

**City of Portland, Maine - Building or Use Permit Application**

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

Permit No: 03-0925	Issue Date: AUG 20 2003	CBL: 132 F003001
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Location of Construction: 397 Stevens Ave	Owner Name: Schnell Paul S & Rebecca C Jts	Owner Address: 397 Stevens Ave	Phone: 207-773-6551
Business Name: n/a	Contractor Name: n/a	Contractor Address: n/a Portland	Phone
Lessee/Buyer's Name n/a	Phone: n/a	Permit Type: Change of Use Home Occupation	Zone: R5

Past Use: Single Family	Proposed Use: Change of Use to Home Occupation; Create decorative glass panels	Permit Fee: \$225.00	Cost of Work: \$0.00	CEO District: 3
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FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: R3 Type: Use-Home OCC
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Proposed Project Description:  
Change of Use to Home Occupation; Create decorative glass panels  
*for Artist/Homecrafts*

Signature: *[Signature]* Signature: *[Signature]* 8/20/03  
PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)  
Action:  Approved  Approved w/Conditions  Denied  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Taken By: gg	Date Applied For: 07/31/2003	<b>Zoning Approval</b>
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<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 information may invalidate a building permit and stop all work..</p>	<p><b>Special Zone or Reviews</b></p> <p><input type="checkbox"/> Shoreland <i>NA</i></p> <p><input type="checkbox"/> Wetland</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p>Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Denied</p> <p>Date: <i>8/14/03</i></p>	<p><b>Zoning Appeal</b></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 checked="" type="checkbox"/> Denied</p> <p>Date: _____</p>	<p><b>Historic Preservation</b></p> <p><input checked="" type="checkbox"/> Not in District 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: _____</p>
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**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 provision of the code(s) applicable to such permit.

\_\_\_\_\_  
SIGNATURE OF APPLICANT ADDRESS DATE PHONE

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

**City of Portland, Maine - Building or Use Permit**

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<b>Permit No:</b> 03-0925	<b>Date Applied For:</b> 07/31/2003	<b>CBL:</b> 132 F003001
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<b>Location of Construction:</b> 397 Stevens Ave	<b>Owner Name:</b> Schnell Paul S & Rebecca C Jts	<b>Owner Address:</b> 397 Stevens Ave	<b>Phone:</b> 207-773-6551
<b>Business Name:</b> n/a	<b>Contractor Name:</b> n/a	<b>Contractor Address:</b> n/a Portland	<b>Phone:</b>
<b>Lessee/Buyer's Name:</b> n/a	<b>Phone:</b> n/a	<b>Permit Type:</b> Change of Use Home Occupation	

<b>Proposed Use:</b> Change of Use to Home Occupation; Create decorative glass panels under artist/home crafts	<b>Proposed Project Description:</b> Change of Use to Home Occupation; Create decorative glass panels
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**Dept:** Zoning      **Status:** Approved with Conditions      **Reviewer:** Marge Schmuckal      **Approval Date:** 08/14/2003

**Note:** 7/23/03 - no fees were included with this application - fees need to be paid first before review.      **Ok to Issue:**   
8/14/03 left message with Rebecca - I want to confirm that no retail nor wholesale transactions shall be made on the premises. R. Returned my call and there will be no retail sales on the premises

- 1) No retail nor wholesale transactions are allowed on the premises per the requirements of the ordinance. This home occupation is for the creation of these art works. Sales shall be done off-site at craft shows or at the individual homes of clients. It is understood that clients will meet on site to discuss designs, colors, materials etc.
- 2) During its existence, all aspects of the Home Occupations criteria, Section 14-410, shall be maintained.
- 3) Separate permits shall be required for any new signage under the home occupation guidelines.
- 4) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.

**Dept:** Building      **Status:** Approved      **Reviewer:** Jeanine Bourke      **Approval Date:** 08/20/2003

**Note:**      **Ok to Issue:**

- 1) Separate permits are required for any electrical or plumbing work.

