

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND

# BUILDING PERMIT

This is to certify that GEORGE H MELOON INC

Located At 963 WASHINGTON AVE

Job ID: 2011-05-1185-CH OF USE

CBL: 171 - - A - 011 - 001 - - - -

has permission to Change of Use from Florist to Florist /Photography Studio. Existing 4 dwelling units to remain provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues 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

*[Signature]* 6/14/11  
Code Enforcement Officer / Plan Reviewer

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY  
PENALTY FOR REMOVING THIS CARD**



# PORTLAND MAINE

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Director of Planning and Urban Development  
Penny St. Louis

Job ID: 2011-05-1185-CH OF USE

Located At: 963 WASHINGTON

CBL: 171 - - A - 011 - 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. With the issuance of this permit and the certificate of occupancy, this property shall remain as one retail space, one personal service space and two dwelling units on the first floor and two dwelling units above. Any change of use shall require a separate permit application for review and approval.
3. The retail use of this space is legally nonconforming. Section 14-384(c) allows the non conforming use in a residential zone to be changed to a use permitted in the B-1 zone as long as the structure was not designed for residential use. Personal Service is a permitted use on the B-1 zone, so part of the retail space can be changed to this use.

### **Fire**

1. 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.

### **Building**

1. Permit approved based on the plans submitted and reviewed w/leasee, with additional information as agreed on and as noted on plans.
2. Separate permits are required for any electrical, plumbing, sprinkler, fire alarm, HVAC systems, heating appliances, including pellet/wood stoves, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.
3. This is a Change of Use ONLY permit. It does NOT authorize any construction activities.
4. All fire separations shall be maintained between business and residential uses.

## 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. Certificate of Occupancy Inspection

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.

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

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

Job No: 2011-05-1185-CH OF USE	Date Applied: 5/20/2011	CBL: 171 - - A - 011 - 001 - - - - -	
Location of Construction: 963 WASHINGTON AVE	Owner Name: GEORGE H MELOON INC	Owner Address: 963 WASHINGTON AVE PORTLAND, ME 04103	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name: Port City Photography, LLC	Phone: 207-317-1494	Permit Type: CHUSE-COMM - Change of Use Commercial	Zone: R-5
Past Use: Retail - Meloon's Florist 4 D.U.	Proposed Use: Florist Add Personal Service - Port City Photography - Change of use from retail to personal service Also Existing 4 RES D.U.	Cost of Work: 1000.00	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved w/ conditions <input type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: B/B-2 Type: SB AA
		Signature: <i>[Signature]</i> - (58)	Signature: <i>[Signature]</i>
Proposed Project Description: 963 Washington Ave - change of use - retail to personal service		Pedestrian Activities District (P.A.D.)  6/14/11	
Permit Taken By:		<b>Zoning Approval</b>	

	Special Zone or Reviews	Zoning Appeal	Historic Preservation
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 informatin may invalidate a building permit and stop all work.	<input type="checkbox"/> Shoreland <input type="checkbox"/> Wetlands <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM Date: <i>OK w/ condition</i> <i>5/31/11 ABM</i>	<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:	<input checked="" type="checkbox"/> Not in Dist 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>ABM</i>

**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

fys ✓

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>963 WASHINGTON AVE</u>		
Total Square Footage of Proposed Structure/Area <u>@ 1100 SQ FEET</u>	Square Footage of Lot	Number of Stories <u>2</u>
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot#  <u>171 A011001</u>	Applicant <u>must be owner, Lessee or Buyer</u> Name <u>PORT CITY PHOTOGRAPHY</u> Address <u>963 WASHINGTON AVE #3</u> City, State & Zip <u>PORTLAND, ME 04103</u>	Telephone <u>(207)</u> <u>317-1494</u>
Lessee/DBA (If Applicable) <u>PORT CITY PHOTOGRAPHY, LLC</u>	Owner (if different from Applicant) Name <u>MELDON GEORGE H. INC.</u> Address <u>963 WASHINGTON AVE</u> City, State & Zip <u>PORTLAND, ME 04103</u>	Cost Of Work: \$ <u>NA</u> <u>30</u> C of O Fee: \$ <u>NA</u> <u>75</u> Total Fee: \$ <u>NA</u> <u>105</u>
Current legal use (i.e. single family) <u>RETAIL</u>	Number of Residential Units <u>NA</u> <u>(4)</u>	<p style="color: red; font-size: 2em; transform: rotate(-15deg);">RECEIVED</p> <p style="color: red; font-size: 1.2em; transform: rotate(-15deg);">MAY 20 2011</p> <p style="color: red; font-size: 0.8em; transform: rotate(-15deg);">Dept. of Building Inspections City of Portland Maine</p>
If vacant, what was the previous use?		
Proposed Specific use: <u>PORTRAIT STUDIO</u>		
Is property part of a subdivision? <u>NO</u>	If yes, please name	
Project description <u>SEE ATTACHED DOCUMENT</u>		
Contractor's name: <u>NA</u>		
Address		
City, State & Zip		
Who should we contact when the permit is ready: <u>ROBERT SUBEA</u>		Telephone: <u>317-1494</u>
Mailing address: <u>963 WASHINGTON AVENUE #3 PORTLAND ME 04103</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.

