

PERMIT ISSUED

DEC - 7 2010

City of Portland

Form # P 04

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK  
**CITY OF PORTLAND**  
BUILDING INSPECTION  
**PERMIT**

Permit Number: 101442

Please Read Application And Notes, If Any, Attached

This is to certify that FIS IN LLC /Property Owner  
has permission to Change of use from single family home to Professional office 1st floor and Storage on 2nd floor  
AT 918 FOREST AVE CBL 142 E009001

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 lathed or otherwise closed-in. 24 HOUR NOTICE IS REQUIRED.

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

OTHER REQUIRED APPROVALS

Fire Dept. CAPT. N. Jantzen  
Health Dept. \_\_\_\_\_  
Appeal Board \_\_\_\_\_  
Other \_\_\_\_\_

Department Name

*[Signature]* 12/7/10  
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

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

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

Permit No: 10-1442	Issue Date:	CBI.: 142 E009001
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Location of Construction: 918 FOREST AVE	Owner Name: F IS IN LLC	Owner Address: 16 STURBRIDGE LN	Phone:
Business Name:	Contractor Name: Porperty Owner	Contractor Address: P O Box 2353 Portland	Phone: 2078330306
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Dwellings	Zone: RP

Past Use: Single Family Home	Proposed Use: Commercial - Office - Change of use from single family home to Professional office 1st floor and Storage on 2nd floor	Permit Fee: \$125.00	Cost of Work: \$3,000.00	CEO District: 4	res. prof. zone
		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied * See Conditions	INSPECTION: Use Group: B/S Type: SB		

Proposed Project Description: Change of use from single family home to Professional office 1st floor and Storage on 2nd floor	Signature: <i>(KG)</i>	Signature: <i>JMB 12/7/10</i>
PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)		
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied		
Signature:	Date:	

Permit Taken By: Idobson	Date Applied For: 11/18/2010	<b>Zoning Approval</b>	
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<ol style="list-style-type: none"> <li>This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</li> <li>Building permits do not include plumbing, septic or electrical work.</li> <li>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..</li> </ol>	<b>Special Zone or Reviews</b> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date: <i>5/11/10</i>	<b>Zoning Appeal</b> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	<b>Historic Preservation</b> <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date:
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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**

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

<b>Permit No:</b> 10-1442	<b>Date Applied For:</b> 11/18/2010	<b>CBL:</b> 142 E009001
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<b>Location of Construction:</b> 918 FOREST AVE	<b>Owner Name:</b> F IS IN LLC	<b>Owner Address:</b> 16 STURBRIDGE LN	<b>Phone:</b>
<b>Business Name:</b>	<b>Contractor Name:</b> Porperty Owner	<b>Contractor Address:</b> P O Box 2353 Portland	<b>Phone</b> (207) 833-0306
<b>Lessec/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Change of Use - Dwellings	

<b>Proposed Use:</b> Commercial - Office - Change of use from single family home to Professional office 1st floor and Storage on 2nd floor	<b>Proposed Project Description:</b> Change of use from single family home to Professional office 1st floor and Storage on 2nd floor
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<b>Dept:</b> Zoning	<b>Status:</b> Approved with Conditions	<b>Reviewer:</b> Marge Schmuckal	<b>Approval Date:</b> 11/19/2010
<b>Note:</b>			<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
<ol style="list-style-type: none"> <li>1) Separate permits shall be required for any new signage.</li> <li>2) This property shall remain professional offices only. Any change of use shall require a separate permit application for review and approval.</li> <li>3) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.</li> </ol>			

<b>Dept:</b> Building	<b>Status:</b> Approved with Conditions	<b>Reviewer:</b> Jeanine Bourke	<b>Approval Date:</b> 12/07/2010
<b>Note:</b>			<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
<ol style="list-style-type: none"> <li>1) This is a Change of Use ONLY permit. It does NOT authorize any construction activities.</li> <li>2) Separate permits are required for any electrical, plumbing, sprinkler, fire alarm HVAC systems, heating appliances, including pellet/wood stoves, commercial kitchen exhaust hood systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.</li> <li>3) Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.</li> </ol>			

