

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND

# BUILDING PERMIT

This is to certify that JOSEPH B JR WOJCIK – MEI  
WELLNESS CENTER

Located At 985 FOREST AVE

Job ID: 2012-03-3411-CH OF USE

CBL: 142- B-015-001

has permission to Change the Use to from Driving School to Beauty Shop with interior alterations, walls, doors 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 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**

*JMB* 3/20/12  
\_\_\_\_\_  
**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](mailto: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.**

Close In Elec/Plmb/Frame prior to insulate or gyp

Certificate of Occupancy Inspection

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](http://www.portlandmaine.gov)

Acting Director of Planning and Urban Development  
Gregory Mitchell

Job ID: 2012-03-3411-CH OF USE

Located At: 985 FOREST AVE

CBL: 142- B-015-001

## **Conditions of Approval:**

### **Fire**

1. Installation shall comply with City Code Chapter 10.
2. All construction shall comply with City Code Chapter 10.
3. Any Fire alarm or Sprinkler systems shall be reviewed by a licensed contractor(s) for code compliance. Compliance letters are required.
4. A separate Fire Alarm Permit is required for new systems; or for work effecting more than 5 fire alarm devices; or replacement of a fire alarm panel with a different model. This review does not include approval of fire alarm system design or installation.
5. Fire Alarm system shall be maintained. If system is to be off line over 4 hours a fire watch shall be in place. Dispatch notification required 874-8576.
6. Sprinkler protection shall be maintained. Where the system is to be shut down for maintenance or repair, the system shall be checked at the end of each day to insure the system has been placed back in service.
7. Fire extinguishers are required per NFPA 1.
8. Emergency lights and exit signs are required. Emergency lights and exit signs are required to be labeled in relation to the panel and circuit and on the same circuit as the lighting for the area they serve.
9. Any cutting and welding done will require a Hot Work Permit from Fire Department.

### **Building**

1. Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.
2. Permit approved based on the plans submitted and reviewed w/owner/ contractor, with additional information as agreed on and as noted on plans.
3. All penetrations through rated assemblies must be protected by an approved firestop system installed in accordance with ASTM E 814 or UL 1479, per IBC 2009 Section 713.
4. Separate permits are required for any electrical, plumbing, sprinkler, fire alarm, HVAC systems, heating appliances, including pellet/wood stoves, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.

Bd.

Entered 3/6/12 (BJ)



# General Building Permit Application

J # 2012-03-3411

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.

(985) Unit 5 - 1st floor front.

Location/Address of Construction: <u>977 Forest Ave Portland ME 04101</u>		
Total Square Footage of Proposed Structure/Area <u>1024</u>	Square Footage of Lot	Number of Stories
Tax Assessor's Chart, Block & Lot Chart# <u>142</u> Block# <u>B</u> Lot# <u>15 UNITS</u>	Applicant *must be owner, Lessee or Buyer* Name <u>Qingmei Zheng</u> Address <u>174 Middle Rd</u> City, State & Zip <u>Falmouth, ME 04101</u>	Telephone: <u>(207) 577-2316</u>
Lessee/DBA (If Applicable) <u>MEI WELLNESS CENTER</u> <u>977 FOREST AVE</u> <u>PORTLAND, ME 04101</u>	Owner (if different from Applicant) Name <u>Joe Wojcik</u> Address <u>200 ANDERSON ST</u> City, State & Zip <u>Portland ME 04103</u>	Cost Of Work: \$ <u>5000</u> USC C of Fee: \$ <u>75</u> Total Fee: \$ _____
Current legal use (i.e. single family) <u>Commercial</u> Number of Residential Units <u>10 + 75 = 145</u>		
If vacant, what was the previous use? <u>PACE Driving School</u>		
Proposed Specific use: <u>PERSONAL SERVICES</u>		
Is property part of a subdivision? _____ If yes, please name _____		
Project description: <u>Previous use was PACE Driving School. Proposed use is Personal Services - Massage, Facials, Body Waxing -</u>		
Contractor's name: <u>Eclipse Home Improvement</u>		
Address: <u>174 Middle Rd P.O. Box 190 US Route 11 Falmouth ME 04105</u>		
City, State & Zip <u>Falmouth ME 04105</u>		Telephone: <u>603-2980</u>
Who should we contact when the permit is ready: <u>Qingmei Zheng</u>		Telephone: <u>577-2316</u>
Mailing address: <u>174 Middle Rd Falmouth ME 04105</u>		

