

City of Portland, Maine - Building or Use Permit Application

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

Permit No: 05-1835	PERMIT ISSUED	
Issue Date: JAN 18 2006	CDL: 112 B015001	Phone:
Owner Address: PO BOX 8009	Contractor Address: CITY OF PORTLAND	
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Commercial
		Zone: B2, R5

Location of Construction: 369 FOREST AVE	Owner Name: D & J WEEKS PROPERTIES LLC
Business Name:	Contractor Name:
Lessee/Buyer's Name	Phone:

Past Use: Commercial/ Dance Hall	(Proposed Use: Change of Use/ Adult day habilitation services
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Permit Fee: \$105.00	Cost of Work: \$105.00	CEO District: 1
FIRE DEPT: NCPA 96 + 101	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group M/B/A Type 3R 1/17/06 Signature: <i>[Signature]</i>
Signature: <i>Greg [Signature]</i>		Signature: <i>[Signature]</i>

Proposed Project Description:

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)

Action: Approved Approved w/Conditions Denied

Signature: _____ Date: _____

Permit Taken By: ldobson	Date Applied For: 12/27/2005
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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

Shoreland

Wetland

Flood Zone

Subdivision

Site Plan

Maj Minor MM

OK w/ conditions

Date: 1/3/06

Zoning Appeal

Variance

Miscellaneous

Conditional Use

Interpretation

Approved

Denied

Date: _____

Historic Preservation

Not in District or Landmark

Does Not Require Review

Requires Review

Approved

Approved w/Conditions

Denied

Date: _____

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

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Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Commercial	

Proposed Use: Change of Use/ Adult day habilitation services	Proposed Project Description: Change of Use/ Adult day habilitation services
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Dept: Zoning **Status:** Approved with Conditions **Reviewer:** Ann Machado **Approval Date:** 01/03/2006

Note: **Ok to Issue:**

- 1) Separate permits shall be required for any new signage.
- 2) 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:** 01/17/2006

Note: **Ok to Issue:**

- 1) This building was a previous assembly use group. (Dance Hall) Because the condition of elements of this building are not known at permit time, occupant loads, means of egress capability, and other building features will be determined at the the Certificate of Occupancy inspection. NO CERTIFICATE OF OCCUPANCY will be granted until all elements of the building are in compliance with all applicable Codes.
- 2) This is a Change of Use ONLY permit. It does NOT authorize any construction activities
- 3) Separate permits are required for Kitchen Ventilation System.

Dept: Fire **Status:** Approved with Conditions **Reviewer:** Cptn Greg Cass **Approval Date:** 01/11/2006

Note: **Ok to Issue:**

- 1) All building construction to comply with NFPA 101
- 2) Before being occupied as an assembly an Inspection is required to determine capacity. Dance licenses are required from the City and State
- 3) Hood system to comply with NFPA 96

Comments:

12/29/2005-amachado: Left message with Arthur. He needs to show off street parking. His site plan makes it look like it is on the street. If he uses spaces that are off property he needs permission from the owner. He also needs a letter of permission from D&J Weeks to do the change of use or acopy of their lease.

1/3/2006-amachado: Erin Libby from Support Solutions brought in a letter from the owner saying that Support Solutions can do the change of use and giving them permission to park on their property adjacent to Support Solutions. I told Erin that we still need a site plan that shows off street parking and permission from Palmer Springs if they are parking on their property.

1/17/2006-mjn: Left message with applicant regarding mixed use separations and the need for addition clear info.




Fore Avenue

Total Square Footage of Proposed Structure Existing - Change of Use			Square Footage of Lot		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 112 B 015		Owner: DJT Weeks Property LLC		Telephone: 772-0121	
Lessee/Buyer's Name (If Applicable) Support Solutions 124 Canal Street Lewiston, ME 04240		Applicant name, address & telephone: SAME		Cost Of \$30	
105' x 10'					
Project description: We provide day habilitation services for adults w/ developmental disabilities. Those services include: skill building, socialization skills, and supportive employment. The first ave space will be used for a small bakery, retail outlet, work & meeting space for clients, offices for on-site staff and a place for dances.					
Contractor's name, address & telephone:					
Who should we contact when the permit is ready: Arthur Lerman					
Mailing address: _____ Phone: 795-0672 ext 102 1-800-435-1799 (pager) call this if pres here.					

