

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT

This is to certify that MARY FAY KATTMAN

Located At 28 NORWOOD ST

Job ID: 2012-03-3450-CH OF USE

CBL: 130- A-003-001

has permission to Home Occupation for Lawyer's Office

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

Fire Prevention Officer

Code Enforcement Officer / Plan Reviewer

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
PENALTY FOR REMOVING THIS CARD**

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: buildinginspections@portlandmaine.gov

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

Final Certificate of Occpancy inspection required.

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Acting Director of Planning and Urban Development
Gregory Mitchell

Job ID: 2012-03-3450-CH OF USE

Located At: 28 NORWOOD ST

CBL: 130- A-003-001

Conditions of Approval:

Zoning

1. This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
2. During its existence, all aspects of the Home Occupations criteria, Section 14-410, shall be maintained.
3. This is NOT an approval for an additional dwelling unit. You SHALL NOT add any additional kitchen equipment including, but not limited to items such as stoves, microwaves, refrigerators, or kitchen sinks, etc. without special approvals.
4. This property shall remain a three family dwelling with a home occupation for a lawyer's office in the first floor dwelling unit.
5. Separate permits shall be required for any new signage under the home occupation guidelines.
6. Any change of use shall require a separate permit application for review and approval.

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, FAX: (207) 8716

Job No: 2012-03-3450-CH OF USE	Date Applied: 3/6/2012	CBL: 130- A-003-001	
Location of Construction: 28 NORWOOD ST	Owner Name: MARY FAY KATTMAN	Owner Address: 15 ELMWOOD RD MARBLEHEAD, MA 01945	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name: Craig Francis – apt #1	Phone: 518-9467	Permit Type: BLDG change of use	Zone: R-5
Past Use: Three family dwelling	Proposed Use: To change the use of the first floor apartment to allow a home occupation for a lawyer's office- no change to the two other dwelling units in the building	Cost of Work:	CEO District:
		Fire Dept: Approved Denied N/A	Inspection: Use Group: R-2 Type: 5B IBC 05 Signature:
Proposed Project Description: home occupation, offices		Pedestrian Activities District (P.A.D.)	
Permit Taken By: Gayle		Zoning Approval	

<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building Permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False informatin may invalidate a building permit and stop all work.</p>	<p>Special Zone or Reviews</p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetlands</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p><input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM</p> <p>Date: <i>OK withy conditins</i> 3/6/12</p>	<p>Zoning Appeal</p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date:</p>	<p>Historic Preservation</p> <p><input checked="" type="checkbox"/> Not in Dist or Landmark</p> <p><input type="checkbox"/> Does not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p>Date: <i>[Signature]</i></p>
	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 appication 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 provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE



General Building Permit Application

2012 03 3450

66
R-5

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.

Apt. 1

Location/Address of Construction: <u>N/A 28 Norwood Street Portland, ME</u>		
Total Square Footage of Proposed Structure Area <u>100 square feet</u>	Square Footage of Lot	Number of Stories
Tax Assessor's Chart, Block & Lot Chart# <u>130</u> Block# <u>A 003</u> Lot#	Applicant *must be owner, Lessee or Buyer* Name <u>Craig E. Francis</u> Address <u>28 Norwood St, Apt. 1</u> City, State & Zip <u>Portland, ME 04103</u>	Telephone: <u>(207) 518-9467</u>
Lessee/DBA (If Applicable) MA 08 2012 Dept. of Buildings City of Portland	Owner (if different from Applicant) Name <u>Mary Fay Kathan</u> Address <u>15 Elmwood Rd</u> City, State & Zip <u>Maibledun, MA 01945</u>	Cost Of Work: \$ <u>N/A</u> C of O Fee: \$ <u>N/A</u> Total Fee: \$ <u>N/A</u>
Current legal use (i.e. single family) <u>single family</u>	Number of Residential Units <u>3 units</u>	
If vacant, what was the previous use? _____		
Proposed Specific use: <u>office space</u>		
Is property part of a subdivision? <u>no</u>	If yes, please name _____	
Project description: <u>home occupation</u>	<u>first floor</u>	150.00 75.00 <u>225.00</u>
Contractor's name: _____		
Address: _____		
City, State & Zip _____		Telephone: _____
Who should we contact when the permit is ready: _____		Telephone: _____
Mailing address: _____		

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

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.

