Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 06/16/14

Building Inspections - RE: Application to convert Retail space to Apartment 797 Steven Ave

From: Building Inspections
To: Jimmy Somma
Date: 4/24/2014 11:36 AM
Subject: RE: Application to convert Retail space to Apartment 797 Steven Ave
Attachments: Getting a Building Permit.pdf

First, the PDFs need to be named correctly; they need to be named what they are (no extraneous names, addresses or default names from the scanner.

Second, your application needs to be filled out in it's entirety. The owner info and project description is a requirement.

Third, it looks like you will be doing a change of use to add a dwelling unit. That does require a Certificate of Occupation (and additional fee).

Please consult the attached form for further questions. Once we get the completed application, we can add it to the system. Thank you.

>>> Jimmy Somma <James.Somma@portlanddiocese.org> 4/22/2014 10:45 AM >>>
Could I trouble you to identify the areas that was not completed, so that I could get it corrected and return it.
If needed here is my cell 415-5220
Thank you for your time.

From: Building Inspections [mailto:buildinginspections@portlandmaine.gov]
Sent: Tuesday, April 22, 2014 9:53 AM
To: Jimmy Somma
Subject: Re: Application to convert Retail space to Apartment 797 Steven Ave

The Inspections Division has received your application and has done a preliminary completeness check of your documents. It has been determined that your application does not meet the standard requirements. Please review the application fields, the items required within the checklist and Applicant Submittal Requirements for Electronic Plan Review. Please resubmit your entire application with the appropriate changes and supporting documents accordingly.

>>> Jimmy Somma <James.Somma@portlanddiocese.org> 4/22/2014 7:15 AM >>>
Building Inspection
Attached is the following

- Floor plan to build interior walls for an apartment at 797 Stevens Avenue
- Site plan of the existing property
- Commercial Interior & Change of Use Permit Application Checklist
- General Building Permit Application
- Electronic Signature & Fee Payment Confirmation

Thank you

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James G. Somma

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.