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](http://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: Qingmei Zheng Date: Mar 5, 2012

This is not a permit, you may not commence ANY work until the permit is issued

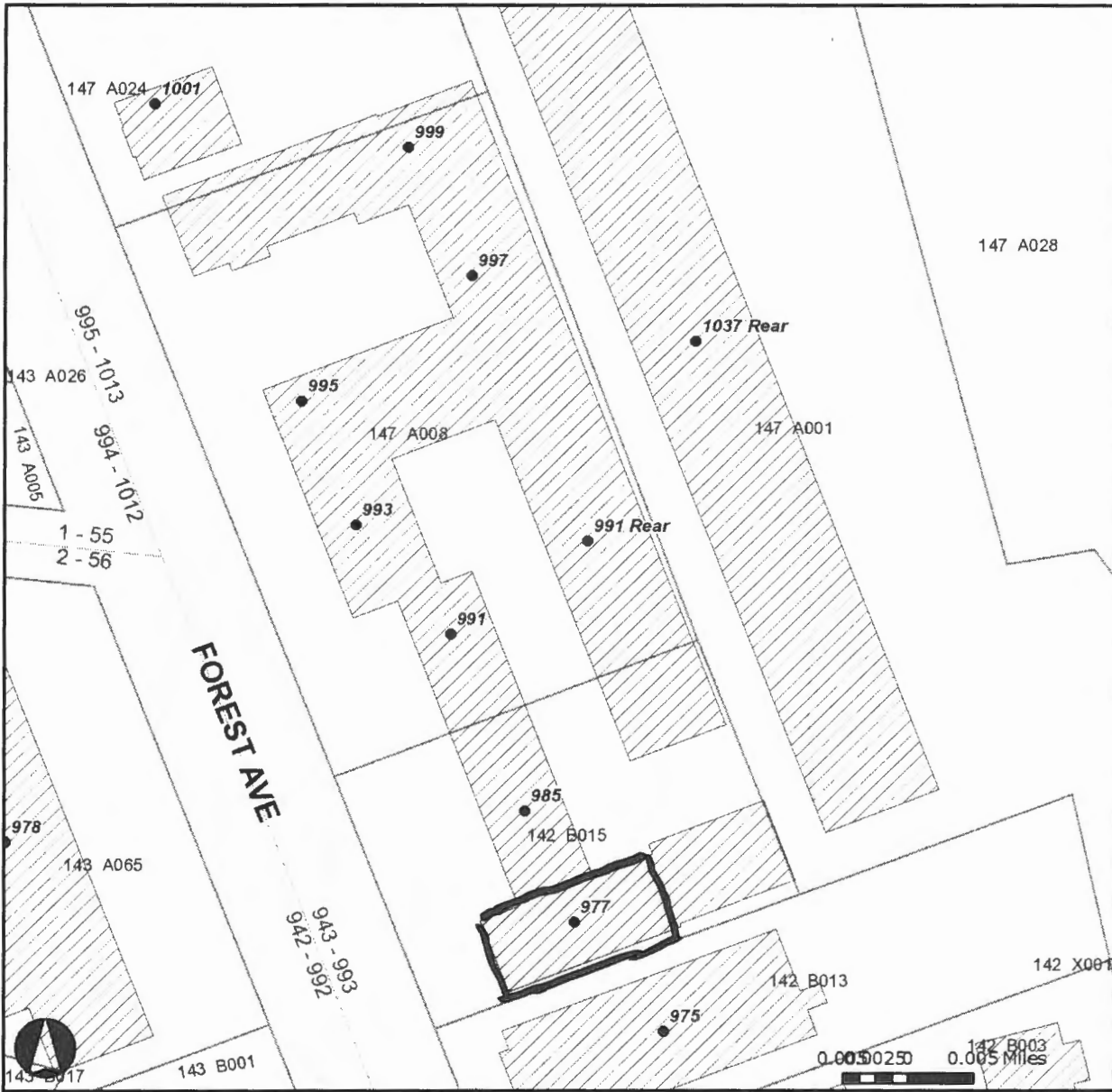
# 977 Forest Avenue



Copyright 2011 Esri. All rights reserved. Tue Mar 6 2012 02:02:29 PM.