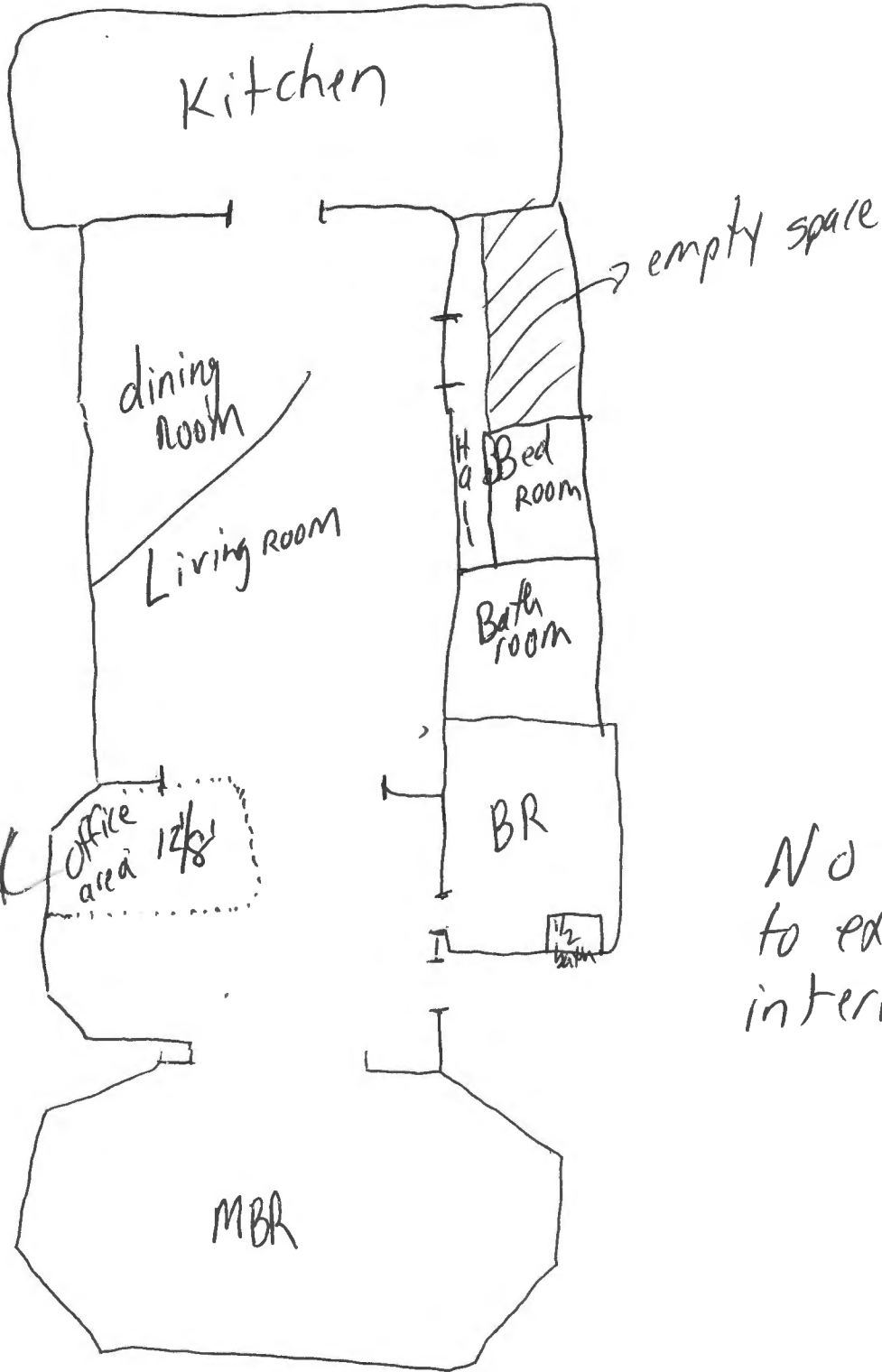
I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, 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: <u>[Signature]</u>	Date: <u>March 6, 2012</u>
-------------------------------	----------------------------

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

Floor Plan of 28 Norwood Street

1st Floor



office area
 1's 12' x 8' =
 96 sq ft

under 257
 (390.25 sq ft)

No renovations
 to exterior or
 interior.

March 2, 2012

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

Re: Home Occupation Cover Letter

Dear Ms. Schmuckal:

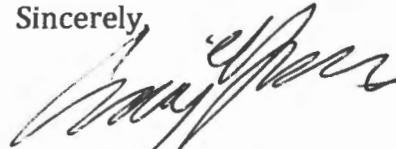
I am requesting a permit to allow me the use of my residence at 28 Norwood Street, Apt. 1, Portland, ME 04103 for a home occupation. I intend to serve as an Attorney. In effect, my work will be legal in nature, an acceptable home occupation listed under item (17) of Section 14-410 of the Portland Zoning 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 100 square feet (5%) of the floor area of the residence;
- b) No goods will be stored, displayed or be visible from the outside of the residence;
- c) Storage of the material necessary to perform my occupation are minimal and included in the 100 square feet of floor space mentioned above;
- d) There will be no external signage related to my home occupation;
- e) No interior or exterior alterations to the residence are necessary;
- f) Since I will not be meeting clients at my residence, no additional parking is necessary;
- g) There will be no objectionable effects resulting from my home occupation;
- h) I will not require the service 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.

