

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

Location of Construction: **123 Glenwood Ave Portland 04103 ****		Owner: **Thomas Roche **		Phone: 773-8947		Permit No: 981199	
Owner Address: SAA		Lessee/Buyer's Name:		Phone:		BusinessName:	
Contractor Name:		Address:		Phone:		Permit Issued: PERMIT ISSUED NOV - 1 1999 CITY OF PORTLAND Zone: CBL: 131-H-007	
Past Use: Multi family		Proposed Use: multi family		COST OF WORK: \$		PERMIT FEE: \$30.00	
				FIRE DEPT. <input type="checkbox"/> Approved <input type="checkbox"/> Denied		INSPECTION: Use Group: Type:	
Proposed Project Description: Home Occupation				Signature:		Signature: A. H. ...	
				PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)		Zoning Approval: 3	
Permit Taken By: R		Date Applied For: Oct 28 1999 K		Action: Approved <input type="checkbox"/> Approved with Conditions: <input type="checkbox"/> Denied <input type="checkbox"/>		Special Zone or Reviews: <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..

*Used with 3-27  
condition 25*

**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

October 28 1999

SIGNATURE OF APPLICANT ADDRESS: DATE: PHONE:

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE PHONE:

White-Permit Desk Green-Assessor's Canary-D.P.W. Pink-Public File Ivory Card-Inspector

**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: \_\_\_\_\_

CEO DISTRICT 3

COMMENTS

11/6/00 Complete - Close out JRC

Inspection Record

Type	Date
Foundation: _____	_____
Framing: _____	_____
Plumbing: _____	_____
Final: _____	_____
Other: _____	_____

LAND USE - ZONING REPORT

ADDRESS: 123 Greenwood Ave DATE: 11/1/99

REASON FOR PERMIT: to allow a home occupation

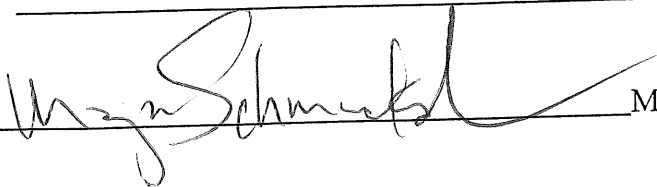
BUILDING OWNER: Thomas Roche C-B-L: 131-H-7

PERMIT APPLICANT: owner

APPROVED: with conditions DENIED: \_\_\_\_\_

#1, #2, #7, #8, #10 CONDITION(S) OF APPROVAL

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 Occupation criteria, Section 14-410, shall be maintained.
3. The footprint of the existing \_\_\_\_\_ shall not be increased during maintenance reconstruction.
4. All the conditions placed on the original, previously approved, permit issued on \_\_\_\_\_ are still in effect for this amendment.
5. 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.
6. This property shall remain a single family dwelling. Any change of use shall require a separate permit application for review and approval.
7. 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.
8. Separate permits shall be required for any signage. *under home occupation guidelines*
9. Separate permits shall be required for future decks, sheds, pool(s), and/or garage.
10. 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.
11. Other requirements of condition \_\_\_\_\_



Marge Schmuckal, Zoning Administrator

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

October 28, 1999

Re: Home Business Permit – 123 Glenwood Ave, Portland, ME 04103-3128

Dear Ms. Schmuckal,

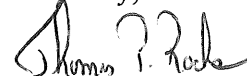
I am requesting a permit to allow me the use of my residence, 123 Glenwood Ave – Portland, for a home occupation. I intend to operate, Home Resource Solutions (HRS), a home improvement contractor referral service available to homeowners. It will be a network of independent contractors who can perform a variety of home improvement services. When a homeowner needs to do a home improvement project, he/she calls HRS. I will provide him/her with a reliable, fully insured, prescreened, professional contractor. The work will be performed at reasonable rates. The homeowner does not have to worry about the quality of the contractor or the price of the project. HRS takes care of these concerns. In addition, a contractor continues to obtain future jobs from HRS. HRS will not employ any contractors.