Location of tenant - first floor.

# Map



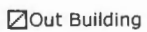
Interstate



Streets



Buildings



Parcels



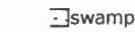
Traveled Ways



Stream



Wetland



Lake/Pond



under\_road



Jetport



County Streets



A15

A21

A31

ME Towns



Water Body

Ocean



**Materials List**  
977 Forest Ave  
Portland, ME 04101

2x4 wood studs

Fire retardant sound proof batting

12/2, 14/2 copper wiring

MDF trim

34x78 Fiberglass door with wood trim

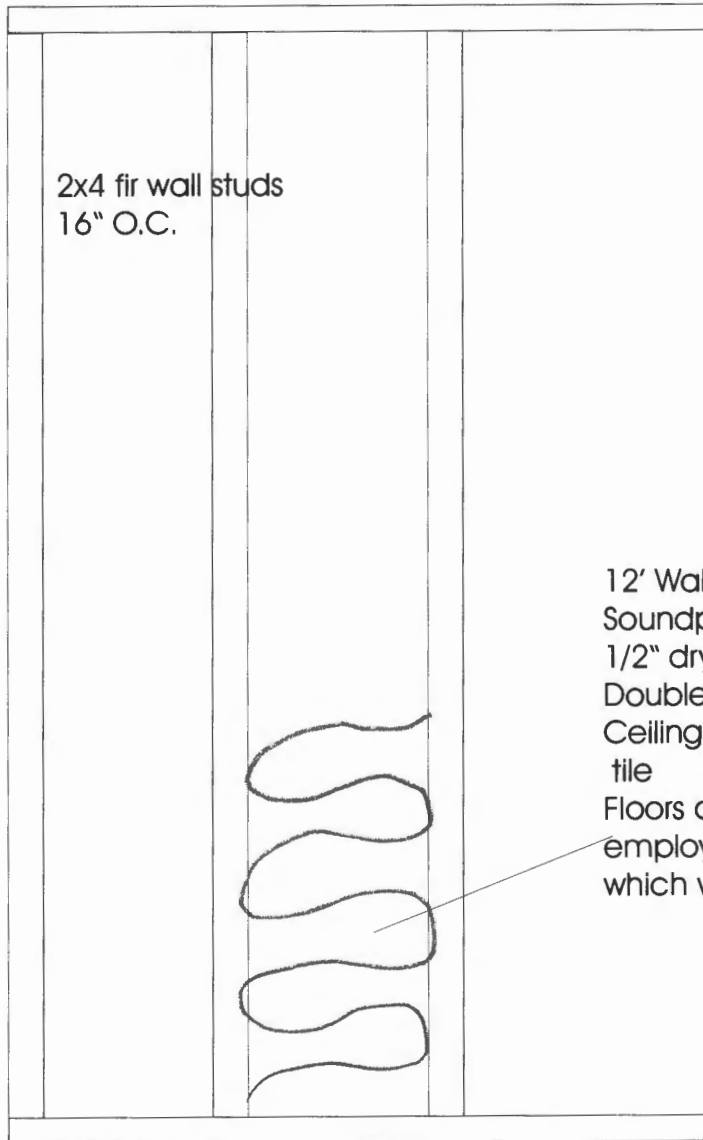
½" drywall

Acoustic drop in ceiling tiles with metal trim



# Framing Plan

2x4 fir sills attached to ceiling joists and floors



2x4 fir wall studs  
16" O.C.

12' Walls attached to existing joists and floor  
Soundproof, fire retardant sound batting  
1/2" drywall  
Double 2x4 door headers for all new doors  
Ceiling are and will remain 2x2 drop acoustic  
tile  
Floors are and will remain carpet except for  
employee lounge and Facial/waxing area  
which will be 1x1 lino squares



State of Maine  
CITY OF PORTLAND

CERTIFICATE OF SOLE PROPRIETOR ADOPTING A NAME OTHER THAN OWN  
(Title 31 M. R. S. A. Section 2)

The undersigned hereby certifies that (s)he intends to engage in the  
Facial Massage Waxing Reflexology business, as sole proprietor thereof, and to  
(type of business)

adopt the name, style or designation of Mei Wellness Center  
(name of business)

in the conduct of said business.