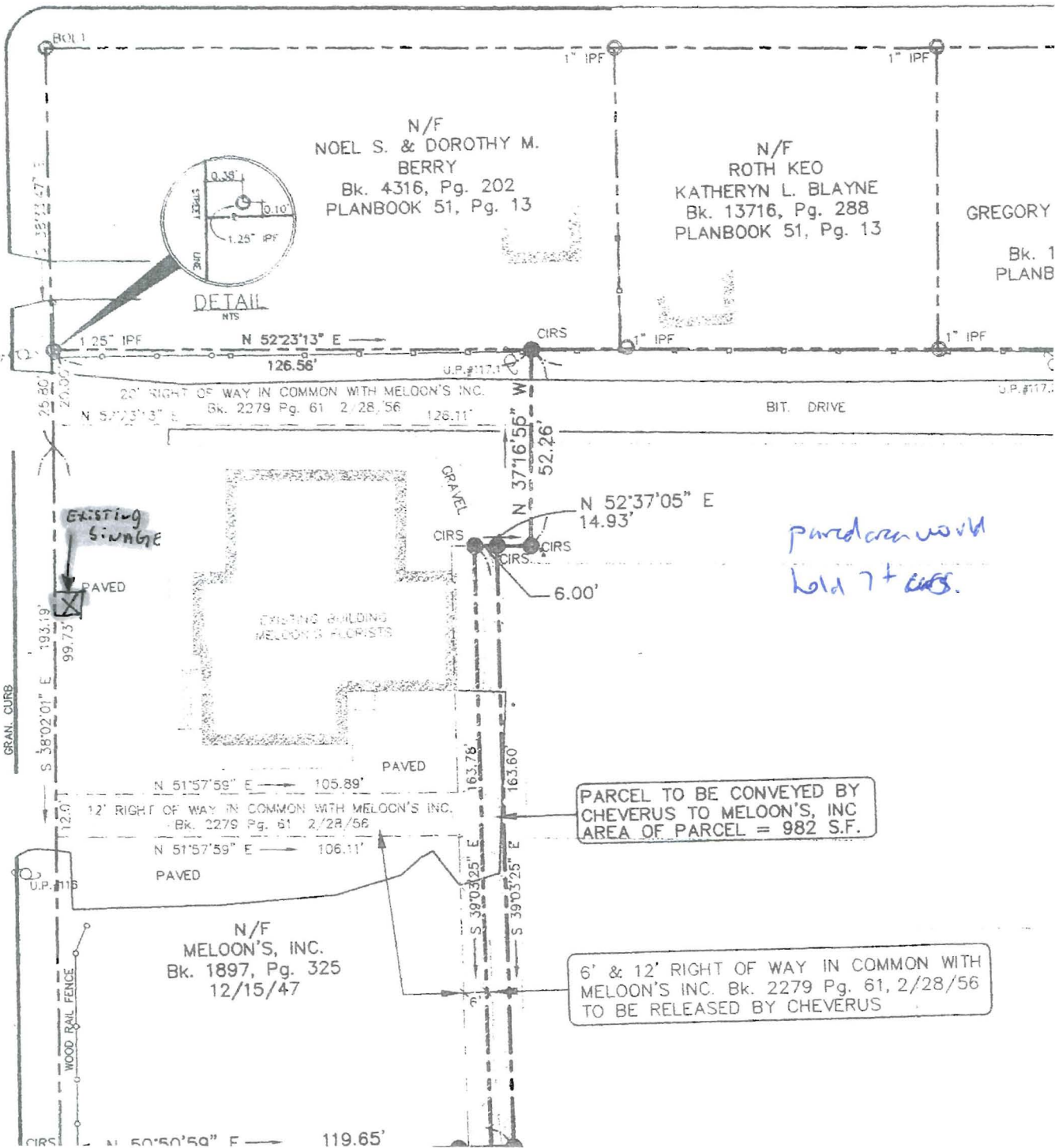
Signature: [Signature] Date: 5/12/2011