Please submit all of the information outlined in the Commercial Application 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 visit us on-line at www.portlandmaine.gov, stop by the Building Inspections 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 of applicant: 	Date: 12/23/05
Its Executive Director 207-795-0672 x102	

This is not a permit; you may not commence ANY work until the permit is issued.

Support Solutions

369 Forest Avenue

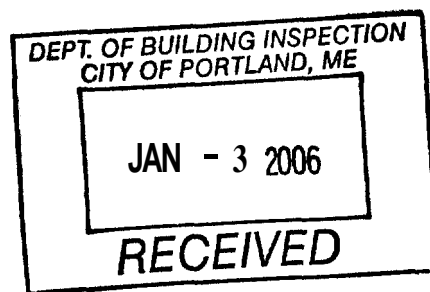
Change of Use Application

December 23,2005

use	# of sq ft	pkg space: standard used
retail	944	0 1 space per 200 ft sq in excess of 2,000 sq ft
bakery w retail sales	162	0
personal services	2613	8 1 space per 343 sq ft (office/professional)
theater - performance hall - dance hall	1386	14 1 space per 100 sq ft - existing use
	5105	22

January 4, 2006

Ann Machado
Housing and Neighborhood Services Division
City of Portland
Portland, Maine 04101



Dear Ann,

I am writing in support of Support Solutions application for a Change of Use of the building located at 369 Forest Avenue.

Regarding parking spaces, we are aware that Support Solutions is proposing to use parking spaces on site and on property we own adjacent to the 369 Forest Avenue lot in order to meet code requirements and give our approval. We *think* that there is ample parking available to accommodate the needs of Support Solutions as called for in the City ordinance.

I hope the information I have provided assists you in reviewing Support Solutions Change of Use application. Please let me know if you need any further information.

Sincerely,

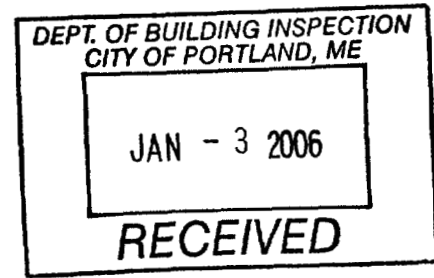
David Weeks
On behalf of
Palmer Springs Company

owner of Palmer Springs
preservation

1/3/06

January 3, 2006

Ann Machado
Housing and Neighborhood Services Division
City of Portland
Portland, Maine 04101



Dear Ann,

I am writing in support of Support Solutions application for a Change of Use of the building located at 369 Forest Avenue. This building is being leased from D & J Weeks Property, LLC.

D & J Weeks Property, LLC is fully aware of the uses that Support Solutions proposes for the building at 369 Forest Avenue. The uses have been clearly communicated to me by Support Solutions and are accounted for in the lease agreement. I **am** also excited that Support Solutions will be providing a much needed service at the building for individuals with developmental disabilities.

Regarding parking spaces, I am aware that Support Solutions is proposing to use parking spaces on site and on property we own adjacent to the 369 Forest Avenue lot in order to meet code requirements and we give our approval. I think that there is ample parking available to accommodate the needs of Support Solutions as called for in the City ordinance.

I hope the information I have provided assists you in reviewing Support Solutions Change of Use application. Please let me know if you need any further information.

Sincerely,

A handwritten signature in cursive script, appearing to read "David Weeks".

David Weeks
On behalf of
D & J Weeks Property LLC.

