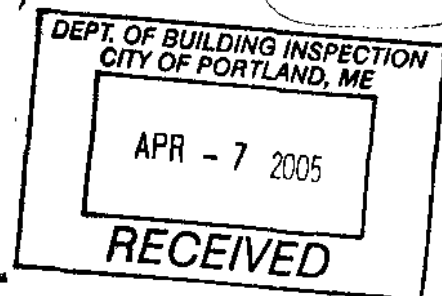
Comments: For exhibit purposes only/general floor plan/interior partitions not to scale.

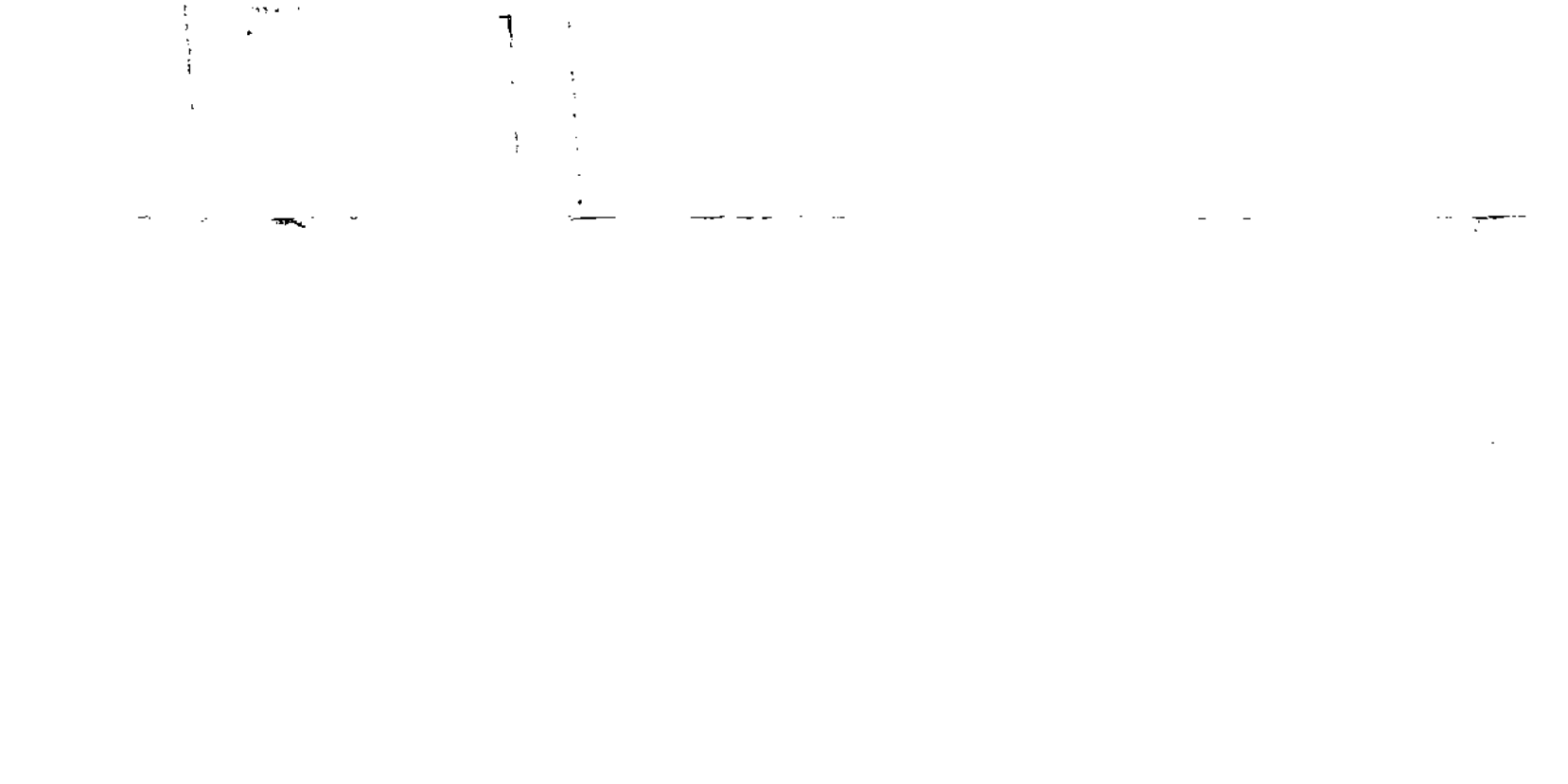
See attached sketch of basement area also.

