Inspections Division

Date: 11/05/13

General Building Permit Application

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.

Address/Location of Construction: 149 Ashmont St., Portland, ME		
Total Square Footage of Proposed Structure:	~220 sq. ft. (no structural changes)	
Tax Assessor's Chart, Block & Lot Chart# 124 Block# - G - Lot# 002-001	**Applicant Name:** Joel K. Bolton Address 149 Ashmont St. City, State & Zip Portland, ME 04103	Telephone: 207.221.7600 Email: vtisland@hotmail.com
Lessee/Owner Name : April S. Fry (wife) (if different than applicant) Address: 149 Ashmont St. City, State & Zip: Portland, ME 04103 Telephone & E-mail: 207.773.0874 afry1@maine.rr.com	**Contractor Name:** N/A (if different from Applicant) Address: City, State & Zip: Telephone & E-mail:	Cost Of Work: $ N/A C of O Fee: $_____ Historic Rev $_____ **Total Fees : $**_____

Current use (i.e. single family) Single family

If vacant, what was the previous use? N/A

Proposed Specific use: Digital Home Office for Web Design; Real Estate Photography & Google Business Photography Services

Is property part of a subdivision? ___ If yes, please name N/A

Project description:

Use existing finished basement space for sole proprietor home office (no client meetings on site).

Who should we contact when the permit is ready:	Joel K. Bolton
Address:	149 Ashmont St.
City, State & Zip:	Portland, ME, 04103
E-mail Address:	vtisland@hotmail.com
Telephone:	207.221.7600

Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.

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 or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division 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: Joel K. Bolton **Date:** 10/31/2013

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

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PORTLAND MAINE

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Jeff Levine, AICP, Director
Director of Planning and Urban Development

Tammy Munson
Director, Inspections Division

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a ***legal signature*** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are ***paid in full*** to the Inspections Office, City of Portland Maine by method noted below:

[4] Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.

[ ] Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.

[ ] I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature: Joel K. Bolton Date: 10/31/2013

I have provided digital copies and sent them on: Date: 10/31/2013

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.

Home Occupation

Inspections Division
Date: 11/05/13

Attached you will find the information packet for a Home Occupation which is a change of use; the packet includes the section of the Land Use Ordinance that outlines the criteria you must fall into to be considered a home occupation. Please check with the City Clerk's Office in room 205, City Hall to see if you will need a business license. For further information or to download copies of this form and other applications visit our website at www.portlandmaine.gov

When applying for the permit you will need to include the following information:

- □ General Building Permit Application filled out in it's entirety.
- □ A cover letter explaining your home occupation and how it meets the criteria, item by item (see Sample letter below).
- □ Dimensioned floor plans of the entire dwelling noting the specifics of your proposed home occupation.
- □ If you do not own the property, a letter from the owner, giving you permission to conduct the specific home occupation.
- □ If there are going to be any structural modifications, you will also include those drawings, which must provide specific dimensions as well as stating all materials to be used.
- □ A plot plan, including the shape and dimension of the lot, footprints of any structures, and the location and dimensions of parking areas and driveways.

Fees:

Change of Use for home occupation:	**$150.00.**
Certificate of Occupancy	**$75.00**
Structural Changes:	**$10.00 per thousand of estimated cost of work.**

A minimum of $225.00 is required (W/O any structural changes)

A change of use means that we are going to review this project as an additional use to the property other than just a dwelling space.

Sample Letter

Ms. Marge Schmuckal, Zoning Administrator
Department of Urban Development
City of Portland
389 Congress Street
Portland, Maine 04101

Dear Ms. Schmuckal:

I am requesting a permit to allow me the use of my residence at 22114B One Street for a home occupation. I intend to serve as an independent computer consultant, creating customized databases for athletic and educational organizations. In effect my work will be computer programming, an acceptable home occupation listed under item (2) of Section 14-410 of the Portland Zoning Ordinance. The following is an explanation of how my home occupation meets the criteria listed under item (1) of the same.

a. My home occupation will occupy approximately 176 square feet (11%) of floor area of the residence
b. No goods will be stored displayed or be visible from outside the residence
c. Storage of the material necessary to perform my occupation are minimal and included in the 200 square feet of floor space mentioned above
d. There will be no external signage related to my home occupation
e. No exterior alterations to the residence are necessary
f. Since I will not be meeting clients at my residence, no additional parking is necessary
g. No objectionable effects will result from my home occupation
h. I will not require the services of any employees
i. Since I will not be meeting clients at my residence, no additional traffic will be generated by my home occupation
j. No vehicles even nearing a gross vehicle weight of 6,000 pounds are necessary for my home occupation

As you can see, my home occupation is a secondary and incidental use of my residence. The external activity level and impact is negligible and in keeping with the residential character of the neighborhood.

Attached you will find a copy of a floor plans showing my entire dwelling and area of the home occupation space, as well as a letter from the owner of the building granting permission to conduct a home occupation on the premises. Thank you for your assistance in this matter.