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

DEPT. OF BUILDING INSPECTION
CITY OF PORTLAND, ME

Please Read Application And Notes, If Any, Attached

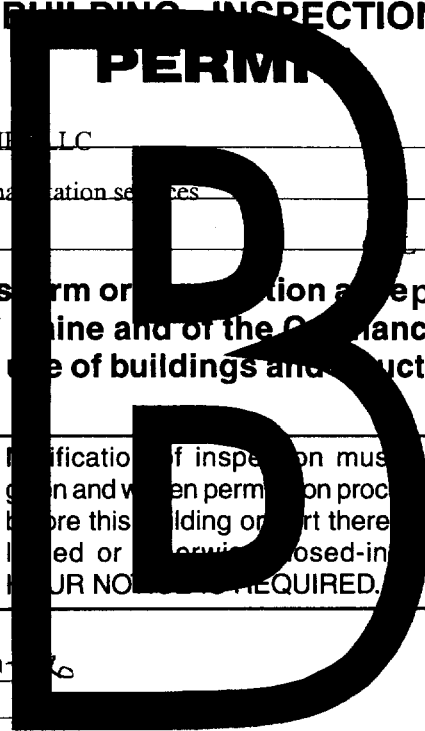
PERMIT ISSUED

JAN 18 2006

This is to certify that D & J WEEKS PROPERTIES LLC
has permission to (Change of Use) Adult day habilitation services
CITY OF PORTLAND

Permit Number 0518352006

RECEIVED



AT 369 FOREST AVE 112 B015001

provided that the person or persons who accept 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 services are provided. **FOUR NOTICES REQUIRED.**