**Dept:** Fire      **Status:** Approved with Conditions      **Reviewer:** Lt. MacDougal      **Approval Date:** 08/07/2003

**Note:**      **Ok to Issue:**

- 1) fire extinguishers shall be installed in accordance with NFPA 10 standards

# Change of Use All Purpose 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.

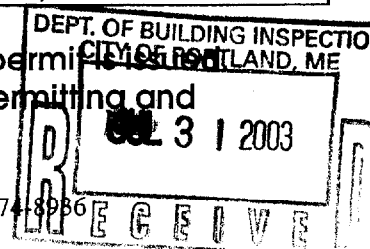
Location/Address of Construction: <u>397 Stevens Ave</u>		
Total Square Footage of Proposed Structure	Square Footage of Lot	
Tax Assessor's Chart, Block & Lot Chart# <u>132</u> Block# <u>F</u> Lot# <u>003</u>	Owner: <u>Paul and Rebecca Schnell</u>	Telephone: <u>773-6551</u>
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone:	Cost Of Work: \$ _____ Fee: \$ _____
Current use: <u>Residence</u>		
If the location is currently vacant, what was prior use: _____		
Approximately how long has it been vacant: _____		
Proposed use: <u>home occupation</u>		
Project description: <u>change of use for a home occupation, to add;</u> <u>create deer view glass panels</u>		
Contractor's name, address & telephone: _____		
Who should we contact when the permit is ready: <u>Rebecca Schnell</u>		
Mailing address: _____		
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: <u>773-6551</u>		

**IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.**

*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 of applicant: <u>Rebecca Schnell</u>	Date: <u>July 18, 2003</u>
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**This is NOT a permit, you may not commence ANY work until the permit is issued. If you are in a Historic District you may be subject to additional permitting and fees with the Planning Department on the 4<sup>th</sup> floor of City Hall**



July 13, 2003

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

Dear Ms. Schmuckal:

I am requesting a permit to allow me the use of my residence at 397 Stevens Ave. for a home occupation. I intend to create decorative glass panels for residential doors, windows, cabinets and mirrors. My work will involve the design and fabrication of such glass panels, an acceptable home occupation listed under item (b. 4 and 15) 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 (a.) of same.

ARTISTS  
↓  
Home ARTS

1. My home occupation will occupy approximately 447 square feet (12%) of the floor area of the residence.
2. There will be no outside storage of goods and materials, nor will there be exterior displays or display of goods visible from the outside.
3. Storage of the material necessary to perform my occupation is minimal and included in the 447 square feet of floor space mentioned above.
4. An exterior, non-illuminated sign less than 2 square feet will be affixed to the building and will not project more than one foot beyond the building.
5. There will be no exterior alterations to the residence except for the affixed sign mentioned above.
6. Since any client consultations that may take place at my home will be by appointment and on a one-on-one basis, no additional parking other than my driveway will be necessary.
7. No objectionable effects will result from my home occupation.
8. I will not require the services of any employees.
9. As mentioned above, traffic generated by my home occupation will be extremely minimal and will not increase the volume of traffic expected in a residential neighborhood.
10. No vehicle exceeding a gross weight of six thousand (6,000) pounds is necessary to conduct my home occupation.

condition  
Needs a  
separate  
permit

no retail sales permitted

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 plan showing the dimension and area of the home occupation as well as the completed Permit Application. Thank you for your assistance in this matter,

Sincerely,

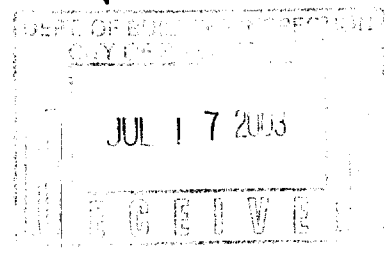
Rebecca Schnell

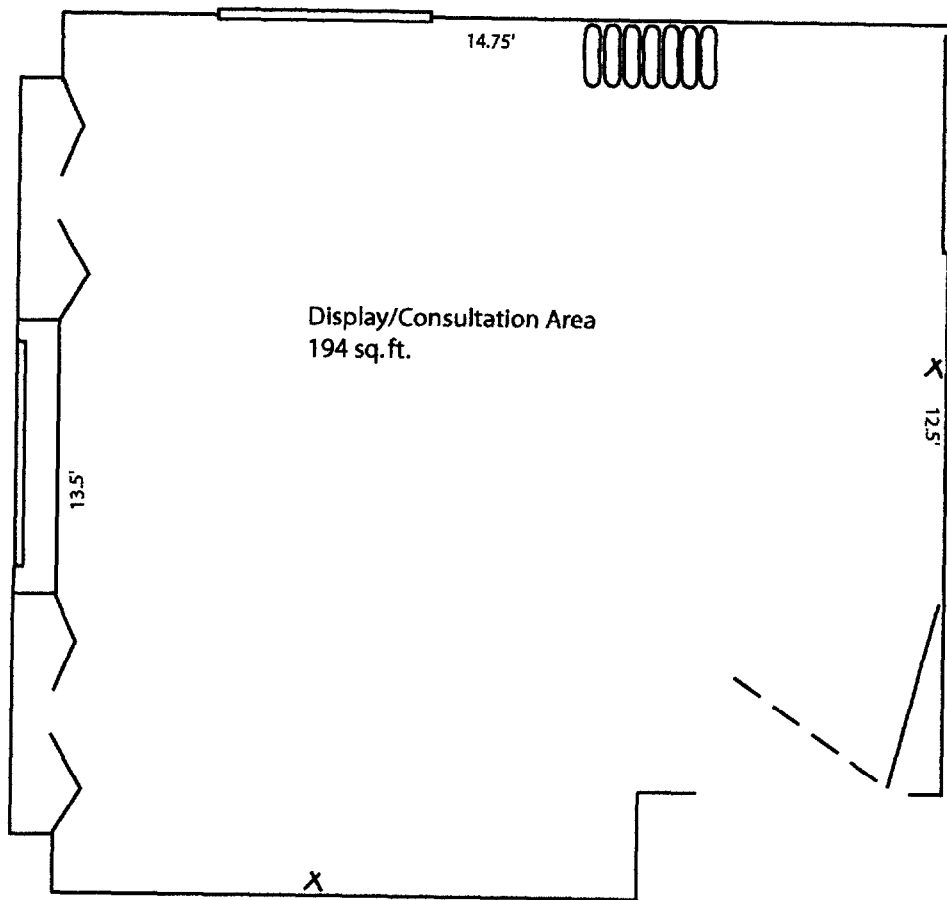
Rebecca Schnell  
397 Stevens Ave.  
Portland, ME 04103

773-6551

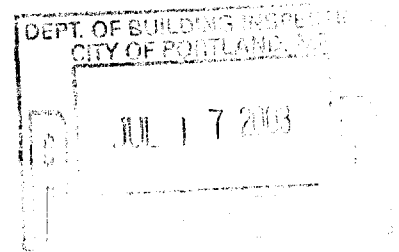
condition

No retail or wholesale transactions  
Are made on the premises.

