

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

PERMIT ISSUED

Please Read Application And Notes, If Any, Attached

BUILDING INSPECTION PERMIT

Permit Number AUG 12 2006

CITY OF PORTLAND

This is to certify that BRACKLOW KRISTEN C Property owner

has permission to Renovate basement for additional living space

AT 14 TORREY ST

156 C005001

provided that the person or persons who perform or supervise the work in accepting this permit shall comply with all of the provisions of the Statutes of the State 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 when permission is procured before this building or part thereof is occupied or services are provided. HOUR NOT REQUIRED.

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

OTHER REQUIRED APPROVALS

Fire Dept
Health Dept.
Appeal Board
Other Department Name

Handwritten signature and date 8/22/06
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: 06-1126	Issue Date: PERMIT ISSUED AUG 23 2006	CBL: 156 C005001
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<b>Location of Construction:</b> 14 TORREY ST	<b>Owner Name:</b> BRACKLOW KRISTEN C	<b>Owner Address:</b> 14 TORREY ST	<b>Phone:</b>
<b>Business Name:</b>	<b>Contractor Name:</b> property owner	<b>Contractor Address:</b> Portland	<b>Phone:</b>
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Alterations - Dwellings	<b>Zone:</b> R-3

<b>Past Use:</b> Single Family	<b>Proposed Use:</b> Single Family renovate basement for additional living space for the single family	<b>Permit Fee:</b> \$170.00	<b>Cost of Work:</b> \$15,000.00	<b>CEO District:</b> 4
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**Proposed Project Description:**  
Renovate basement for additional living space for the single family

FIRE DEPT. <input type="checkbox"/> App <input type="checkbox"/> Den Signature: <i>N/A</i>	INSPECTION Use Group: R-3 Type: GB IRC 2003 Signature: <i>[Signature]</i>
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PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)

Action:  Approved  Approved w/Conditions  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Permit Taken By:</b> dmartin	<b>Date Applied For:</b> 07/31/2006	<b>Zoning Approval</b>	
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Special Zone or Reviews <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>8/3/06</i>	Zoning Appeal <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: <i>[Signature]</i>	Historic Preservation <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: <i>[Signature]</i>
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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



# 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>14 Torrey St</u>		
Total Square Footage of Proposed Structure		Square Footage of Lot
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <u>1566</u> <u>C</u> <u>005</u>	Owner: <u>Kristen Bracklow</u>	Telephone: <u>774 8701</u>
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>Kristen Bracklow</u> <u>14 Torrey St.</u> <u>Portland ME.</u>	cost Of Work \$ <u>15,000.00</u> Fee: \$ <u>170.00</u> C of O Fee: \$ _____
Current Specific use: <u>Single Family</u> If vacant, what was the previous use? _____ Proposed Specific use: _____		
Project description: <u>Renovating BASEMENT For more Living Space</u>		
Contractor's name, address & telephone:		
Who should we contact when the permit is ready: <u>Kristen</u>		
Mailing address: _____ Phone: <u>774 3068 WKH</u>		

**Please submit all of the information outlined in the Commercial Application 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 visit us on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), stop by the Building Inspections 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.

X Signature of applicant: Kristen Bracklow X Date: 7/31/06

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



**City of Portland, Maine - Building or Use Permit**

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

Permit No: 06-1126	Date Applied For: 07/31/2006	CBL: 156 C005001
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Location of Construction: 14 TORREY ST	Owner Name: BRACKLOW KRISTEN C	Owner Address: 14 TORREY ST	Phone:
Business Name:	Contractor Name: property owner	Contractor Address: Portland	Phone
Lessee/Buyer's Name	Phone:	Permit Type: Alterations - Dwellings	

Proposed Use: Single Family renovate basement for additional living space for the single family	Proposed Project Description: Renovate basement for additional living space for the single family
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**Dept:** Zoning      **Status:** Approved with Conditions      **Reviewer:** Marge Schmuckal      **Approval Date:** 08/03/2006  
**Note:**      **Ok to Issue:**

- 1) Separate permits shall be required for future decks, sheds, pools, and/or garages.
- 2) This permit is being approved on the basis of revised plans submitted. Any deviations shall require a separate approval before starting that work.
- 3) This is NOT an approval for an additional dwelling unit. You SHALL NOT add any additional litchen equipment including, but not limited to items such as stoves, microwaves, refrigerators, or kitchen sinks, etc. Without special approvals. It is understood that a bar sink 15" x 15" will be installed as opposed to a kitchen sink size.
- 4) This property shall remain a single family dwelling. Any change of use shall require a separate permit application for review and approval.

