

**Building Inspections - Re: 15 Baxter Blvd**

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**From:** Wendy Collet <wendy@mainecontractorsgroup.com>  
**To:** Building Inspections <buildinginspections@portlandmaine.gov>  
**Date:** 4/15/2015 9:43 AM  
**Subject:** Re: 15 Baxter Blvd  
**CC:** Caroline Estes <CEstes@travelexperts.com>

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Good morning. There is no lease agreement in this instance. The building is owned by Pam Hurley-Moser and David Moser. Hopefully that helps. Please contact me should you have further questions. Thank you.

Wendy J. Collet  
 Building Consultant/Project Manager  
 Maine Contractors Group  
 Cell: 207-229-2350  
 Office: 207-653-4189  
 Fax: 207-268-2139  
 Website: [www.mainecontractorsgroup.com](http://www.mainecontractorsgroup.com)

On Wed, Apr 15, 2015 at 9:38 AM, Building Inspections <[buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)> wrote:

Wendy,

Could you please provide a copy of your lease agreement. This will hold up your application, so please submit by e-mail to [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov) ASAP. Thanks!

Building Inspections

>>> Wendy Collet <[wendy@mainecontractorsgroup.com](mailto:wendy@mainecontractorsgroup.com)> 4/10/2015 12:19 PM >>>

Good day,

I am submitting the following information regarding a change of use for 15 Baxter Blvd in Portland. If additional information is required, please do not hesitate to contact me directly. Thank you.

Wendy J. Collet  
 Building Consultant/Project Manager  
 Maine Contractors Group  
 Cell: [207-229-2350](tel:207-229-2350)  
 Office: [207-653-4189](tel:207-653-4189)  
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Wendy -

I just spoke with Caroline Hurley from Hurley Travel. She asked me to contact you. The last legal use we have for the building in our records is a radio station and offices. It is my understanding that the travel agency is going to occupy the whole building. If this is the case, then there needs to be a change of use permit filed to change the old radio station area to office, so the use of the whole building will be office going forward. You need to submit the change of use permit to our office. I have attached the change of use permit. Since there is no construction involved for the change you can ignore some of the application pages.

On the Checklist page, the only items that pertain to the submittal is :

1. A plot plan showing the shape and dimensions of the lot, the footprint of the building located on the lot and the location of any parking areas. The parking areas need to be dimensioned.
2. we need a dimensioned floor plan of the space

3. We need a copy of the lease if Hurley travel is not the owner.  
The Electronic Signature page needs to be filled out and submitted.  
The General Building permit application page needs to be filled out.  
You do not need to submit the other three pages.  
I have also attached the sheet that talks about submitting building permit.  
Let me know if yo have any questions.

Ann Machado  
Ann Machado  
Acting Zoning Administrator  
Planning & Urban Development  
Portland City Hall  
(207) 874-8709

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.

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