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Office of the City Clerk
Linda C. Cohen, MMC, City Clerk

November 21, 2008

Ms. Evalin G. Stearns
26 Deerfield Road
Portland, ME 04101

112-G-02

RE: Catering by Evalin

Dear Ms. Stearns:

It has come to our attention that you conduct a Food Service business out of your home, and therefore you will need to apply for a Home Occupation which is a Change of Use. I have enclosed the detailed packet from the Building Department.

I have received your renewal application for Catering by Evalin. I will not be able to renew your license until I obtain approval from the Zoning, Fire, Treasury and Health Departments. I have also enclosed Ann Machado's business card. Please feel comfortable calling her with any questions. Thank you.

Sincerely,

Alexandra J. P. Murphy
Business License Administrator

✓ CC: Tammy Munson, Inspections Division Director
Ann Machado, Zoning Specialist