**Dept:** Building      **Status:** Approved with Conditions      **Reviewer:** Tammy Munson      **Approval Date:** 08/22/2006  
**Note:**      **Ok to Issue:**

- 1) There must be a 2" clearance maintained between the chimney and any combustible material, with draft stopping per code at each level
- 2) As discussed, hardwired interconnected battery backup smoke detectors shall be installed in all bedrooms, protecting the bedrooms, and on every level.
- 3) Separate permits are required for any electrical, plumbing, or HVAC systems. Separate plans may need to be submitted for approval as a part of this process.

**Comments:**

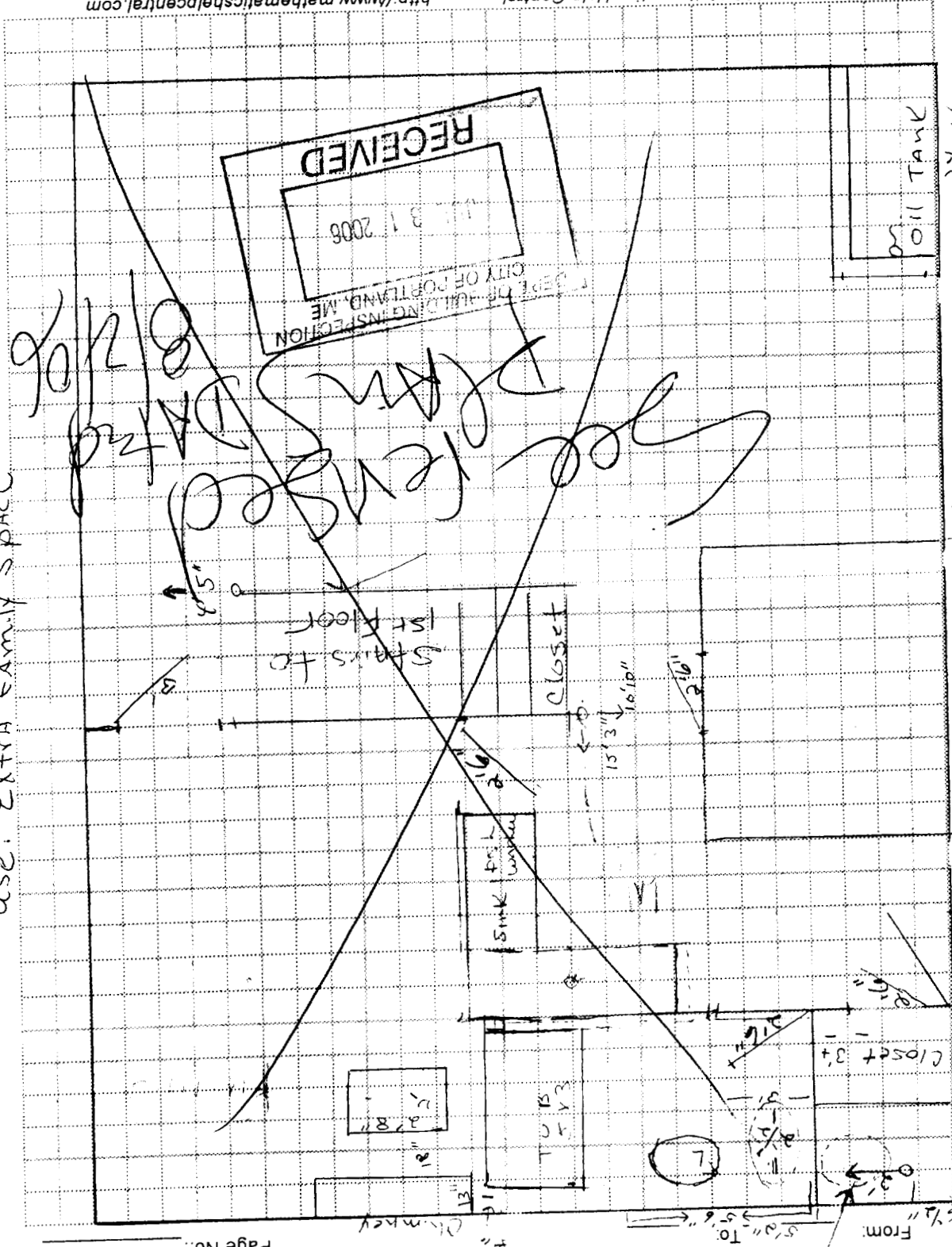
8/1/06-mes: this is actually a change of use to add another dwelling unit in the basement - see letter - it needs a conditional use approval first.