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS

Fire Dept. Greg Carr PFD 1-21-06

Health Dept. _____

Appeal Board _____

Other _____
Department Name

[Signature]
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

"Use" Key Code

[Redacted] 944^{sq}

Bakery 162^{sq}

[Redacted] 2613^{sq}

1386^{sq}

Floor Plan Key Code

⊕ Wheelchair accessible

||| Door

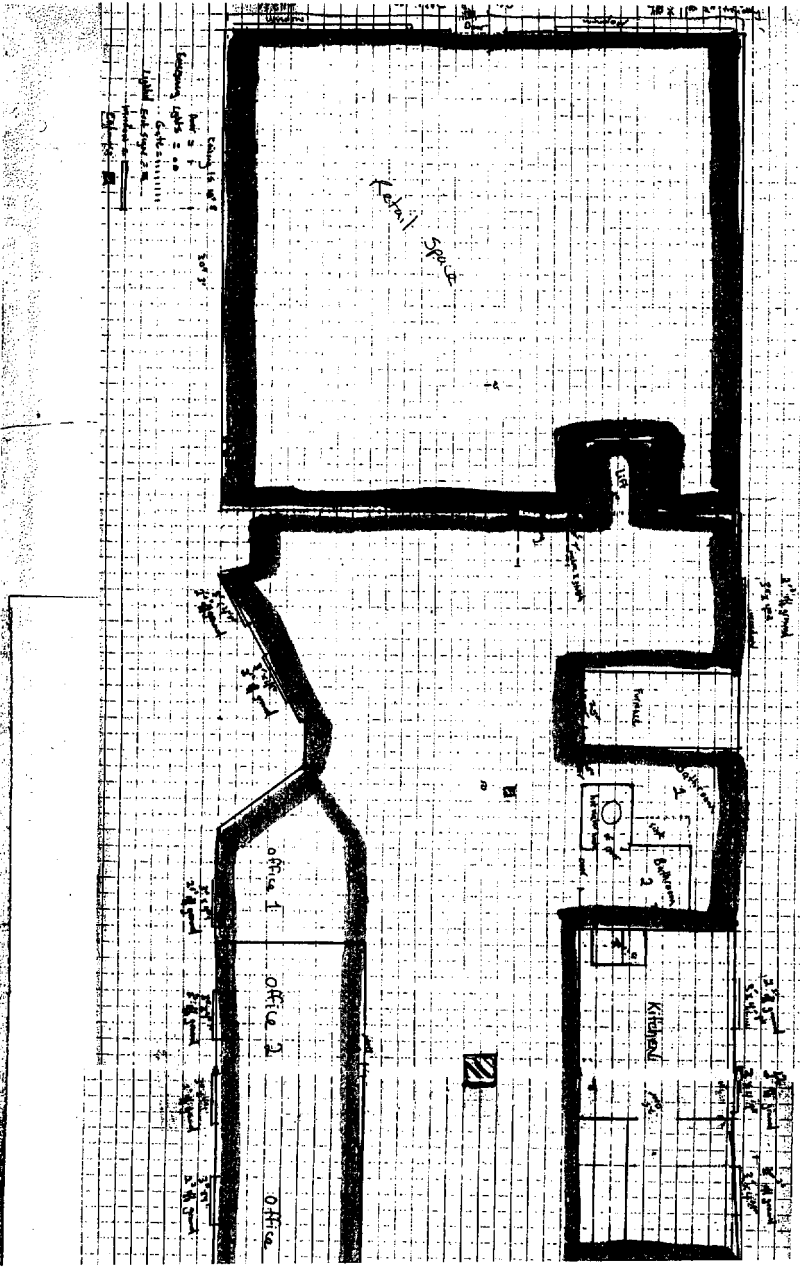
▬ Window

oo Emergency lights
1 sq foot

▨ Columns

☑ Lighted exit sign

||||| Gate

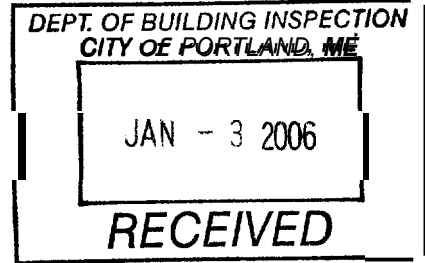


City of Portland

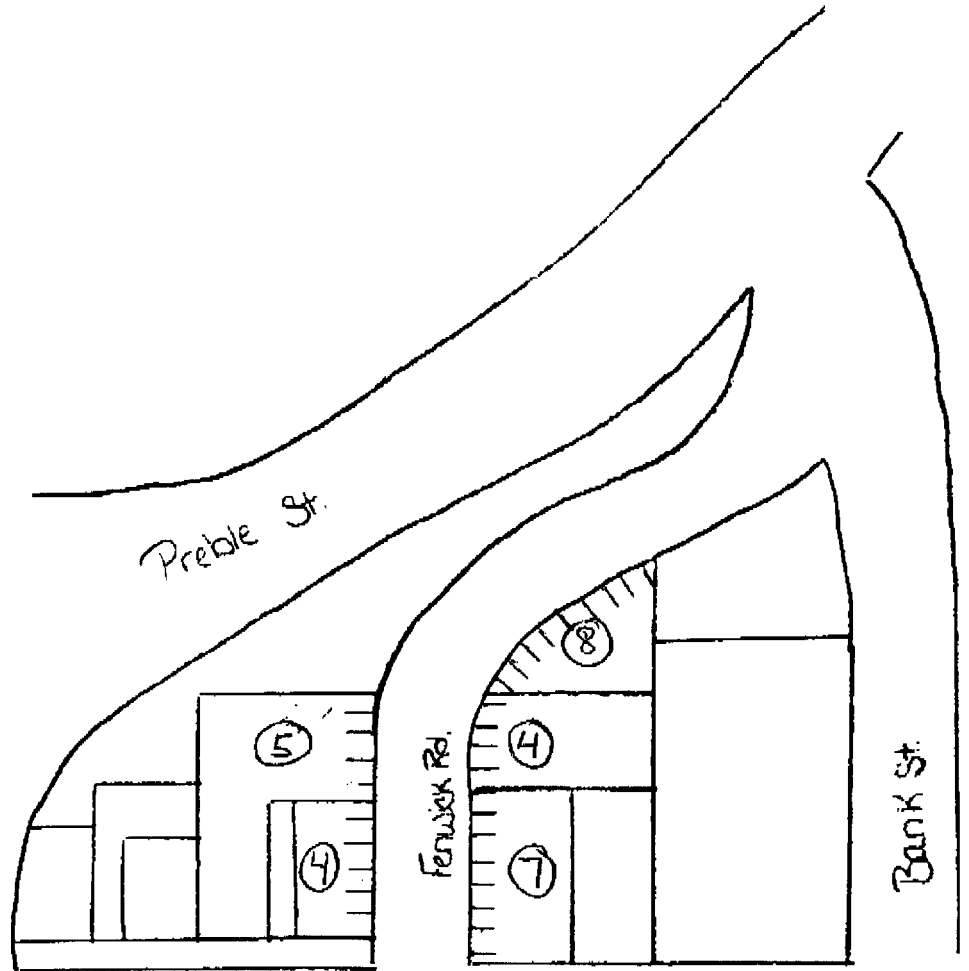
Change of Use Application

Submitted by Support Solutions

369 Forest Avenue



Parking Spaces Needed: 22
Parking Spaces Shown: 28



Scale: 1 inch = 100 feet