

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND

## BUILDING PERMIT

This is to certify that RACHEL » ANDERSON

Located At 956 WASHINGTON

Job ID: 2011-07-1722-CH OF USE

CBL: 161 - - F - 010 - 001 - - - -

has permission to Home occupation on 1st floor

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

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.**

1. Final Certificate of Occupancy inspection required prior to operating.

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)*

Director of Planning and Urban Development  
Penny St. Louis

Job ID: 2011-07-1722-CH OF USE

Located At: 956 WASHINGTON

CBL: 161 - - F - 010 - 001 - - - -

## **Conditions of Approval:**

### **Zoning**

1. This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
2. During its existence, all aspects of the Home Occupations criteria, Section 14-410, shall be maintained.
3. With the issuance of this permit and the certificate of occupancy, this property shall remain a three family dwelling with a home occupation in the first floor unit. Any change of use shall require a separate permit application for review and approval.

### **Fire**

This permit is for change of use only; any construction shall require additional permits. The occupancy shall comply with City Code Chapter 10 upon inspection.

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

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

|   |  |  |  |
|---|--|--|--|
| Job No:<br><b>2011-07-1722-CH OF USE</b>  | Date Applied:<br><b>7/15/2011</b>  | CBL:<br><b>161 - - F - 010 - 001 - - - -</b>   |  |
| Location of Construction:<br><b>956 WASHINGTON AVE</b>  | Owner Name:<br><b>RACHEL ANDERSON</b>  | Owner Address:<br><b>201 FALMOUTH RD<br/>FALMOUTH, ME - MAINE 04105</b>  | Phone:<br><b>207-202-8837</b>  |
| Business Name:  | Contractor Name:   | Contractor Address:  | Phone:   |
| Lessee/Buyer's Name:<br><b>Shannon Emery</b>  | Phone:<br><b>207-400-0933</b>  | Permit Type:<br><b>CHUSE-HO - Home Occupancy</b>   | Zone:<br><b>R-5</b>  |
| Past Use:<br><b>Three family</b>  | Proposed Use:<br><b>Three family – change first floor dwelling to dwelling &amp; home occupation for “Polarity Therapy”.</b> | Cost of Work:  | CEO District:  |
|   |  | Fire Dept:<br><input checked="" type="checkbox"/> Approved w/conditions<br><input type="checkbox"/> Denied<br><input type="checkbox"/> N/A | Inspection:<br><b>R-2</b><br>Use Group:<br><b>SB</b><br>Type:<br><b>SB</b> |
|   |  | Signature: <i>Capt. Perrone</i> <b>8/18/11</b>   | Signature: <i>[Signature]</i>  |
| Proposed Project Description:<br><b>add home occupation to first floor unit – 3 unit building</b> |  | Pedestrian Activities District (P.A.D.)  |  |
| Permit Taken By:  |  | <b>Zoning Approval</b>   |  |

1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.
2. Building Permits do not include plumbing, septic or electrical work.
3. 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.

| Special Zone or Reviews   | Zoning Appeal                            | Historic Preservation                                       |
|---|--|---|
| <input type="checkbox"/> Shoreland  | <input type="checkbox"/> Variance        | <input checked="" type="checkbox"/> Not in Dist or Landmark |
| <input type="checkbox"/> Wetlands   | <input type="checkbox"/> Miscellaneous   | <input type="checkbox"/> Does not Require Review            |
| <input type="checkbox"/> Flood Zone   | <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Requires Review                    |
| <input type="checkbox"/> Subdivision  | <input type="checkbox"/> Interpretation  | <input type="checkbox"/> Approved                           |
| <input type="checkbox"/> Site Plan  | <input type="checkbox"/> Approved        | <input type="checkbox"/> Approved w/Conditions              |
| <input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM | <input type="checkbox"/> Denied          | <input type="checkbox"/> Denied                             |
| Date: <i>OK w/conditions</i><br><b>8/18/11</b> <i>ASU</i>                             | Date:                                    | Date: <b>ASU</b>  |