8/3/06-mes: I have had another conversation and received a fax in which the owner states that this is NOT intended to be a separate dwelling unit. We also discussed the size of the replacement sink to be a bar sink size.

Kris Bracklow  
 14 Torrey St  
 Portland

Walls 2x4 studs - 16" on ctr.  
 Greenboard  
 Ceiling to floor 8'4"  
 Use: Extra family space

25' x 35'  
 Basement



Page No.:

Date:

2 1/2 x 6" door

Outside 7'1" x 9" (as 2 = 6'4" x 8'4")

Door to outside

Removable panel

Assignment:

For pit  
 2'4"

10'0" x 10'0" x 10'0"



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

Lee Urban-Director of Planning and Development  
Marge Schmuckal, Zoning Administrator

August 2, 2006

Kristen C. Bracklow  
14 Torrey Street  
Portland, ME 04103

RE: 14 Torrey Street – 156-C-005 & 006 – R-3 Zone – permit #06-1126

Dear Ms. Bracklow,

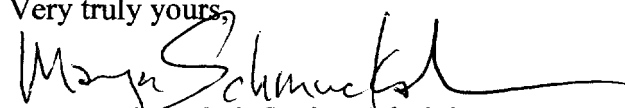
Your permit to add another dwelling unit in the basement of your home at 14 Torrey Street can not be issued at this time. Such a change of use requires an approval from the Zoning Board of Appeals as outlined under section 14-88(a)2. I am enclosing a copy of this section for your use when you apply for a conditional use appeal. Please note that you should address each criterion for the Zoning Board in your cover letter as noted in this paperwork. If you do not address each item, the Zoning Board will not be able to grant a decision in your favor.

I have also enclosed the necessary paperwork that you will need to apply for such an appeal, including Board schedules, outlining the appeal process and deadlines.

I have noticed that you have not submitted a plot plan showing required off-street parking for your new unit. You will need to submit a plot plan to show one additional parking space along with the two required parking spaces for your original single family. Please note that required parking spaces can not be located within your required front yard setback of 25 feet from the front property line.

Your permit will be on hold without further action until the Zoning Board of Appeals grants a conditional use appeal in your favor. After such time, your project is subject to a site plan review through the planning division. Because your proposal is within the footprint of the existing building, you may be able to apply for approval under a site plan exemption. After these steps, your building permit application will be reactivated for final reviews and approvals. If you have any questions regarding this matter, please do not hesitate to contact this office.

Very truly yours,

  
Marge Schmuckal, Zoning Administrator

8/2/06 is stating  
FAR THAT THIS  
IS NOT A SEPARATE DWELLING  
UNIT TO BE LEASED  
OUT SEPARATELY  
NO KITCHEN  
FACILITIES  
ETC.

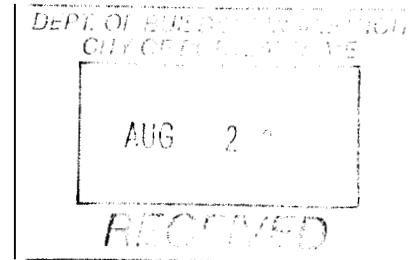
# FAX TRANSMISSION

**Kris Bracklow**  
**14 Torrey Street**  
**Portland, ME 04103**  
**Tel: 207-774-3068**

**Date:** August 2, 2006  
**To:** Marge  
**Company:** Portland City Hall  
**Fax #:** 874-8716

**From:** Kris Bracklow  
**Phone/Fax #:** 774-8701

**Number of Pages:** 1 of 2  
**RE:** Building Permit



Marge,

Here is a copy of the plans for finishing our basement with the changes requested. It does not contain:

- Stove
- Cooking facility
- Refrigerator
- Dishwasher

We would like to replace the 25 inch kitchen sink that has been there since the house was built with a bar sink. The plumbing rep at Lowes suggested three sizes. He recommended one of the two larger sizes. The sizes are:

- ~~20" x 20" (10" deep)~~
- ~~17" x 19" (8" deep)~~
- 15" x 15" (6" deep)

shall be  
No Larger

We would like to have as large a sink as possible. Whatever the regs allow will be fine.