AREA CALCULATIONS SUMMARY			
Code	Description	Size	Net Totals
GLA1	First Floor	1412.50	1412.50
GLA2	Second Floor	1472.50	1472.50
GLA3	Third Floor	1092.00	1092.00
OTR	Game Room	534.00	
	Deck	205.50	
	Porch	411.75	
	Porch	32.00	
			1183.25
TOTAL LIVABLE (rounded)			3937

NOT included in total below

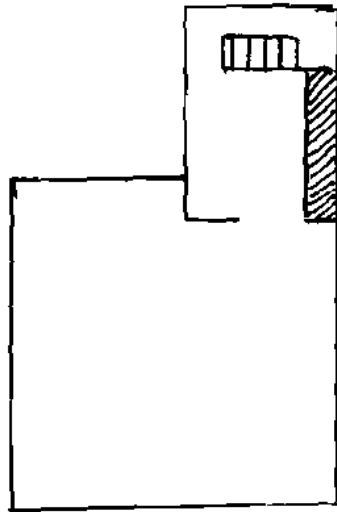
$3937 \times 25\% = 984.25$





Tim Keiter + Kay Hamlin
140 William Street
Portland, ME 04103

Basement Sketch:

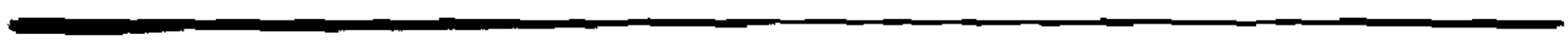


Basement

File Storage,
 $16.5 \times 2.09 = 34.5$

OK -
Not
habitable





LAW OFFICE OF
KEITER & ASSOCIATES, P.A.
178 MIDDLE STREET
P. O. BOX 7332
PORTLAND, MAINE 04112
(207)774-5100 FAX (207)774-5199
sender's email: kkeiter@keiterandassociates.com

April 7, 2005

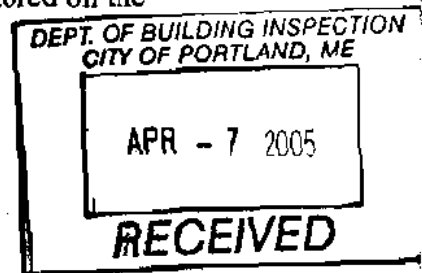
Ms. Marge Schmuckal
Zoning Administrator
Department of Urban Development
City of Portland
389 Congress Street
Portland, Maine 04101

Dear Ms. Schmuckal:

I am requesting a permit to allow me the use of my residence at 140 William Street for a home occupation. I intend to serve as an attorney, providing legal services, an acceptable home occupation listed under section (b), item (17) of Section 14-410 of the Portland Zoning Ordinance. The following is an explanation of how my home occupation meets the criteria listed under item (1) of the same:

- a. My home occupation will occupy approximately 446.5 square feet (11.34 %) of floor area of the residence.
- b. No goods will be stored, displayed or be visible from outside the residence.
- c. Storage of the material necessary to perform my occupation is minimal and included in the 446.5 square feet of floor space mentioned above.
- d. There will be one external sign related to my home occupation that will be affixed to the building and will not be illuminated, will not exceed a total area of two square feet, and will not project more than one foot beyond the building.
- e. No exterior alterations to the residence are necessary.
- f. No additional parking is necessary, as the home has ample existing off-street parking and I anticipate infrequent client meetings at my home.
- g. No objectionable effects will result from my home occupation.
- h. I will require the services of only one non-resident employee. *ok*
- i. Since I will rarely be meeting clients at my residence, no appreciable additional traffic will be generated by my home occupation.
- j. No vehicles exceeding a gross vehicle weight of 6,000 pounds will be stored on the property in connection with my home occupation.