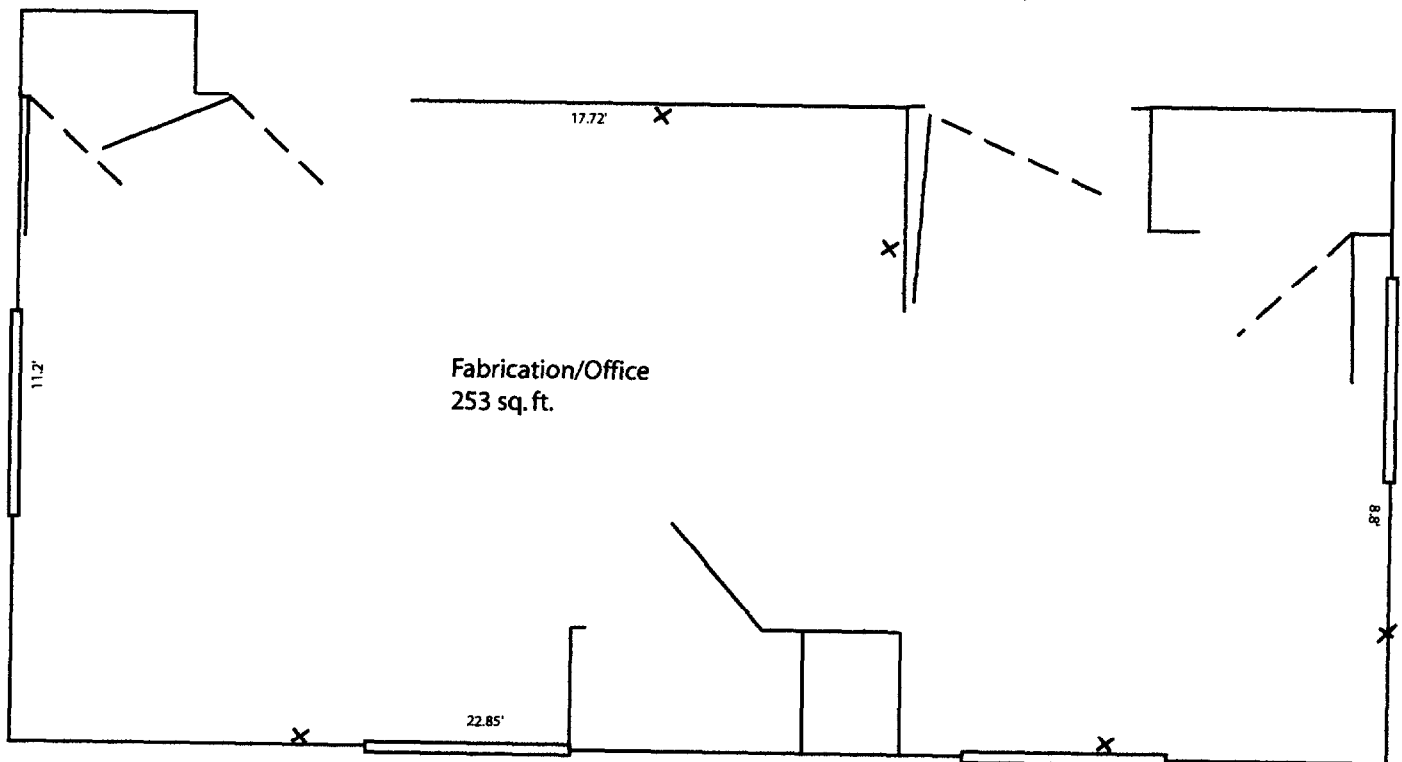




Display/Consultation Area  
194 sq. ft.



Stained Glass Overlay Studio  
397 Stevens Ave.  
Portland, ME 04103



Fabrication/Office  
253 sq. ft.

July 24, 2003

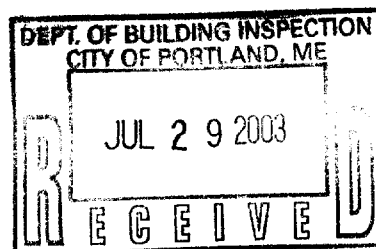
Ms. Marge Schmuckal  
Zoning Administrator  
Department of Urban Development  
City of Portland 389 Congress St.  
Portland, ME 04101

Dear Ms. Schmuckal:

Enclosed is a check for \$225 to cover the Change of Use application and Occupancy Certificate. Please let me know if there is any other information you need in reviewing my application.

Sincerely,

Rebecca Schnell  
397 Stevens Ave.  
Portland, ME 04103



REBECCA C. SCHNELL  
PAUL S. SCHNELL  
397 STEVENS AVENUE  
PORTLAND, ME 04103

54-49/114  
9472023949

113

DATE July 24, 2013

PAY TO THE  
ORDER OF

City of Portland Department of Urban

\$ 225.06

Development  
Two hundred twenty-five and 06/100

DOLLARS



Security Features  
included.  
Details on Back.



02317 [www.fleet.com](http://www.fleet.com)  
Westgate Office  
Portland, Maine 04102

MEMO

Rebecca Schnell

MP

⑆011400495⑆ 94720 23949⑈ 0113

© DELUZE WALLEY OR DUMGATE SAFETY PAPER

# DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

Please Read Application And Notes, if Any, Attached

## BUILDING INSPECTION PERMIT

### PERMIT ISSUED

Permit Number: 030925  
AUG 20 2003

This is to certify that Schnell Paul S & Rebecca C /n/a  
has permission to Change of Use to Home Occupation; Change of Use to five glass panels CITY OF PORTLAND  
AT 397 Stevens Ave 132 F003001

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

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and written permission procured before this building or part thereof is altered or otherwise used-in. HOUR NOTICES REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

#### OTHER REQUIRED APPROVALS

Fire Dept. [Signature]  
Health Dept. \_\_\_\_\_  
Appeal Board \_\_\_\_\_  
Other \_\_\_\_\_  
Department Name

[Signature] 8/20/03  
Director - Building & Inspection Services

**PENALTY FOR REMOVING THIS CARD**