Marge, please let me know if I have missed anything. Thank you for taking the time to review this again.









Copy of what was sent

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\*Editor's note--Ord. No. 81-88, §§ 2 and 3, adopted July 19, 1988, amended subsections 14-87(a)2 and (b)5 to read as herein set out. See also the editor's note to Art. III of this chapter for additional provisions relative to Ord. No. 81-88.

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**Sec. 14-88. Conditional uses.**

See Next Page

The following uses shall be permitted only upon the issuance of a conditional use permit, subject to the provisions of section 14-474 (conditional uses) and any special provisions, standards or requirements specified below:

**(a) Residential:**

1. Sheltered care group homes, as defined in section 14-47 of this article, for up to twelve (12) individuals, plus staff, and serving a primary population which is not handicapped persons, parolees, persons involved in correctional prerelease programs, or current illegal drug users, provided that:
  - a. A sheltered care group home shall not be located within five hundred (500) feet of another, as measured along street lines to the respective property lines;
  - b. There shall be no open outside stairways or fire escapes above the ground floor;
  - c. The facility shall make provision for adequate on-site staffing in accordance with applicable state licensing requirements. If a facility is not licensed by the state, there shall be a minimum of one (1) staff person for every ten (10) residents or fraction thereof.

The board of appeals may impose conditions upon a conditional use permit concerning the creation or operation of a sheltered care group home including but not limited to the following: site and building maintenance; lighting, fencing, and other

appropriate security measures; screening and buffering of parking areas; compatibility of any additions or alterations with the existing residential structure; compatibility of new structures with the architectural character of the surrounding area; and limitation on the duration of a sheltered care group home permit.

2.

Alteration or construction of a detached single-family dwelling to accommodate one (1) additional dwelling unit for the benefit of homeowners or tenants, provided that:

a. The accessory unit shall be no more than thirty (30) percent of the gross floor area of principal building and shall have a minimum floor area of four hundred (400) square feet; gross floor area shall exclude any floor area that has less than two-thirds of its floor-to-ceiling height above the average adjoining ground level; gross floor area may include attic space if such space shall be habitable space within either dwelling unit;

There shall be no open outside stairways or fire escapes above the ground floor.

Any building additions or exterior alterations such as façade materials, building form, or roof pitch shall be designed to be compatible with the architectural style and to maintain the single-family appearance of the dwelling.

d. A minimum lot size of six thousand five hundred (6,500) square feet of land area shall be required.

e. No dwelling unit shall be reduced in size to less than one thousand (1,000) square feet of floor area, exclusive of common areas and storage in basement or attic.

f. Parking shall be provided as required by division 20 of this article.

*PLEASE address item AS to how will be meeting n... advance*



Address  
each item  
Specifically

- g. The project shall be subject to article V (site plan) of this chapter for site plan review and approval and the following additional standards:
- i. Any additions or exterior alterations such as façade materials, building form and roof pitch shall be designed to be compatible with the architectural style of the building;
  - ii. The scale and surface area of parking, driveways and paved areas shall be arranged and landscaped to properly screen vehicles from adjacent properties and streets; and
  - iii. Either the accessory unit or principal unit shall be occupied by the lot owner, except for bona fide temporary absences.

(b) **Commercial:**

- 1. Reserved.

(c) **Institutional:** Any of the following conditional uses provided that, notwithstanding section 14-474(a) (conditional uses) of this article or any other provision of this Code, the planning board shall be substituted for the board of appeals as the reviewing authority:

- 1. Elementary, middle, and secondary school;
- 2. a. Long-term and extended care facilities;  
b. Intermediate care facility for thirteen (13) or more persons;
- 3. Church or other place of worship;
- 4. Private club or fraternal organization;

This page contains a detailed description of the Parcel ID you selected. Press the **New Search** button at the bottom of the screen to submit a new query.