<b>Dept:</b> Fire	<b>Status:</b> Approved with Conditions	<b>Reviewer:</b> Capt Keith Gautreau	<b>Approval Date:</b> 12/02/2010
<b>Note:</b>			<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
<ol style="list-style-type: none"> <li>1) Fire extinguishers required. Installation per NFPA 10</li> <li>2) This permit is being approved on the basis of the plans submitted. Any deviation from the plans would require ammendments and approval.</li> <li>3) This permit is for change of use only, any construction shall require additional permits. The occupancy shall meet NFPA 101 code requirements upon inspection.</li> </ol>			

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City of Portland

## **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 Inspection 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 with construction.**

  X   **Final/Certificate of Occupancy: Prior to any occupancy of the structure or use.**

**NOTE: There is a \$75.00 fee per inspection at this point.**

**The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OR 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.**

**PERMIT ISSUED**

DEC - 7 2010

City of Portland



# CITY OF PORTLAND, MAINE

Department of Building Inspections

## Original Receipt

\_\_\_\_\_ 11-18 20 10 \_\_\_\_\_

Received from \_\_\_\_\_

Location of Work \_\_\_\_\_

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

Permit Fee \$ \_\_\_\_\_ Site Fee: \_\_\_\_\_

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

Total: \_\_\_\_\_

Building (IL) \_\_\_\_\_ Plumbing (I5) \_\_\_\_\_ Electrical (I2) \_\_\_\_\_ Site Plan (U2) \_\_\_\_\_

Other \_\_\_\_\_

CBL: \_\_\_\_\_

Check #: \_\_\_\_\_ Total Collected \$ \_\_\_\_\_

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

Taken by: \_\_\_\_\_

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



# General 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>918 FOREST AVENUE, PORTLAND, ME 04103</u>		
Total Square Footage of Proposed Structure/Area <u>744 - ON 1st FLOOR - 2nd</u>	Square Footage of Lot <u>5925</u>	Number of Stories <u>2</u>
Tax Assessor's Chart, Block & Lot Chart# <u>142</u> Block# <u>E</u> Lot# <u>9</u>	Applicant *must be owner, Lessee or Buyer* Name <u>JOSEPH FLYNN FIS INC</u> Address <u>16 STURBRIDGE LANE</u> City, State & Zip <u>CUMBERLAND, ME 04021</u>	Telephone: <u>207-776-5226</u>
Lessee/DBA (If Applicable) <u>JOE FLYNN REAL ESTATE</u>	Owner (if different from Applicant) Name Address City, State & Zip	Cost Of Work: \$ <u>3000.00</u> C of O Fee: \$ <u>75.00</u> Total Fee: \$ <u>125.00</u>
Current legal use (i.e. single family) <u>SINGLE FAMILY</u> Number of Residential Units <u>1</u>		
If vacant, what was the previous use? _____		
Proposed Specific use: <u>1ST FLOOR REAL ESTATE OFFICE</u>		
Is property part of a subdivision? <u>NO</u> If yes, please name _____		
Project description: <u>CHANGING USE FROM SINGLE FAMILY RESIDENTIAL TO PROFESSIONAL OFFICE ONLY ON 1ST FLOOR + STORAGE ON SECOND FLOOR. NO CONSTRUCTION ONLY PAINTING-COSMETIC S.</u>		
Contractor's name: <u>JOE FLYNN</u>		
Address: <u>16 STURBRIDGE LANE</u>		
City, State & Zip <u>CUMBERLAND, ME 04021</u>		Telephone: _____
Who should we contact when the permit is ready: <u>JOE FLYNN 207-776-5226</u>		Telephone: <u>207-776-5226</u>
Mailing address: <u>SAME</u>		

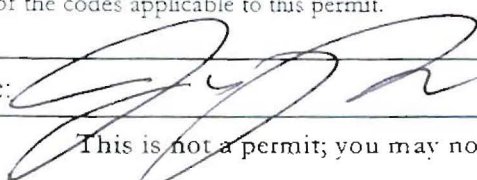
Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

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.