Please find enclosed a copy of a letter from my landlord granting me permission to conduct a home occupation on the premises. Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig Francis". The signature is written in a cursive style with a large, stylized initial "C".

Craig Francis

MARY FAY KATTMAN
15 ELMWOOD ROAD
MARBLEHEAD, MA 01945
721-631-2289

To Whom It May Concern:

Craig Francis is a tenant of mine at 28 Norwood Street, Portland, ME 04103 Apartment #1 and is using a portion of the apartment as a home office.

If you require additional information please contact me at the number above.

Sincerely,

A handwritten signature in cursive script that reads "Mary Fay Kattman".

Mary Fay Kattman



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Receipts Details:

Tender Information: Check , BusinessName: Visa, Check Number: 35490

Tender Amount: 225.00

Receipt Header:

Cashier Id: gguertin

Receipt Date: 3/6/2012

Receipt Number: 41491

Receipt Details:

Reference ID:	5483	Fee Type:	BP-C of O
Receipt Number:	0	Payment Date:	
Transaction Amount:	75.00	Charge Amount:	75.00
Job ID: Job ID: 2012-03-3450-CH OF USE - home occupation, offices			
Additional Comments: 28 Norwood St.			

Reference ID:	5484	Fee Type:	BP-Home
Receipt Number:	0	Payment Date:	
Transaction Amount:	150.00	Charge Amount:	150.00
Job ID: Job ID: 2012-03-3450-CH OF USE - home occupation, offices			

Assessor's Office | 389 Congress Street | Portland, Maine 04101 | Room 115 | (207) 874 8486

City Home Departments City Council Messages

This page contains a detailed description of the Parcel ID you selected. Press the **New Search** button at the bottom of the screen to submit a new query.

Current Owner Information:

Services

Applications

Doing Business

Maps

Tax Relief

Tax Roll

Q & A

browse city services a-z

browse facts and links a-z

CBL 130 A003001
Land Use Type THREE FAMILY
Property Location 28 NORWOOD ST
Owner Information KATTMAN MARY FAY
 15 ELMWOOD RD
 MARBLEHEAD MA 01945
Book and Page 22196/175
Legal Description 130-A-3 131-1-30
 NORWOOD ST 26-28

Acres 9000 SF
0.207

Current Assessed Valuation:

TAX ACCT NO. 18882 **OWNER OF RECORD AS OF APRIL 2011**
 KATTMAN MARY FAY
LAND VALUE \$30,200.00 15 ELMWOOD RD
BUILDING VALUE \$271,800.00 MARBLEHEAD MA 01945
NET TAXABLE - REAL ESTATE \$302,000.00
TAX AMOUNT \$5,520.56

legal 3 unit per microfiche

Any information concerning tax payments should be directed to the Treasury office at 874-8490 or e-mailed.



Building Information:

Building 1
Year Built 1900
Style/Structure Type OLD STYLE
Stories 2
Bedrooms 6
Full Baths 3
Half Baths 1
Total Rooms 20
Attic FULL FINSH
Basement FULL 1
Square Feet 3981

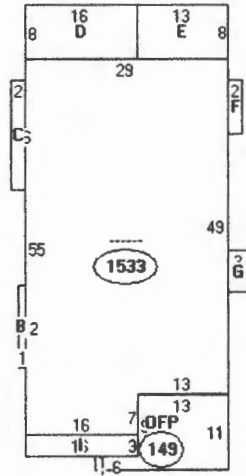
[View Sketch](#) [View Map](#) [View Picture](#)



Sales Information:

Sale Date	Type	Price	Book/Page
1/4/2005	LAND + BUILDING	\$430,000.00	22196/175
11/1/1995	LAND + BUILDING	\$104,500.00	12192/111
10/30/1995	LAND + BUILDING	\$2,000.00	12185/178
5/6/1992	LAND + BUILDING	\$92,500.00	10047/124

[New Search!](#)



Descriptor/Area	Area
A: -----	1533 sqft
B: FBAY/B	12 sqft
C: FBAY/B	32 sqft
D: 1Fr	128 sqft
E: EP	104 sqft
F: FBAY	16 sqft
G: FBAY	18 sqft
H: OFF	149 sqft
I: 2FBAY/B	48 sqft
Total	1561

$$1561 \times 25\% = 390.25\% \text{ MAX floor area}$$