



Permitting and Inspections Department
Michael A. Russell, MS, Director

Ann Machado, Zoning Administrator

December 7, 2017

NOTICE OF VIOLATION AND ORDER TO CORRECT
Sent by Certified Mail and by Regular Mail
7014 1820 0001 4049 7376

Frank A. Spring & Theresa A Greene
367 Stevens Avenue
Portland, ME 04103

Re: 367 Stevens Avenue – 122 G003001– R5

Dear Frank

On December 6, 2017, this office inspected the above-referenced property and observed that there were 2 dwelling units in the building. City records show that the legal use of the property is 1 dwelling unit. The additional dwelling unit was constructed without the required permits, in violation of section 14-463 of the City's Code (available online or at the City Clerk's office), which requires that "no building or part thereof shall be constructed, altered, enlarged or moved unless a permit for such action has been issued by the building authority."

To remedy this violation, you must 1) submit a change of use permit to the Permitting and Inspections Department; 2) obtain legalization of the dwelling unit(s) under section 14-391 of the City Code, or 3) remove the illegal dwelling unit(s) by removing the kitchen(s), including all equipment and plumbing.

Within 30 days of the date of this letter, you must submit an application to Legalize the Nonconforming Dwelling Unit, submit a change of use permit, or remove the illegal unit(s). If you choose to apply for legalization or a change of use permit, and the application is denied, you must remove the illegal unit(s) within 30 days of the City's initial decision.

If you do not do so, the City will refer this matter to the City's Corporation Counsel's office for enforcement action. The City may be entitled to an order to correct the violations, civil penalties in the minimum of \$50 per violation per day, costs and fees, and other relief, under section 1-15 of the City Code and 30-A M.R.S. § 4452.

You have the right to appeal this Notice of Violation and Order to Correct pursuant to section 14-472 within thirty days from the date of this letter. If you do not appeal, you may be

barred from challenging my findings in the future. Please contact the Zoning Division for the necessary paperwork if you decide to file an appeal.

Please contact me with any questions. Thank you for your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt Sarapas', written in a cursive style.

Matt Sarapas
Code Enforcement Officer

**CITY OF PORTLAND
HOUSING SAFETY OFFICE**

389 Congress Street
Portland, Maine 04101

Inspection Violations

Owner/Manager Spring Frank A &		Inspector Matthew Sarapas	Inspection Date 12/6/2017
Location 367 STEVENS AVE	CBL 122 G003001	Status Violations Exist	Inspection Type Housing Safety Inspection

Code	Int/Ext	Floor	Unit No.	Area	Compliance Date
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1) 210

Violation: ESCAPE WINDOWS; Escape Windows - One and Two-Family Dwellings: Escape windows shall be a free and clear outside window or door operable from the inside without the use of tools, keys, or special effort. Windows shall be within 20 feet of the finished ground level or accessible by rescue apparatus (if approved), or opening onto an exterior balcony and when below ground level shall be provided with an accessible, free and clear, window well.
NFPA 101 (2009) 24.2.2.3.3

Notes: Third floor front bedroom windows do not meet egress requirements. Owner advised that space may not be used as a sleeping room until code compliant window is installed.

2) 211

Violation: OTHER

Notes: Illegal second unit present.

Comments: