

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

Location of Construction: 349 Woodford St		Owner: Waning, Jane		Phone: 799-9689		Permit No: <b>981389</b>	
Owner Address: P.O. Box 6445 Ptld 04102		Lessee/Buyer's Name: Martha Bickrest 349 Woodford St		Phone: Ptld, ME 04103 ***** 842-0162		BusinessName: ***** 842-0162	
Contractor Name:		Address:		Phone:		Permit Issued: <b>DEC - 9 1998</b>	
Past Use:  1-fam		Proposed Use:  Same w/Home Occ		COST OF WORK: \$		PERMIT FEE: \$ 25.00	
				FIRE DEPT. <input type="checkbox"/> Approved <input type="checkbox"/> Denied		INSPECTION: Use Group <i>R-3</i> Type <i>5B</i> <i>BOCA 96</i>	
Proposed Project Description:  Change Use/Home Occupation/Bookkeeper				Signature:		Signature: <i>[Signature]</i>	
				PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)		Zone: <i>R-5</i> CBL: 122-F-005	
				Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied		Zoning Approval: <i>OK - 3 with conditions 12/9/98</i> <b>Special Zone or Reviews</b>	
Permit Taken By: UB		Date Applied For: 07 December 1998				<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"/>	

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..

**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: *[Signature]*

**PERMIT ISSUED WITH REQUIREMENTS**

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

SIGNATURE OF APPLICANT \_\_\_\_\_ ADDRESS: \_\_\_\_\_ DATE: 07 December 1998 PHONE: \_\_\_\_\_

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

CEO DISTRICT **3**

**THIS IS NOT A PERMIT/CONSTRUCTION CANNOT COMMENCE UNTIL THE PERMIT IS ISSUED**

**Building or Use Permit Pre-Application  
Attached Single Family Dwellings/Two-Family Dwelling  
Multi-Family or Commercial Structures and Additions Thereto**

In the interest of processing your application in the quickest possible manner, please complete the Information below for a Building or Use Permit.

**NOTE\*\*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 (include Portion of Building): <b>349 Woodford Street</b>			
Total Square Footage of Proposed Structure		Square Footage of Lot <b>7500 sq. ft.</b>	
Tax Assessor's Chart, Block & Lot Number Chart# <b>122</b> Block# <b>F</b> Lot# <b>005</b>		Owner: <b>MARY - JANE WANNING</b>	Telephone#: <b>799-9689</b>
Owner's Address: <b>P.O. Box 6445 Portland, ME 04102</b>		Lessee/Buyer's Name (If Applicable) <b>842-0164 MARTHA BICHREST</b>	Cost Of Work: <b>\$ 0</b> Fee <b>\$ 25.00</b>
Proposed Project Description: (Please be as specific as possible) <b>Home Occupation Permit</b> <span style="float: right;">349 Woodford St PMD 04103</span> <b>Bookkeeper</b>			
Contractor's Name, Address & Telephone <b>N/A</b>			Rec'd By <b>UB</b>
Current Use: <b>single family home</b>		Proposed Use: <b>same w/ home occ</b>	

Separate permits are required for Internal & External Plumbing, HVAC and Electrical installation.

- All construction must be conducted in compliance with the 1996 B.O.C.A. Building Code as amended by Section 6-Art II.
- All plumbing must be conducted in compliance with the State of Maine Plumbing Code.
- All Electrical Installation must comply with the 1996 National Electrical Code as amended by Section 6-Art III.
- HVAC (Heating, Ventilation and Air Conditioning) installation must comply with the 1993 BOCA Mechanical Code.

You must Include the following with you application:

- 1) A Copy of Your Deed or Purchase and Sale Agreement
- 2) A Copy of your Construction Contract, if available
- 3) A Plot Plan/Site Plan

Minor or Major site plan review will be required for the above proposed projects. The attached checklist outlines the minimum standards for a site plan.

**4) Building Plans**

Unless exempted by State Law, construction documents must be designed by a registered design professional.

A complete set of construction drawings showing all of the following elements of construction:

- Cross Sections w/Framing details (including porches, decks w/ railings, and accessory structures)
- Floor Plans & Elevations
- Window and door schedules
- Foundation plans with required drainage and dampproofing
- Electrical and plumbing layout. Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment (air handling) or other types of work that may require special review must be included.