Qingmei zheng  
Printed Name of Proprietor

Qingmei zheng  
Signature of Proprietor (signature must be witnessed by  
a Notary Public or attorney)

66 Beach Point PL #401 Boston MA  
Home Address  
Zip Code 02125

Forest AVE Portland ME 04101  
Business Location Address (cannot be a PO Box)  
(MUST be in Portland) Zip Code \_\_\_\_\_

207-577-2316  
Home (or Cell) Phone Number

(207-577-2316)  
Business Phone Number

qingmeizheng@hotmail.com  
Email

x  
Business Website

BELOW INFORMATION MUST BE COMPLETED BY A NOTARY PUBLIC OR ATTORNEY  
STATE OF MAINE

Cumberland County, SS. 2121 A.D. 2012

Then Qingmei zheng, personally appeared and made oath  
to the foregoing certificate that the same is true.

Before me,

**PATRICIA O DERoy**  
Notary Public  
Maine  
My Commission Expires Aug. 31 2018

Patricia Delroy  
Attorney or  
Notary Public (Commission Expires 8/31/2018)

Note: This certificate shall be deposited in the City of Portland Office of the Clerk in which the business is to  
be carried on. The City Clerk's Office is entitled to a fee of TEN dollars (\$10.00) for recording this certificate.

# Standard Form Lease

977 Forest Ave Portland Maine

LEASE made this February 21, 2012 by and between Income Property Management ("Landlord"), with a place of business at 200 Anderson Street Portland Maine 0410 and ZHENG QINGMEI \_\_\_\_\_ Tenant with a place of business at 977 Forest Ave unit Portland Maine 04103\_ And a Mailing Address \_\_\_\_\_.

## WITNESSED:

1. PREMISES LEASED. Landlord does hereby lease to Tenant, and Tenant does hereby lease from Landlord, approximately 1290 +/- square feet of space at 977 Unit Forest Ave Portland Maine 04103 (Leased Premises") and located in Cumberland County, together with the right to the nonexclusive Use in common with others of all such parking areas, driveways, corridors, sidewalks and loading facilities and other common areas, and facilities as may be designated by the Landlord.
2. TERM. The term of this Lease shall be for TWO (2) years Commencing on 4/1/2012\_ and Terminating as of 3/28/2014\_\_.
3. RENT. Tenant covenants and agrees to pay a monthly rent on the FIRST day of each month during the term of said lease, without setoff or deduction.

FOR PERIOD 4/1/12 TO 2/28/13 RENT IS TO BE \$1,075.00 PER MONTH.  
FOR PERIOD 3/1/12 TO 2/28/14 RENT IS TO BE \$1,107.25 PER MONTH.

Tenant agrees to pay the rent on the first day of each month and a \$5.00 per day Late Fee after the fifth day and other charges covered under this agreement to Landlord. Rent is quoted on a Modified Gross Basis. Therefore it includes, Tenants pro rata share of all Base Year 2011 operating expenses for this property, including real estate taxes, building repairs and maintenance, management, building insurance, water & sewer, parking lot maintenance, grounds maintenance, common area lighting and common area cleaning etc. Tenant to pay its pro rata share of annual increases over base year and to be capped at a maximum increase of 5% per year

- (a) RENT COMMENCEMENT \_4/1/12 .
- (b) SECURITY DEPOSIT. Tenant shall deposit with Landlord the sum of \$1,075.00 which deposit will represent the Security Deposit due under the Lease. Said deposit will be returned to Tenant without interest at the end of the lease term, provided the premises are left in good repair "broom clean" and provided the Tenant is not in default of the Lease.