## 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 | PHON |
|---|------|------|



# 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>956 Washington Ave #1, Portland, ME 04103</u>   |  |  |
| Total Square Footage of Proposed Structure/Area<br><u>1060</u>   |  | Square Footage of Lot<br><u>1060</u>   |
| Tax Assessor's Chart, Block & Lot<br>Chart# <u>161</u> Block# <u>F010</u> Lot#   | Applicant *must be owner, Lessee or Buyer*<br>Name <u>Shannon Emery</u><br>Address <u>956 Washington Ave #1</u><br>City, State & Zip <u>Portland, ME 04103</u>                   | Telephone:<br><u>207-400-0733</u>  |
| Lessee/DBA (If Applicable)<br><u>Massage Therapy / Polarity Therapy</u><br><b>RECEIVED</b><br>JUL 15 2011  | Owner (if different from Applicant)<br>Name <u>Rachel Anderson</u><br>Address <u>956 Washington Ave #2</u><br>City, State & Zip <u>Portland, ME 04103</u><br><u>207-252-8837</u> | Cost Of Work: \$ <u>150.00</u><br>C of O Fee: \$ <u>75.00</u><br>Total Fee: \$ <u>225.00</u> |
| Current legal use (i.e. single family) <u>Multi-unit</u> <u>3</u><br>If vacant, what was the previous use? <u>Dept. of Building Inspections</u><br>Proposed Specific use: <u>Change of use</u><br>Is property part of a subdivision? <u>No</u> If yes, please name _____<br>Project description: <u>to home occupation - unit 1, first floor -</u><br><u>no Structural</u> <u>Saile Transformation</u> |  |  |
| Contractor's name: _____<br>Address: _____<br>City, State & Zip _____ Telephone: _____<br>Who should we contact when the permit is ready: _____ Telephone: _____<br>Mailing address: _____   |  |  |

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: \_\_\_\_\_

Date: 26, June 2011

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

7, August 2011

Ann B. Machado  
Zoning Specialist  
389 Congress Street  
Rm. 315  
Portland, Maine 04101

Dear Ann,

I have added the two items that I left out in my previous cover letter. I hope that is right and in the form that is acceptable. I have also drawn out my building and driveway as requested with the length and width dimensions. Also, I am enclosing the plot plan that my landlord has access to.

I have also printed two pictures of the property and drive (the best that it would show) from Google maps to give you a better idea. If you have any questions, please give me a call. Have a wonderful day.

Best,  
Shannon S. Emery  
956 Washington Ave.  
Apt 1  
Portland, Maine 04103  
207-775-2980

RECEIVED

AUG 15 2011

Dept. of Building Inspections  
City of Portland Maine

7, August 2011

Addendum

Zoning Administrator  
Department of Urban Development  
City of Portland  
389 Congress Street  
Portland, Maine 04101

RECEIVED

AUG 15 2011

Dept. of Building Inspections  
City of Portland Maine

Attn: Ann Machado,

Hello, my name is Shannon Emery and I am requesting a permit to allow me the use of my residence at 956 Washington Avenue for a home occupation. My line of business is going to be primarily a Polarity Therapy practice, combined with massage therapy. My work will be Polarity Therapy, an acceptable home occupation listed under item (2) of Section 14-410 of the Portland Zoning Ordinance. The following is an explanation of how my home occupation meets the criteria listed under item (1) of the same.

- My home will occupy approximately 108 square feet of the floor residence.
- No goods will be stored displayed or be visible from outside the residence.
- Storage of the materials necessary to perform my occupation are minimal and are indicated in the 108 square feet of floor space mentioned above.
- There will be no external signage related to my home occupation.
- No exterior alterations to the residence are necessary.
- I do have additional parking for 2 cars at a time.
- I will not require the services of any employees.
- No vehicles even nearing a gross vehicle weight of 6000 pounds are necessary for my home occupation.
- My home occupation is a body work practice, and designated to one room in my home; therefore it shall not produce any offensive noises, vibration, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare or other objectionable effects.
- No traffic shall be generated by home occupation as Washington Avenue has a considerable amount of traffic already and only one vehicle may enter or leave the premises at a time.

-10.7% (OK)

As you can see, my home occupation is a secondary and incidental use of my residence. The external activity level will not disrupt any of the residential character of the neighborhood in any means.

Attached you will find a letter from my landlord Rachel Anderson who has given me permission to use my residence for this business. Also enclosed are the floor plans of the unit. Thank you for your assistance in this matter.