The following is an explanation of how my home occupation meets the criteria listed under Item (1) of Sec. 14-410 if the Portland Code.

- a. My home occupation will occupy approximately 100 square feet (11%) of the floor area of the residence.
- b. No goods will be stored, displayed, or be visible from outside the residence; no goods will be used in this business.
- c. Storage of the material necessary to perform my occupation is minimal and included in the 100 square feet of floor space mentioned above.
- d. There will be no illuminated signs or signs exceeding two square feet or signs that project more than 1 foot from the building.
- e. No exterior alterations to the residence are necessary.
- f. No clients will need to meet at my residence and no additional parking is necessary.
- g. No objectionable effects will result from my home occupation.
- h. I will not require the services of employees.
- i. 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 keeping with the residential character of the neighborhood. Attached you will find a copy of a floor plan showing the residence dimensions and area of the home business occupation space. Additional plan is the house lot. I am the owner of the building. The building is a registered three family. My unit is number 1.

Sincerely,



Thomas Roche  
(207) 773-8947

123 Glenwood Ave  
Portland, ME

Application for a Home  
Business Permit.

Unit 1



Residence Total Sq ft.  
970 sq ft.

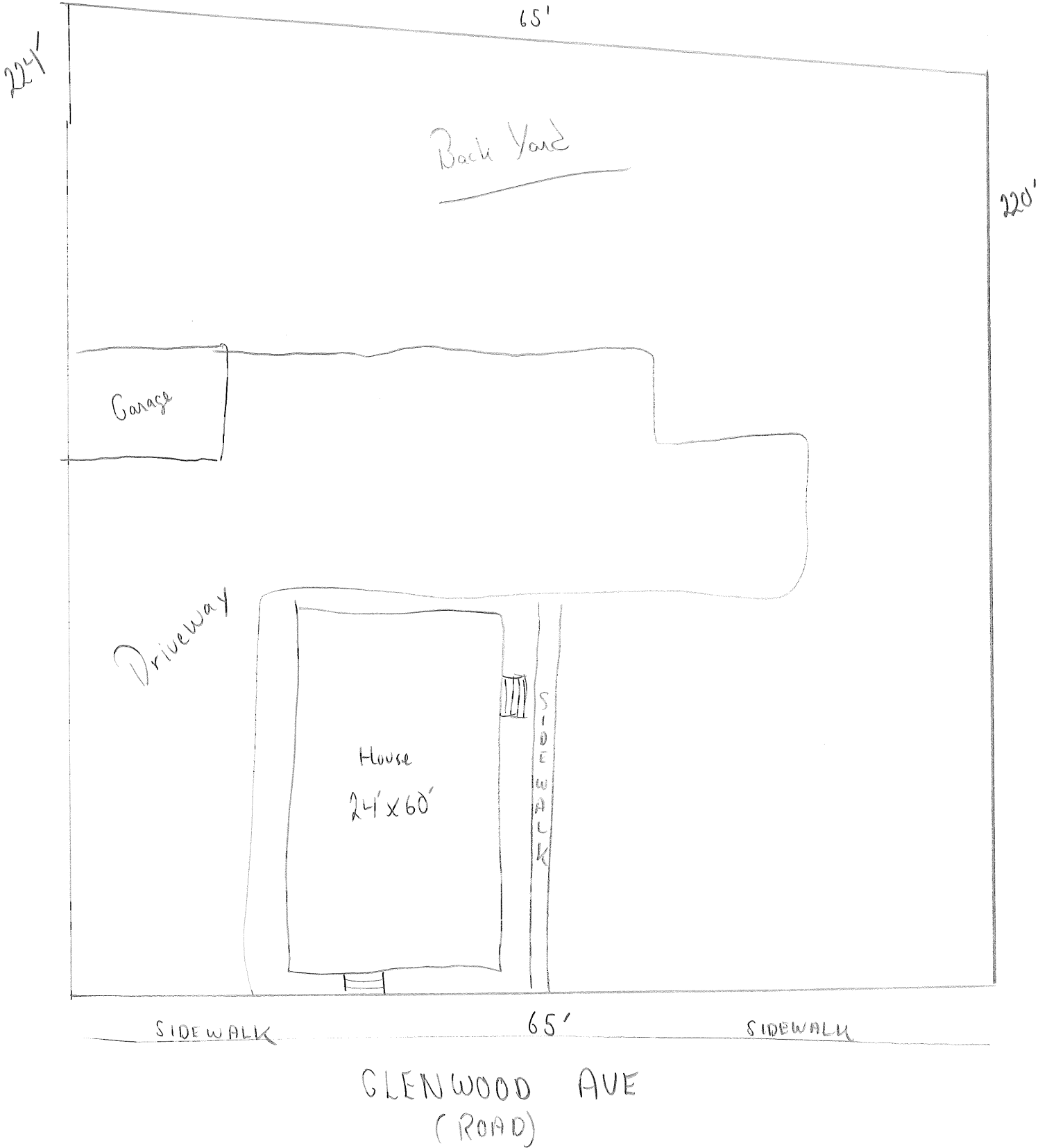
← Proposed Area  
12' 6" x 8'  
100 sq ft.