4. REAL ESTATE TAXES. Are included in rent.
5. MAINTENANCE OF COMMON AREAS. Are handled by Landlord and included in rent.
6. UTILITIES. Utilities, used or consumed on the Leased Premises including, but not limited to, gas, steam, electricity, oil, charges, rendered or supplied upon or in connection with the Leased Premises are paid by Tenant.  
Utilities that are commonly metered and prorated based on Tenant square footage.
- (a) UTILITY EXPENSES are reported to Tenant if per lease on a yearly basis and paid monthly at the amount of \$134.40 per month for Gas Heat for year One of said lease.
7. USE OF LEASED PREMISES. It is understood and agreed by Tenant that the Leased Premises shall be used and occupied by Tenant only for the purpose(s) of SPA/MESSAGE STUDIO. \_\_\_\_\_.
8. MAINTENANCE AND REPAIR. Tenant shall at all times maintain the Leased Premises in the same order and repair as they are in at commencement of term, except as specifically set forth by the Landlord. (ALL DAMAGE TO FACILITY BY TENANT SHALL BE REPAIRED AND DIRECT BILLED TO TENANT DURING THE LEASE TERM.) Tenant shall be responsible for all plate glass.
9. SIGNS. Signage to be installed on building if any by Tenant and approved by Landlord to complex and local ordinance standards and size.
10. INSURANCE. Landlord shall maintain a policy of fire and extended coverage insurance on the Leased Premises in such amounts and with such companies as shall from time to time be satisfactory to Landlord.
  - (a). TENANT shall maintain a policy of public liability insurance insuring Landlord and Tenant, said policy to be in such amounts and with such companies as shall from time to time be satisfactory to Landlord, but in no event having a combined single limit of less than \$1,000,000.00 (Tenant shall supply Landlord with a certificate of insurance and showing Landlord and Tenant insurance in sufficient amounts.
  - (b) Insofar as and to the extent that the following provision may be effective without invalidating or making it impossible to secure insurance coverage obtainable from responsible insurance companies doing business in the State of Maine (even though extra premium may result there from) Landlord and Tenant mutually agree, to extent of the insurance coverage only, that with respect carried by them, respectively, the one carrying such insurance then suffering aid loss

released to other of and from any and all claims with respect to such loss; and they further mutually agree that their respective insurance companies shall have no right of subrogation against the other on account thereof. In the event that extra premium is payable by either party as a result of this provision, the other party shall reimburse the party paying such premium the amount of such extra premium. If at the written request of on party, this release and non-subrogation provision is waived, then the obligation of reimbursement shall cease for such period of time as such waiver shall be effective, but nothing contained in the Paragraph shall be deemed to modify or otherwise effect release elsewhere herein contained of either party for claims.

11. INDEMNIFICATION. Tenant hereby agrees to indemnify each other and hold Landlord and tenant Harmless from and against any and all claims for injury to persons or damage to property in or about the Leased Premises arising in any way from the Tenant's negligent use or condition of the Leased premises, and against any costs or damages which Landlord may incur by reason of the assertion of any such claims. etc., designated by such terms under any laws ordinances or regulations, whether federal state or local. Tenant further agrees to (a) hold harmless and (b) indemnify Landlord from and against any and all claims, loss, injury, harm, costs, damages and expenses, including reasonable attorney's fees, which may arise in the event that Tenant fails to comply with any of the provisions contained in this paragraph. The terms of the paragraph shall expressly survive the expiration or earlier termination of this lease
- (b) Tenant hereby agrees not to handle, store or dispose of any hazardous or toxic waste or substance upon the premises which is prohibited by federal, state or local statutes, ordinances, or regulations. Tenant hereby covenants to indemnify and hold Landlord, its successors and assigns, harmless from any loss, damage, claims, costs, liabilities including reasonable attorneys fees or cleanup costs arising out of Tenant's use, handling, storage or disposal of any such hazardous or toxic wastes or substances on the premises unless caused by Landlords negligence.
12. ASSIGNMENT AND SUBLETTING. Tenant shall not assign this lease or sublet the Leased Premises or any part thereof, except with written permission from Landlord. Such permission shall not be unreasonably withheld.
13. DAMAGE OR DESTRUCTION BY FIRE, EMINENT DOMAN OR CASUALTY.  
In the event that the Leased Premises or any part thereof shall be taken by eminent domain or shall be so damaged or destroyed by fire or unavoidable casualty, that the Leased Premises are thereby rendered wholly untenable the lease shall be terminated.