### Current Owner Information

<b>Card Number</b>	1 of 1
<b>Parcel ID</b>	156 C005001
<b>Location</b>	14 TORREY ST
<b>Land Use</b>	SINGLE FAMILY
<b>Owner Address</b>	BRACKLOW KRISTEN C 14 TORREY ST PORTLAND ME 04103
<b>Book/Page</b>	12879/141
<b>Legal</b>	156-C-5-6 BAY ST 11-19 TORREY ST 14-22 14970 SF

### Current Assessed Valuation

<b>Land</b>	<b>Building</b>	<b>Total</b>
\$75,700	\$168,100	\$243,800

### Property Information

<b>Year Built</b>	<b>Style</b>	<b>Story Height</b>	<b>Sq. Ft.</b>	<b>Total Acres</b>	
1981	Gambrel	2	1872	0.344	
<b>Bedrooms</b>	<b>Full Baths</b>	<b>Half Baths</b>	<b>Total Rooms</b>	<b>Attic</b>	<b>Basement</b>
3	1	1	6	None	Full

### Outbuildings

<b>Type</b>	<b>Quantity</b>	<b>Year Built</b>	<b>Size</b>	<b>Grade</b>	<b>Condition</b>
GARAGE-WD/CB	1	2001	20X26	C	A

### Sales information

<b>Date</b>	<b>Type</b>	<b>Price</b>	<b>Book/Page</b>
12/27/1996	LAND + BLDING		12879-141

### Picture and Sketch

<a href="#">Picture</a>	<a href="#">Sketch</a>	<a href="#">Tax Map</a>
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[Click here to view Tax Roll Information.](#)

Any information concerning tax payments should be directed to the Treasury office at 874-8490 or e-mailed.

**New Search!**

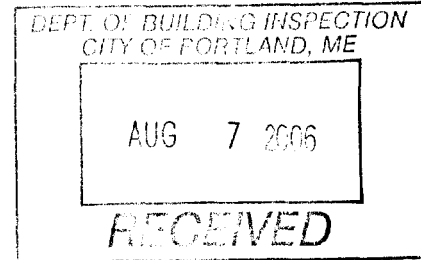
**FAX "TRANSMISSION"**

**Kris Bracklow  
14 Torrey Street  
Portland, ME 041.03  
Tel: 207-774-3068**

**Date: August 4, 2006**

**To: Marge  
Company: Portland City Hall  
Fax #: 874-8716**

**From: Kris Bracklow  
Phone/Fax#: 774-8703.**



**Number of Pages: I of I  
RE: Building Permit**

**Marge,**

**Thank you for signing off on our building permit. We look forward to hearing when we can pick it up.**

**The work we plan is definitely not to be "separately leased, rented or used as an individual dwelling unit."**

**I am sorry for our lack of understanding as to what is/is not permitted as was reflected on the first plan we submitted. We did not realize the sink in the basement since the house was built is no longer allowed and could not be grandfathered. When we were doing our homework ahead of time we definitely should have also requested a copy of the regs for finishing a basement. If it is not too late, would it be possible to get a copy of the regs now?**