Shannon S. Emery



perlaty  
3 units

12 x 124

$124 \div 18 = 6.8, \text{spaw}$

OK

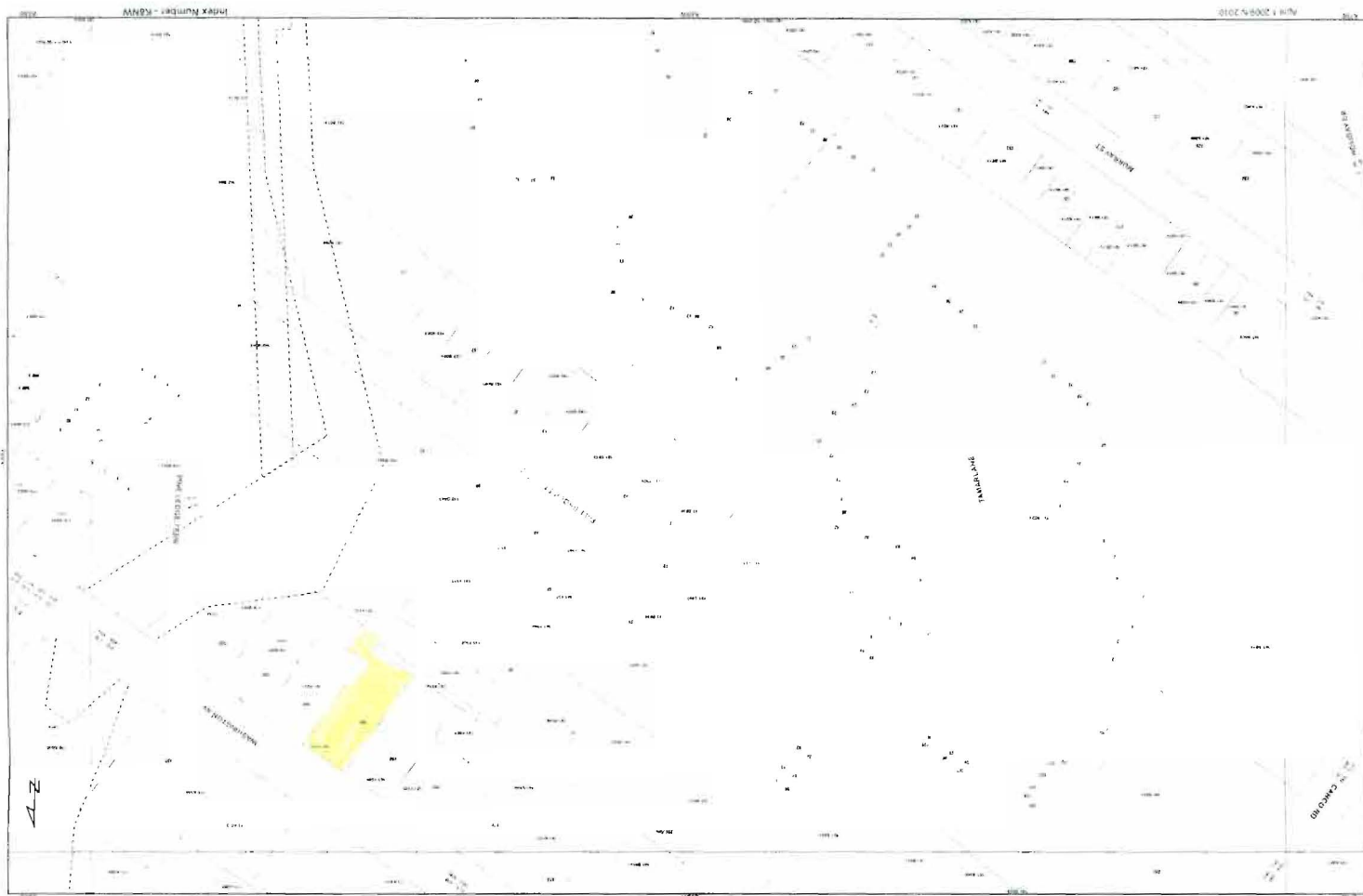
12 x 124

width  
= 241

RECEIVED

AUG 15 2011

Dept. of Building Inspections  
City of Portland Maine

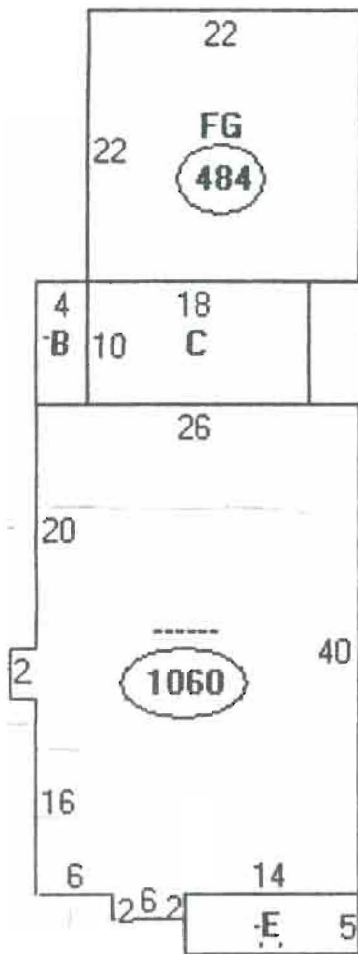


RECEIVED

AUG 15 2011

Dept. of Building Inspections  
City of Portland Maine

161F010001\_1\_141.jpg (948x384)