RECEIVED

NOV 18 2010  
Dept. of Building Inspections  
City of Portland, Maine  
Date of Permit: 10/15/10

Signature: 

This is not a permit; you may not commence ANY work until the permit is issue

OUTLINE FOR CHANGE OF USE PERMIT FOR:  
918 FOREST AVENUE, PORTLAND, MAINE 04103

FOR  
JOE FLYNN  
F IS IN LLC

NOVEMBER 17, 2010

To whomever it may concern,

I am submitting a permit for a change of use for the property located at 918 Forest Avenue, Portland. The property is currently being used as a single family house and I would like to change it back to a professional office use. The building would only be used for my real estate office and I would only be using the first floor which totals 744 square feet. The second floor will only be used for storage and the bathroom is located there. I have attached a layout of both first and second floors along with a lot line survey that shows parking for 4 cars. There is no need for any remodeling; we only need to do cosmetic painting. This is a small real estate office that would have low impact with on average 1-2 people working there. If you need any other information or have questions please don't hesitate to call me at 207-776-5226.

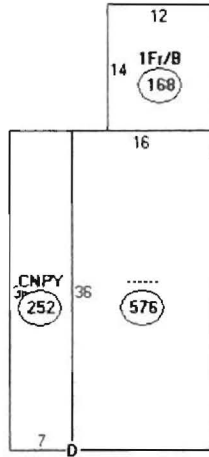


Thank you for your time,

Joe Flynn

F IS IN LLC

RESIDENTIAL PROFESSIONAL  
ZONE



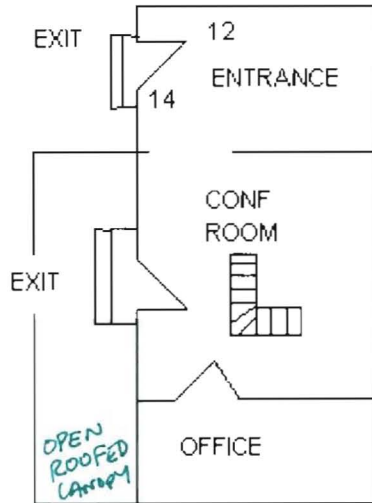
Descriptor/Area  
 A: .....  
 576 sqft  
 B: CNPY  
 252 sqft  
 C: 1Fr/B  
 168 sqft  
 D: RS1  
 260 sqft

1  
 576  
 168  
 252  
 -----  
 996 #

$996 \# \div 400 = 2.49$   
 pkg  
 2 pkg SPCS  
 Skill Required



918 FOREST AVENUE, SOUTH PORTLAND



FIRST  
FLOOR  
PLAN

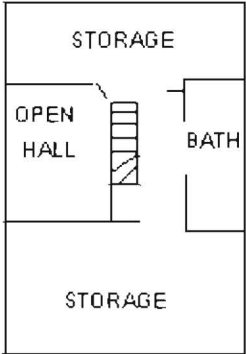
$$744 \text{ SQFT} \div 400 = 1.86$$

at 2 pkg req

4 shown  
on plot  
no.

918 FOREST AVENUE, PORTLAND

SECOND FLOOR



# MORTGAGE LOAN INSPECTION PLAN

I HEREBY STATE TO  
THE LENDER AND ITS  
TITLE INSURER

LOCUS ADDRESS  
FOREST AVENUE  
PORTLAND, MAINE

NORTHEASTERN LAND  
SURVEYING  
16 COLLEGE AVENUE  
GORHAM, MAINE 04038  
PHONE (207) 839-2090  
FAX (207) 839-6361

THE BUILDING SETBACKS ARE  
IN CONFORMITY WITH THE  
MUNICIPAL ZONING REQUIREMENTS  
THE DWELLING DOES NOT FALL  
WITHIN THE SPECIAL FLOOD  
HAZARD AREA AS DELINIATED BY  
F.E.M.A.

