

Fire Prevention Bureau & Community Outreach Branch

John Brennan  
Fire Captain

Keith N. Gautreau  
Assistant Fire Chief

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Fire Captain

**REQUEST FOR INSPECTION**

May10, 2017

WILLIAM HARRIGAN & CATHY HARRIGAN  
123 ARTHUR AVE FL 1  
STATEN ISLAND NY 10305

RE: **204 OCEAN AVE**  
CBL: **140 C028001**

Dear Owner or Manager,

The City of Portland Fire Department requires routine inspections of multi-unit residential and commercial properties to ensure compliance with the fire and life safety codes. The above-referenced property is due for a routine fire inspection within the next two months.

You, as owner or agent for the above property, must contact the Fire Prevention Bureau at **207-874-8400** no later than **May 31, 2017** to schedule an inspection.

Inspection appointments are available Monday through Friday between **9:00 a.m.** and **4:30 p.m.** and will be conducted by a fire inspector.

- You or your agent must be present for the inspection and must allow the inspector access to all living or business units, as well as any common areas, basements, and/or attic space.
- Please ensure that all of your tenants receive appropriate advance notice.
- If fail to keep your requested appointment, cancel your appointment with less than 24-hours notice, or do not allow the inspector access to all areas of the building, you may be charged a civil penalty of \$150.00.

If I do not hear from you by **May 31, 2017**, I will consider it a refusal to allow an inspection, which is a violation of the City of Portland Code of Ordinances and state law, and is subject to civil penalties, potential legal action, and other remedies.

I appreciate your cooperation and your efforts to keep Portland residents and businesses safe.

Sincerely,