Descriptor/Area

A: -----  
1060 sqft  
B: OP/OP  
40 sqft  
C: OP/2Fr/B  
180 sqft  
D: FG  
484 sqft  
E: OFP  
70 sqft

10/8.

Sq. footage of 1st fl. apt is 1,060.

Space existing  
Proposed with office area

$$\frac{108}{1060} = 10.2\%$$

February 6, 2011

To Whom It May Concern;

I give Shannon Emery permission to practice her message therapy business out of her home at 956 Washington Avenue in Portland Maine. This permission is conditional on the business complying with all state and local laws and permitting requirements. In addition permission is conditional on the business holding, at its own expense, general public liability insurance for personal injury, death, or property damage of One Million Dollars (1,000,000). Lessee shall provide Lessor with a certificate of such insurance naming Rachel H. Anderson as an additional insured. Such policy shall be provided and the coverage may not be cancelled without (10) day written notice to Lessee and Lessor. If coverage is cancelled Lessor must be told within One (1) business day and business must stop immediately.

Sincerely,

Rachel Anderson, Owner

Rachel Anderson, Owner

Google maps

Address **927 Washington Avenue**

Address is approximate

**Save trees. Go green!**

Download Google Maps on your  
phone at [google.com/gmm](http://google.com/gmm)



Driveway

**RECEIVED**

AUG 15 2011

Dept. of Building Inspections  
City of Portland Maine



# PORTLAND MAINE

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

7/22/11 - vcm from Shannon  
returned call left vcm  
- needs plot plan  
- needs to address two  
115.01  
- floor plan (06)

July 21, 2011

Shannon Emery  
956 Washington Avenue, #1  
Portland, ME 04103

Re: 956 Washington Avenue – 161 F010 – R-5 – home occupation – Permit #2011-07-1722

Dear Ms. Emery,

I am in receipt of your application to add a home occupation to your apartment on the first floor at 956 Washington Avenue. At this point your application is incomplete, and I cannot complete my review.

First, in your cover letter you do not address two of the required conditions under section 14-410(a):

7. The home occupation shall not produce offensive noise, vibration, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare or other objectionable effects; (letter g in the Sample Letter)

9. No traffic shall be generated by the home occupation in greater volumes than would normally be expected in a residential neighborhood; (letter i in the Sample Letter). You need to address how neither of these will be an issue with your proposed home occupation.

Second, you need to provide a plot plan of the property. The plot plan must include the shape and dimension of the lot, the footprint of any structures and the location and dimensions of parking area(s) and driveway(s).

Finally, your floor plan needs to be more accurate. You need to draw the outline of your apartment and then draw the actual rooms with their dimensions, not just the square footage of each room. It does not need to be to scale, but it needs to reflect what is there. This is important to show how you are meeting the criteria for the square footage of the home occupation and the percentage of the area it occupies in your apartment.



# CITY OF PORTLAND, MAINE

Department of Building Inspections

## Original Receipt

June 15 2011

Received from Blanca S. S. S. S. S.

Location of Work 920 W. ...

Cost of Construction \$ \_\_\_\_\_

Building Fee: 150.00

Permit Fee \$ \_\_\_\_\_

Site Fee: \_\_\_\_\_

Certificate of Occupancy Fee: 150.00

Total: 300.00

Building (IL) ☒

Plumbing (I5) ☐

Electrical (I2) ☐

Site Plan (U2) ☐

Other \_\_\_\_\_

CBL: 161 F 010

Check #: 441

Total Collected \$ \_\_\_\_\_

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

Taken by: [Signature]

WHITE - Applicant's Copy

YELLOW - Office Copy

PINK - Permit Copy

Google maps

Address **927 Washington Avenue**

Address is approximate

**Save trees. Go green!**

Download Google Maps on your phone at [google.com/gmm](http://google.com/gmm)



*Drive Way*

**RECEIVED**

AUG 15 2011

Dept. of Building Inspections  
City of Portland Maine