**Marge, thank you for all your help.**

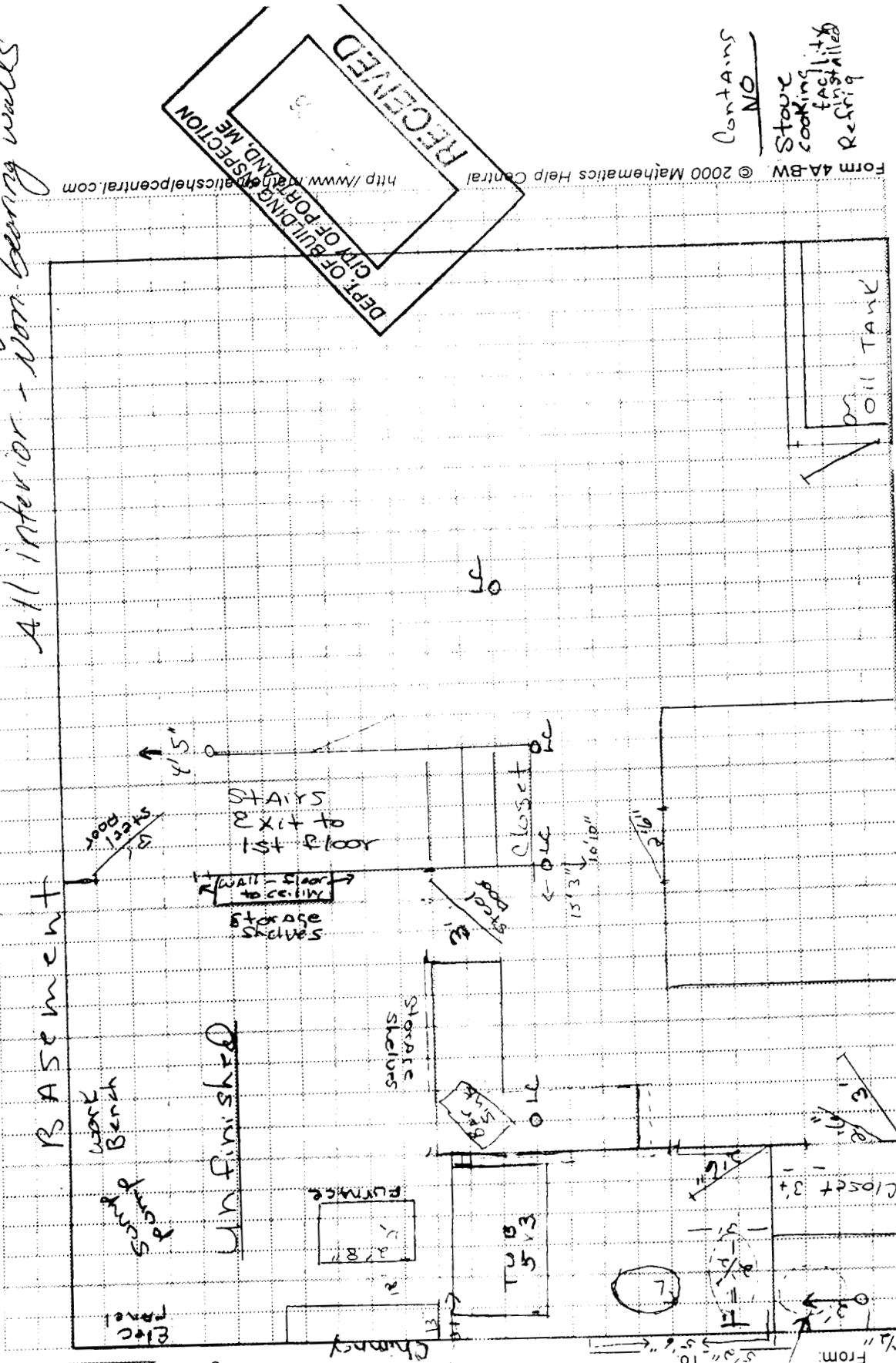
*Kris*

Kris Backlow  
 14 Torrey St  
 Portland  
 774-8701

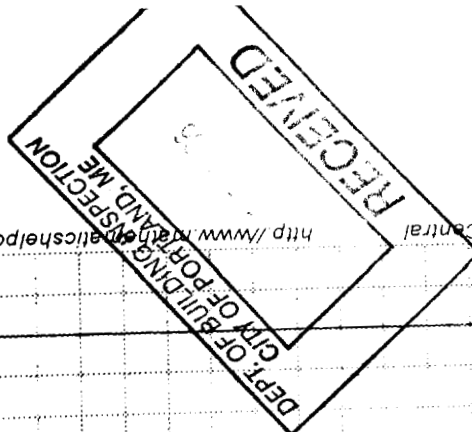
Extra Family Space  
 Frame: 2x4 16" on Ctr-Green Board  
 Floor to ceiling 84" - 7'0"

LC = Lolly Column  
 Each  $\square = 1'$

Finished Ceiling  
 All interior - non-bearing walls



Date \_\_\_\_\_  
 Page No. \_\_\_\_\_



Contains  
 NO  
 Stove  
 cooking  
 facilities  
 Refrig

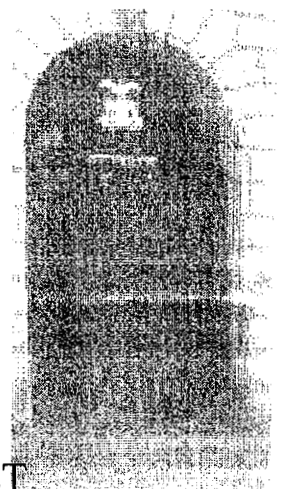
Contains  
 BAR SINK



City of Portland  
**INSPECTION SERVICES**

Room 315  
389 Congress Street  
Portland, Maine 04101

Telephone: 207-874-8703 or 207-874-8693  
Facsimile: 207-874-8716



**FACSIMILE TRANSMISSION COVER SHEET**

TO: <u>KRIS BRACKLOW</u>	FROM: <u>MARGE Schmuckel</u>
FAX NUMBER: <u>774-8701</u>	NUMBER OF PAGES, WITH COVER: <u>1</u>
TELEPHONE: _____	RE: <u>14 Torrey Street</u>
DATE: <u>8/4/06</u>	<u>Application for renovations</u> <u>in the basement</u>

Comments:

Kris,  
Thank you for all the information & research that you have done on this item.

