Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 06/20/13

May 16, 2013

Inspections and Permitting
Room 315
389 Congress Street
Portland, Maine 04101

To Whom It May Concern:

We write this letter in application for a site-plan exempt building permit for minor repair and build-out at a retail business space at 463 Stevens Avenue. We include: 1) a copy of the signed lease; 2) a sketch showing the dimension of the lot, footprint of the existing structure, (all of which will not be changed,) and the distance from the property lines; 3) sketch showing the location and dimensions of parking areas and driveways, street spaces, and building frontage, (all of which will not be changed); and a dimensional floor plan of the existing space to scale (which will not be changed), showing the location of the intended counter work space construction and utility sink installation.

We are not at this time seeking a change of use and our renovation, which will mostly consist of building a front and back counter service space, will occupy less than 500 square feet. Our main work is to build a front and back counter service and prep area, and to have an electrician and a plumber obtain necessary permits and perform hook-ups to some new equipment, including a three well sink and hand-washing sink on the back counter and a utility sink in the back office, which may involve minor reconfiguration of existing plumbing and wires. Other than building a counter space in an area that occupies approximately 180 square feet at the most, and related hook-ups, our only other intended work is cosmetic: painting, removing two ceiling fans, hanging two lights, and patching. The back service counter will have two sinks, one for hand-washing, the other a three-well sink, and a reach-in refrigerator, all of which will have to be connected to existing plumbing. An espresso/cappuccino machine will need to be connected to existing plumbing and electric, as well as a display case and cash register on the front counter. A utility sink will also be connected to existing plumbing in the back office space. The counters will be constructed of smooth solid synthetic counter material on top of wood. The base units will be a combination of birch plywood with pine trim. The units away from the wall will be anchored to the floor by way of a 2x4 grid designed to fit within the inside of the bottom of the units. All units against the wall will be mounted to the stud framing within the wall itself using 2-1/2" cabinet screws. The plumbing and electrical will be minimal as the previous occupant had almost an identical business and set-up.

The drop ceiling appears to have fire-resistant tiles. There is a ceiling smoke alarm and a fire extinguisher on premises.

For these reasons, we respectfully request that you issue us a building permit as soon as possible, so that we can complete this work and open our business after inspection.

Thank you.

Keith J. Dunlap, Manager
Jenny C. Siler, Manager
The Coffee Cat, LLC
463 Stevens Ave.
Portland, ME 04103