**Certification**

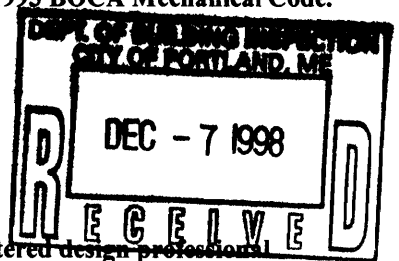
I hereby certify that I am the Owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, 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: <b>Martha P. Bichrest</b>	Date: <b>12-7-98</b>
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Building Permit Fee: \$25.00 for the 1st \$1000. cost plus \$5.00 per \$1,000.00 construction cost thereafter.

Additional Site review and related fees are attached on a separate addendum

*\* Send to Martha Bichrest*



LAND USE - ZONING REPORT

ADDRESS: 349 Woodfords St DATE: 12/9/98

REASON FOR PERMIT: change of use to allow single family: Home occ. for Bookkeeping

BUILDING OWNER: Jane Waning C-B-L: 122-F-5

PERMIT APPLICANT: MARtha Bickrest

APPROVED: with conditions #1, #7 DENIED: \_\_\_\_\_

CONDITION(S) OF APPROVAL

1. During its existence, all aspects of the Home Occupation criteria, Section 14-410, shall be maintained.
2. The footprint of the existing \_\_\_\_\_ shall not be increased during maintenance reconstruction.
3. All the conditions placed on the original, previously approved, permit issued on \_\_\_\_\_ are still in effect for this amendment.
4. Your present structure is legally nonconforming as to rear and side setbacks. If you were to demolish the building on your own volition, you will **not** be able to maintain these same setbacks. Instead you would need to meet the zoning setbacks set forth in today's ordinances. In order to preserve these legally non-conforming setbacks, you may only rebuild the \_\_\_\_\_ in place and in phases.
5. This property shall remain a single family dwelling. Any change of use shall require a separate permit application for review and approval.
6. Our records indicate that this property has a legal use of \_\_\_\_\_ units. Any change in this approved use shall require a separate permit application for review and approval.
7. Separate permits shall be required for any signage. under Home Occ. Requirements
8. Separate permits shall be required for future decks, sheds, pool(s), and/or garage.
9. This is **not** an approval for an additional dwelling unit. You **shall not** add any additional kitchen equipment, such as stoves, microwaves, refrigerators, or kitchen sinks, etc. without special approvals.
10. Other requirements of condition \_\_\_\_\_

Marge Schmuckal Marge Schmuckal, Zoning Administrator  
City of Portland



- Administration
- Budgeting & Finance
- Business Plans
- Special Projects & Events

349 Woodford • Portland, ME 04103 • (207) 842-0162 / Fax (207) 761-6528

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December 7, 1998

Marge Schmuckal  
Zoning Administrator  
City of Portland  
Room 315, City Hall  
Portland, ME 04101

Dear Ms. Schmuckal:

I am applying for a permit to conduct a home occupation at 349 Woodford Street, Portland, Maine in compliance with section 14-410 of the Portland Code.

Purpose: Martha F. Bichrest, d/b/a Simple Solutions, is a bookkeeper and tax preparer for small businesses. Her client base consists of businesses who employ her to work at their location on an interim basis as well as clients who have their work done at her place of business.

Per section 14-410 of the Portland Code:

- Office consists of 184.42 sq. feet (12%) of floor area in a home that has 1,600 square feet of floor area.
- there is no outside storage of goods and materials
- all files and books pertaining to the business are stored within the 184.42 square foot office [see picture no. 1 and 1A]
- proposed sign is 2 feet long and 1 foot high and shall be affixed to the building by a decorative metal hanger [see illustration 1]
- there will be no exterior alternations to the building [see picture 2]
- parking is in the existing driveway [see picture 3]

*Sep 15 am 7  
↑  
family*


City of Portland  
Marge Schmuckal  
December 7, 1998  
Page two

- g) there is no noise generated by this business above normal noise levels for a single family residence
- h) there are no employees
- i) traffic is at the level of two clients per week parked in the driveway for approximately 1 hour at a time
- j) there are no vehicles stored on property in conjunction with this business

Enclosed is a letter from the owner of the building, Jane Waning, allowing the home occupation and the proposed sign.

Thank you.