123 Glenwood Ave  
Portland, ME

Application for a Home  
Business Permit

Unit 1

House Lot



**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): <i>123 Glenwood Ave 04103</i>		
Total Square Footage of Proposed Structure	Square Footage of Lot	
Tax Assessor's Chart, Block & Lot Number Chart# <i>131</i> Block# <i>H</i> Lot# <i>007</i>	Owner: <i>* Thomas P + Andrea Roche</i>	Telephone#: <i>(207) 773-8947</i>
Owner's Address: <i>* 123 Glenwood Ave Portland, ME 04103</i>	Lessee/Buyer's Name (If Applicable)	Cost Of Work:      Fee \$                              \$ <i>30.00</i>
Proposed Project Description:(Please be as specific as possible) <i>Would like to start a home-based business.</i>		
Contractor's Name, Address & Telephone		Rec'd By <i>[Signature]</i>
Current Use: <i>3-Family</i>	Proposed Use: <i>3-Family w/ Home Business</i>	

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:

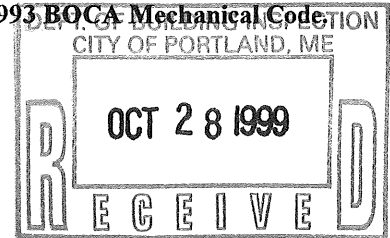
- Cross Sections w/Framing details (including porches, decks w/ railings, and accessory structures)
- Floor Plans & Elevations
- Window and door schedules
- Foundation plans with required drainage and dampproofing
- Electrical and plumbing layout. Mechanical drawings for any specialized equipment such 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: <i>Thomas Roche</i>	Date: <i>10/28/99</i>
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Building Permit Fee: \$30.00 for the 1st \$1000.cost plus \$6.00 per \$1,000.00 construction cost thereafter.  
Additional Site review and related fees are attached on a separate addendum



Inspection Services  
Michael J. Nugent  
Manager



Department of Urban Development  
Joseph E. Gray, Jr.  
Director

**CITY OF PORTLAND**

*congratulations !!!!!*

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

As an applicant for a building permit, you are about to enter into a relationship with our Office. We welcome any questions, comments or suggestions that will make the process more efficient. Attached you will find an application and some samples of the submissions you will provide at application time. Please read ***ALL*** of the information and if you need any further assistance please call 874-8703 or 874-8693.

**Minor or Major site plan review will be required for the most of the above proposed projects.**