I am signing off on your permit for zoning based on several conditions, such as the understanding that the work in the basement is not for a separately leased, rented or used as ~~an~~ individual dwelling unit, and that there are no installed kitchen facilities, and that the installed sink be no larger than

15" x 15".

Visit us on the web! <http://www.portlandmaine.gov>

MARGE

# FAX TRANSMISSION

**Kris Bracklow**  
**14 Torrey Street**  
**Portland, ME 04103**  
**Tel: 207-774-3068**

Date: August 3, 2006

To: Marge  
Company: Portland City Hall  
Fax #: 874-8716

From: Kris Bracklow  
Phone#: 774-8701  
Fax #: 774-8701

Number of Pages: 1 of 2  
RE: Building Permit - Info

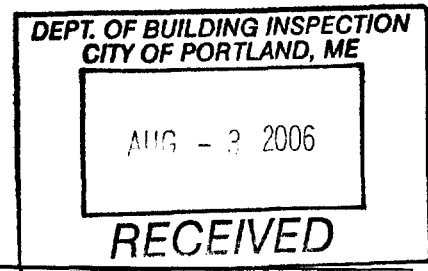
Marge,

We are still working on what the size choices are for a bar sink when we finish our basement.

Today I spoke with Jim in the showroom at Redlon & Johnson (773-4755.) The two sinks they recommend are Kohler 15 x 15 and 20 x 20. Jim said it is very rare they sell my other size.

I am forwarding the page he faxed me. I have put a star by the one we are most interested in if it is possible. (I would like to make sure the bottom is flat and not rounded. From the picture it looks like it is flat.) Do you think this would be acceptable?

Thanks  
Kris



08/02/2006 04:15 2077748701  
 AUG-03-2006 03:04PM FROM-REDLOR AND JOHNSON

+207.761.1763 T-700 P.001/001 F-100

**STAINLESS STEEL ENTERTAINMENT SINKS**

Model	Dimensions	Material	Price	Lead Time	Notes
<b>BALLAD SELF-RIMMING ENTERTAINMENT SINKS</b>					
K-3262-1 K-3262-2 K-3262-3 (shown)	15 x 15 x 7	18 gauge stainless steel	NA	\$400.40	1.8, 8.0 Showroom
Available Accessories: Entertainment sink faucet of your choice. Refer to Faucet Price Book. Refer to Page 326.					
<b>VERSE SELF-RIMMING ENTERTAINMENT SINKS</b>					
K-3382-1 K-3382-2 K-3382-3 (shown)	20 x 20 x 8	18 gauge stainless steel	NA	422.55	2.7, 18.3 Showroom
Available Accessories: Entertainment sink faucet of your choice. Refer to Faucet Price Book. Refer to Pages 314 - 317. Refer to Pages 318 - 323. Refer to Page 326.					
<b>STACCATO SELF-RIMMING ENTERTAINMENT SINKS</b>					
K-3363-1 K-3363-2 K-3363-3 (shown)	20 x 20 x 8	18 gauge stainless steel	NA	241.85	3.1, 12.0 Showroom
Available Accessories: Entertainment sink faucet of your choice. Refer to Faucet Price Book. Refer to Pages 314 - 317. Refer to Pages 318 - 323. Refer to Page 326.					
<b>LYRIC SELF-RIMMING ENTERTAINMENT SINKS</b>					
K-3290-1 K-3290-2 (shown)	15 x 15 x 7 1/2	19 gauge stainless steel	NA	179.80	1.8, 7.0 Competitive
Available Accessories: Entertainment sink faucet of your choice. Refer to Faucet Price Book. Refer to Page 326.					
<b>TOCCATA SELF-RIMMING ENTERTAINMENT SINKS</b>					
K-3349-1 K-3349-2 (shown)	15 x 15 x 7	18 gauge stainless steel	NA	109.85	1.8, 8.0 Competitive
Available Accessories: Entertainment sink faucet of your choice. Refer to Faucet Price Book. Refer to Page 326.					

CITY OF PORTLAND, ME

AUG - 3 2006  
**RECEIVED**

THE BOLD LOOK OF KOHLER