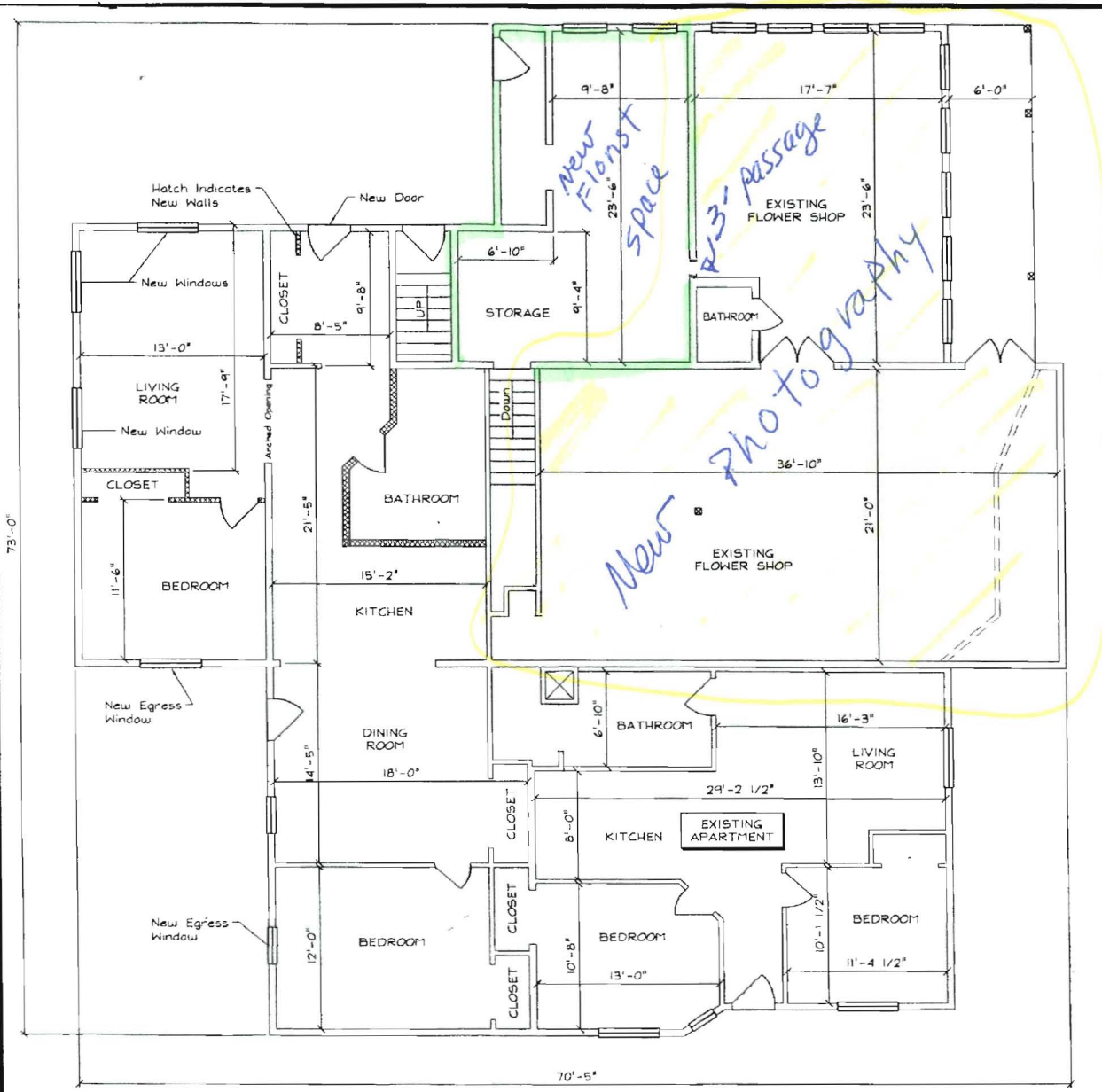
This is not a permit; you may not commence ANY work until the permit is issued