Separate permit required



[REDACTED]

Ms. Marge Schmuckal

April 7, 2005

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As you can see, my home occupation is a secondary and incidental use of my residence. The external activity level and impact is negligible and in keeping with the residential character of the neighborhood.

The property was used for a home occupation by the previous owner also, and this is not changing, but I expect to change one of the two rooms she used for her office to a different room. This application also includes a change from two-family use to single-family use. Attached you will find a copy of a floor plan showing the dimensions and area of the home occupation space.

Also enclosed is a check for \$225.00 in payment of the change of use fee and fee for the requisite Certificate of Occupancy.

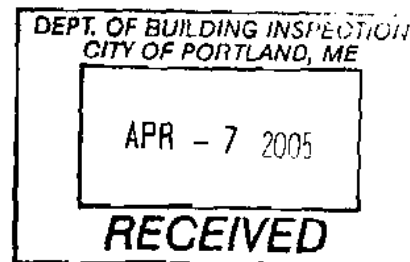
Please do not hesitate to contact me if you have any questions or concerns. Many thanks for your assistance!

Very truly yours,


Timothy S. Keiter

TSK: kmr

Enclosures



[REDACTED]

City of Portland, Maine - Building or Use Permit

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

Permit No: 05-0369	Date Applied For: 04/08/2005	CBL: 081 B011001
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Location of Construction: 140 William St	Owner Name: Timothy Keiter/ Kay Hamlin	Owner Address: 140 William St	Phone: 207-774-5100
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use Home Occupation	

Proposed Use: Change to a Single family with a home occupation for a lawyer's office	Proposed Project Description: Change of use from two family to single family with home occupation (Lawyer's Office)
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Dept: Zoning **Status:** Approved with Conditions **Reviewer:** Marge Schmuckal **Approval Date:** 04/12/2005

Note: **Ok to Issue:**

- 1) During its existence, all aspects of the Home Occupations criteria, Section 14-410, shall be maintained.
- 2) Separate permits shall be required for future decks, sheds, pools, and/or garages.
- 3) This property shall remain a single family dwelling with a home occupation. Any future change of use shall require a separate permit application for review and approval. The removal of the second dwelling unit as requested will extinguish any legal nonconformity or "grandfathered" rights to such a use in the future.
- 4) Separate permits shall be required for any new signage under the home occupation guidelines.
- 5) 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:** Tammy Munson **Approval Date:** 04/15/2005

Note: **Ok to Issue:**

- 1) The basement is NOT approved as habitable space. File storage only. A code compliant 2nd means of egress must be installed in order to change the use of this space.
- 2) This is a Change of Use ONLY permit. It does NOT authorize any construction activities.
- 3) Separate permits are required for any electrical, plumbing, or heating.
- 4) Separate Permits shall be required for any new signage.

[REDACTED]

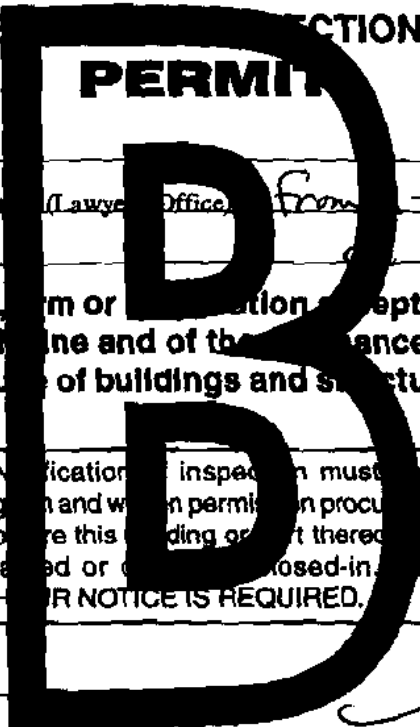
DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

Please Read
Application And
Notes, if Any,
Attached

PERMIT ISSUED
Permit Number: 050369 2005
APR 19 2005
CITY OF PORTLAND

This is to certify that Timothy Keiter/ Kay Hamlin
has permission to Change of use, home occupation (Lawyer Office) from two family
AT 140 William St 081 8011001

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 occupied or closed-in.
FOUR 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

[Signature]
4/15/05
Director - Building Inspection Services

PENALTY FOR REMOVING THIS CARD