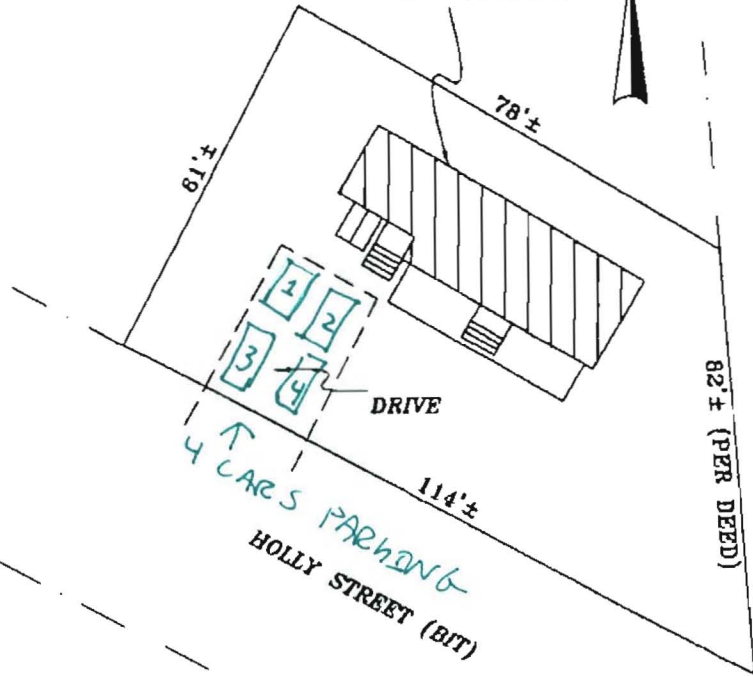
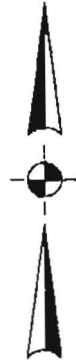
OWNER: JOSEPH T. FLYNN

JOB NUMBER 218-10  
INSPECTION DATE  
11-12-2010

THE LAND DOES NOT FALL  
WITHIN THE SPECIAL FLOOD  
HAZARD AREA AS DELINIATED  
BY F.E.M.A. ON COMMUNITY/  
PANEL # 230051 0007C

SCALE: 1" = 30'

2 STORY WOOD  
HOUSE ON A  
BRICK FOUNDATION



FOREST AVENUE (BIT)



THIS IS NOT A BOUNDARY SURVEY. THIS PLAN IS NOT TO BE USED FOR PROPERTY LINE LOCATION, BUILDING PURPOSES, CONVEYING OR DESCRIBING PROPERTY, OR RECORDING PURPOSES. THIS PLAN IS FOR LENDING PURPOSES ONLY. THIS PLAN MAY NOT REVEAL CONFLICTS WITH ABUTTING DEEDS. THE PARCEL IS SUBJECT TO ALL RIGHTS, COVENANTS, RESTRICTIONS, AND EASEMENTS OF RECORD. A BOUNDARY SURVEY MAY YIELD DIFFERENT RESULTS.

## REFERENCES

PLAN BOOK \_\_\_ PAGE \_\_\_ LOT \_\_\_  
DEED BOOK \_\_\_ PAGE \_\_\_  
COUNTY CUMBERLAND

DRAWN BY GRRS





CITY OF PORTLAND, MAINE  
Department of Building Inspection

# Certificate of Occupancy

LOCATION 918 FOREST AVE CBL 142 E009001

Issued to F Is In Llc /Porperty Owner Date of Issue 04/06/2011

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. 10-1442, has had final inspection, has been found to conform substantially to requirements of Zoning Ordinance and Building Code of the City, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

Entire

APPROVED OCCUPANCY

Professional Office  
Use Group B  
Type 5B  
IBC-2003

Limiting Conditions: Upstairs is for storage only.

This certificate supersedes  
certificate issued

Approved:

4-6-11  
-----  
(Date)

Inspector

-----  
Inspector of Buildings

Notice: This certificate identifies lawful use of building or premises, and ought to be transferred from owner to owner when property changes hands. Copy will be furnished to owner or lessee for one dollar.