14. TENANT'S PROPERTY. All merchandise, furniture, fixtures, effects and property of every kind, nature, or description of Tenant and of all persons claiming through or under Tenant which may be the Leased premises during the term or any occupancy by Tenant thereof, shall be at the sole risk and hazard of Tenant and if the whole or any part thereof shall be destroyed or damaged by fire, water or otherwise, or by the leakage or bursting of water pipes, steam pipes or other pipes and roof leakage or from any other cause, no part of said loss or damage is to be born by Landlord unless caused by Landlords negligence.
15. DEFAULT. If Tenant shall neglect or fail to make any rental payment within five (5) days after its due date, or if Tenant shall fails to cure (or fails to commence to cure) a default in the performance of any of the other of the Tenant's covenant's agreements or obligation within thirty (30) days after date of notice of such default by Landlord (or having commenced to cure), if Tenant shall be in default in the performance or observance of any covenant, agreement, or condition in this Lease contained on its part to be performed or observed other than obligation to pay money, and shall not cure any such default as provided herein, Landlord may, at its option, without waiving any claim for damages for breach of this Lease, at any time thereafter cure such default for account of Tenant; any amount paid or any liability incurred by Landlord in so doing shall be deemed paid or incurred for the account of Tenant, and Tenant agrees to immediately reimburse Landlord therefore, including reasonable attorneys fees as additional rent, or save Landlord harmless there from. In addition in the event of and unsecured default the Landlord may declare this Lease in default in the terms of this lease and Landlord may terminate this Lease and the Tenant shall thereupon immediately vacate the premises. Tenant shall be responsible for, in addition to the Landlords lost rent, all expenses incurred by Landlord in eviction Tenant, including but without limitation including reasonable attorneys fees and reasonable brokers fees and any monies collected from departing tenant.
16. LANDLORD'S ACCESS. Landlord and Landlord's agents shall have the right to enter the Leased Premises at reasonable times for the purpose of inspection of the same, showing the same to prospective purchasers, lenders, or lessees, and making such alterations, repairs, and improvements, upon 48 hours notice to Tenant, with the exception of an emergency.
17. HOLDING OVER. If the Tenant retains possession of the Leased Premises or any part Thereof after the termination of the term the Tenant shall pay the Landlord rent at 150 % the monthly rate specified in Paragraph #3 for the time the Lessee thus remains in possession of the Leased Premises, or turns into a new one year lease at Landlords sole discretion.
18. SUBORDINATION. Tenant agrees that this lease is, and shall be subordinate to all of Landlords mortgages on the premises whether new, or existing, hereafter placed on the premises in the future and agrees to execute subordination attornment and non-disturbance agreements in the future, at the request of the

Landlords mortgage holder, such cooperation is to be at no cost to Tenant or Landlord. Landlord agrees that provide that so long as tenant subordinates to mortgage and not in default under this lease then tenant may not be disturbed even in foreclosure.

- 19. PARKING: Will be provided in the parking lot adjoining the premises for use by Tenant and its employees and invitees. All parking is controlled by Landlord.
- 20. TENANT : Shall have accesses to rental space during the month of March 2012 to do renovations at tenants expenses.

WITNESS the execution hereof, under seal, in any number of counterpart Copies, each of which counterpart copy shall be deemed an original for all purposes, as of the day and year first above written.

IN CONSIDERATION of the sum of One Dollar (\$1.00) and other valuable considerations, the receipt of which I hereby acknowledge

I Qingmei zheng, of 174 Middle RD Falmouth 04105

I \_\_\_\_\_, of \_\_\_\_\_.

Qingmei zheng  
Witness

Landlord  
By [Signature]