Best regards,



Martha Bichrest

Enclosures: pictures 1-3  
Waning Letter  
Floor plans

*Jane A. Waning*

*PO Box 6445*

*Phone: 207-799-9689*

*Portland, ME 04102*

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Marge Schmuckal, Zoning Administrator  
City of Portland, Maine  
Department of Planning & Urban Development  
Room 315, City Hall  
Portland, ME 04101

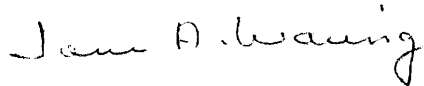
November 16, 1998

Good morning:

This letter serves as permission for my tenant, Martha Bichrest, who resides at 349 Woodford Street, Portland, Maine 04103 to conduct a home occupation on the premises.

Martha runs a bookkeeping and tax service. She has not, nor will not, change the existing structure of the building. I have given my permission for her to erect a sign (under separate letter).

Best regards,



Jane A. Waning



PICTURE # 1

349  
WOODFORD

PICTURE # 1A



349 Woodford



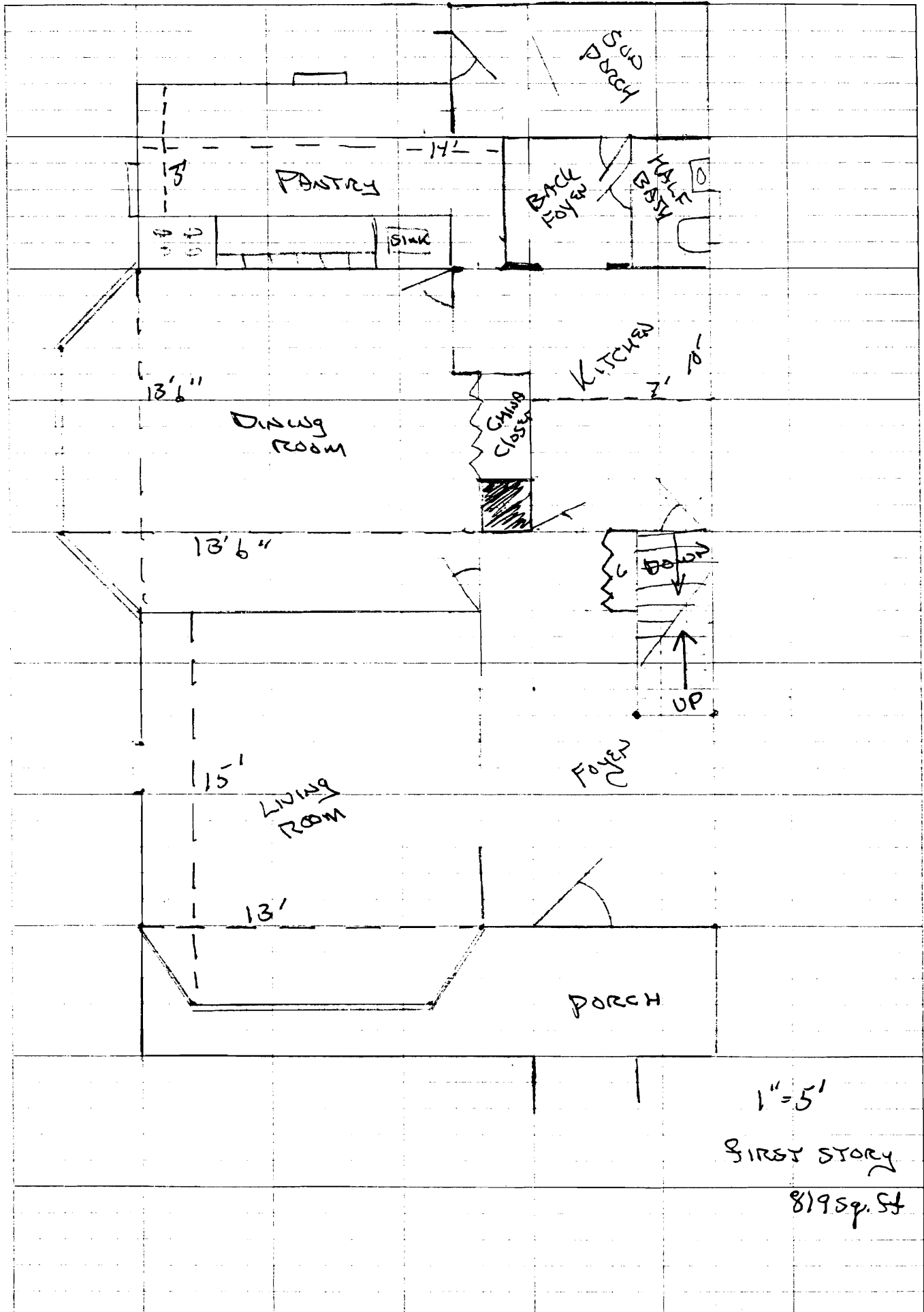
PICTURE #2

picture #3





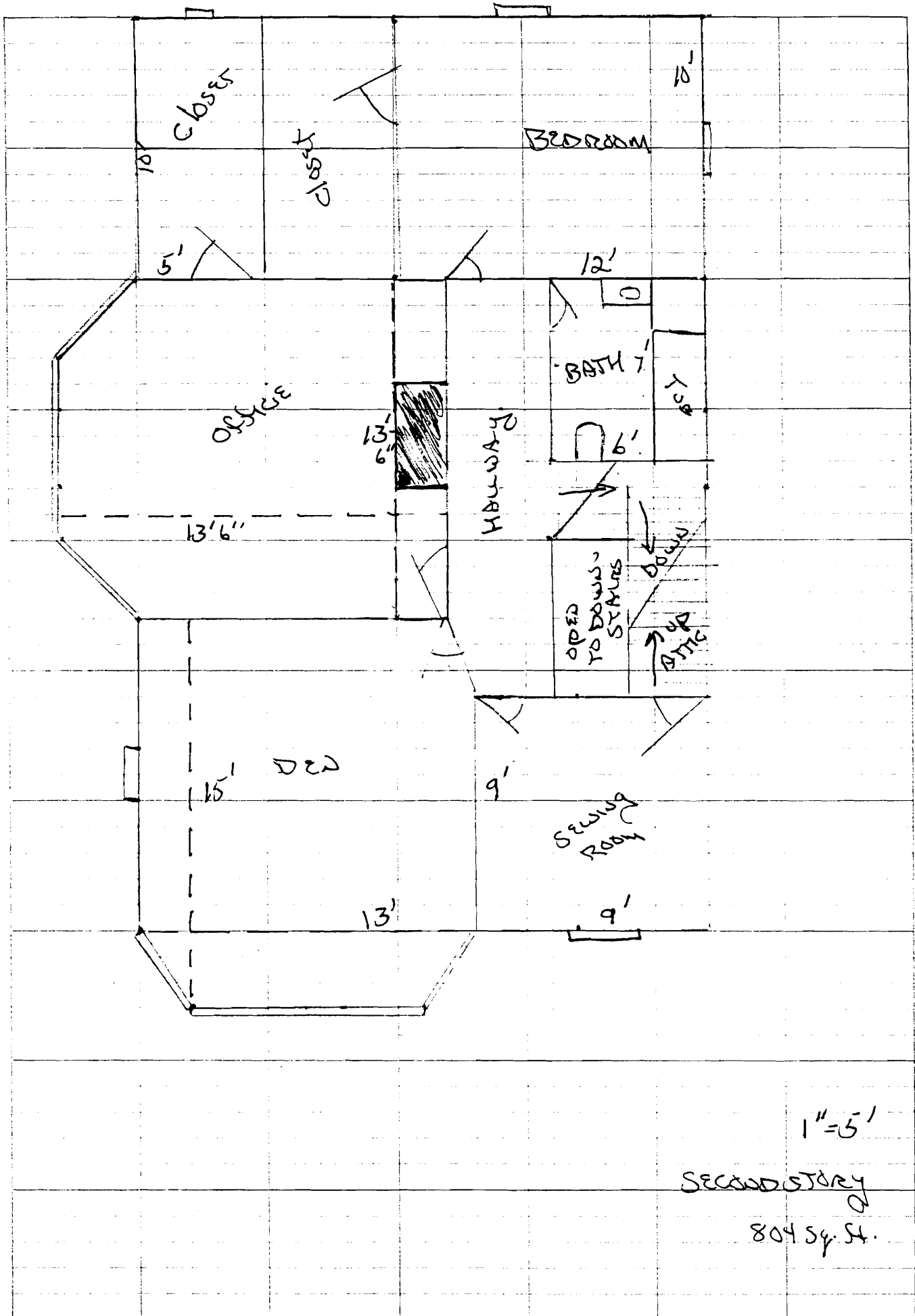
349 Woodford



1" = 5'

FIRST STORY

819 sq. ft.



1" = 5'

SECOND STORY  
804 sq. ft.