



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

*Penny St. Louis Littell - Director of Planning and Urban Development
Marge Schmuckal, Zoning Administrator*

August 7, 2009

Janet Copp
Freihofer Bakery Outlet
1037 Forest Avenue
Portland, ME 04103

Re: 1037 Forest Avenue – 142-C-001 – B-2 – Change of use from cosmetology school to bakery outlet

Dear Ms. Copp,

I spoke to you on the telephone towards the beginning of July about the need for you to apply for a change of use permit for the space that the Freihofer Bakery Outlet is occupying at 1037 Forest Avenue. On July 9, 2009 I faxed you a general building permit application and a checklist of what we needed for the change of use permit. It has been almost a month and we have not received the change of use application.

At this point since you do not have a certificate of occupancy, you are illegally occupying the space. You need to bring your use into compliance by submitting the change of use application. If our office has not received the change of use application by Monday, August 17, 2009, a code enforcement officer will post your space against occupancy.

I have enclosed a general building permit application and the cover sheet of the fax that I sent you which includes the list of what you need to submit with the change of use application.

Please feel free to call me at 874-8709 if you have any questions.

Yours truly,

Ann B. Machado
Zoning Specialist
(207) 874-8709

Cc. Tammy Munson – Inspections Division Director
Alexandra Murphy – City Clerk
file