Tenant  
By Qingmei zheng

[Signature]  
Witness

By \_\_\_\_\_

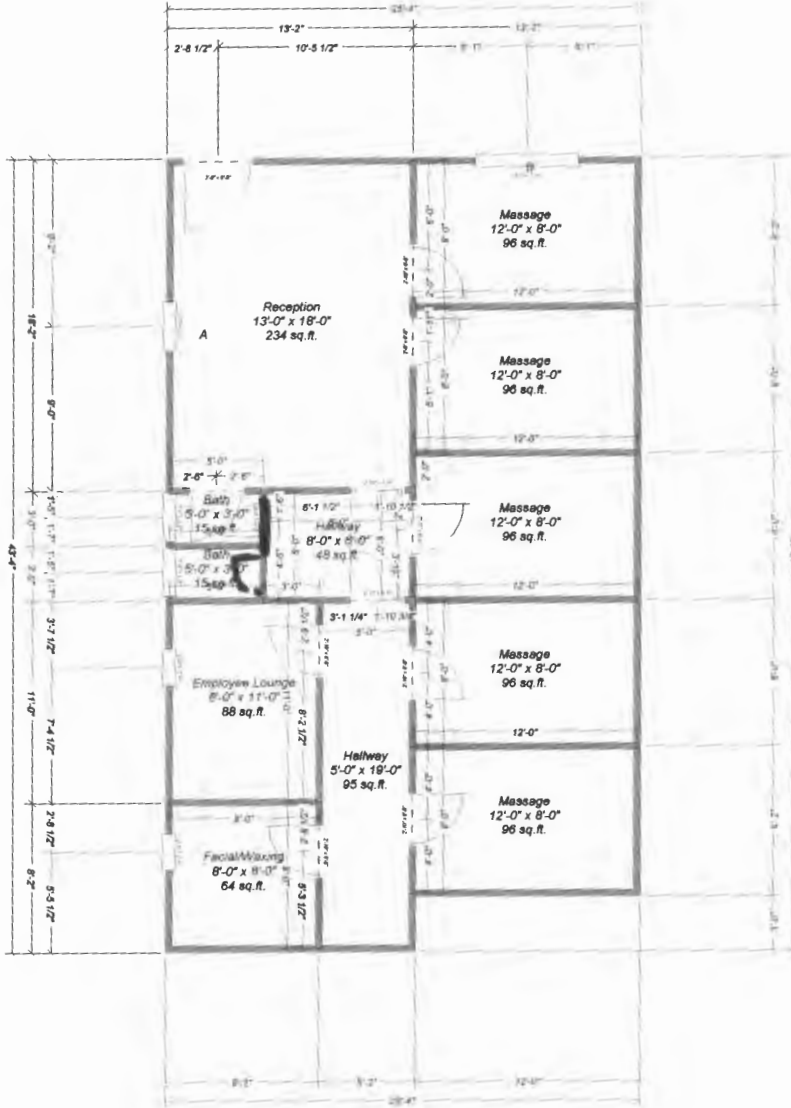
Front of Building ↑ Forest Ave.

Forest Ave  
Additional Electric

25'4"

New walls

Per  
mark A.  
3/20/12



43'4"

Forest Ave  
Proposed Alterations





# CITY OF PORTLAND, MAINE

Department of Building Inspections

## Original Receipt

3/5 2012

Received from ⑤ And Mei Wellness CTR

Location of Work 977 Forest Ave

Cost of Construction \$ \_\_\_\_\_ Building Fee: 145.00

Permit Fee \$ \_\_\_\_\_ Signage Site Fee: 82.00

Certificate of Occupancy Fee: \_\_\_\_\_

Total: 227.00

Building (IL) \_\_\_\_\_ Plumbing (IS) \_\_\_\_\_ Electrical (I2) \_\_\_\_\_ Site Plan (U2) \_\_\_\_\_

Other \_\_\_\_\_

CBL: 142 B 015

Check #: 166 Total Collected \$ 227 -

**No work is to be started until permit issued.  
Please keep original receipt for your records.**

Taken by: ⑤

WHITE - Applicant's Copy  
YELLOW - Office Copy  
PINK - Permit Copy



# Certificate of Occupancy



## CITY OF PORTLAND, MAINE

Department of Planning and Urban Development  
Building Inspections Division

Location: 985 FOREST AVE

CBL: 142- B-015-001

Issued to: WOJCIK, JOSEPH B JR

Date Issued: 5/9/2012

**This is to certify** that the building, premises, or part thereof, at the above location, built-altered-changed as to use under Building Permit No. 2012-03-3411-CH OF USE, has had a final inspection, has been found to conform substantially to the requirements of the Building Code and the Land Use Code of the City of Portland, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

Mei Wellness Center  
977 Forest Ave.

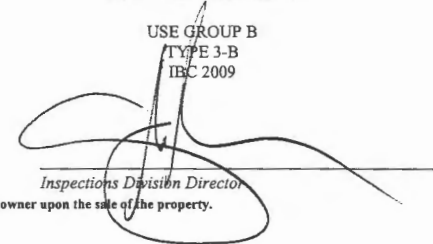
APPROVED OCCUPANCY

USE GROUP B  
TYPE 3-B  
IBC 2009

Approved:  
5-9-2012

(Date)

  
Inspector

  
Inspections Division Director

Notice: This certificate identifies the legal use of the building or premises, and ought to be transferred from owner to owner upon the sale of the property.