# 1050

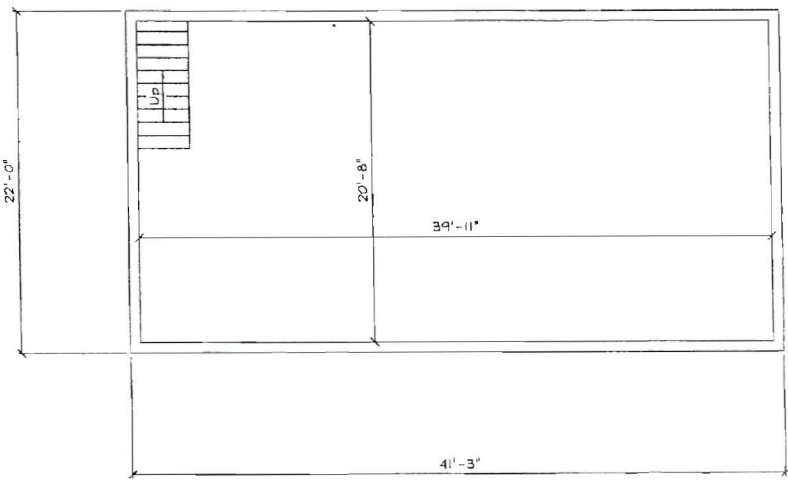
MALILLY

WASHINGTON AVE





FIRST FLOOR PLAN  
SCALE: 1/8" = 1'-0"



BASEMENT PLAN  
SCALE: 1/8" = 1'-0"

Parking  
 $1100 \div 400 =$   
 need 3 spaces  
 4 existing apartments  
 41 spaces -  
 need total of  
 7 spaces.

Washington Ave



# Certificate of Design Application

From Designer: NA  
 Date: NA  
 Job Name: NA  
 Address of Construction: NA

## 2003 International Building Code

Construction project was designed to the building code criteria listed below:

Building Code & Year \_\_\_\_\_ Use Group Classification (s) \_\_\_\_\_  
 Type of Construction WOOD FRAME  
 Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2003 IRC YES  
 Is the Structure mixed use? YES If yes, separated or non separated or non separated (section 302.3) \_\_\_\_\_  
 Supervisory alarm System? YES Geotechnical/Soils report required? (See Section 1802.2) NA

### Structural Design Calculations

NA Submitted for all structural members (106.1 – 106.11)

### Design Loads on Construction Documents (1603)

Uniformly distributed floor live loads (7603.11, 1807)

Floor Area Use	Loads Shown

### Wind loads (1603.1.4, 1609)

\_\_\_\_\_ Design option utilized (1609.1.1, 1609.6)  
 \_\_\_\_\_ Basic wind speed (1809.3)  
 \_\_\_\_\_ Building category and wind importance Factor,  $w_b$  (table 1604.5, 1609.5)  
 \_\_\_\_\_ Wind exposure category (1609.4)  
 \_\_\_\_\_ Internal pressure coefficient (ASCE 7)  
 \_\_\_\_\_ Component and cladding pressures (1609.1.1, 1609.6.2.2)  
 \_\_\_\_\_ Main force wind pressures (7603.1.1, 1609.6.2.1)

### Earth design data (1603.1.5, 1614-1623)

\_\_\_\_\_ Design option utilized (1614.1)  
 \_\_\_\_\_ Seismic use group ("Category")  
 \_\_\_\_\_ Spectral response coefficients,  $S_D$  &  $S_{D1}$  (1615.1)  
 \_\_\_\_\_ Site class (1615.1.5)

\_\_\_\_\_ Live load reduction  
 \_\_\_\_\_ Roof live loads (1603.1.2, 1607.11)  
 \_\_\_\_\_ Roof snow loads (1603.7.3, 1608)  
 \_\_\_\_\_ Ground snow load,  $P_g$  (1608.2)  
 \_\_\_\_\_ If  $P_g > 10$  psf, flat-roof snow load  $P_f$   
 \_\_\_\_\_ If  $P_g > 10$  psf, snow exposure factor,  $C_e$   
 \_\_\_\_\_ If  $P_g > 10$  psf, snow load importance factor,  $I_s$   
 \_\_\_\_\_ Roof thermal factor,  $C_t$  (1608.4)  
 \_\_\_\_\_ Sloped roof snowload,  $P_s$  (1608.4)  
 \_\_\_\_\_ Seismic design category (1616.3)  
 \_\_\_\_\_ Basic seismic force resisting system (1617.6.2)  
 \_\_\_\_\_ Response modification coefficient,  $R$ , and  
 \_\_\_\_\_ deflection amplification factor  $C_d$  (1617.6.2)  
 \_\_\_\_\_ Analysis procedure (1616.6, 1617.5)  
 \_\_\_\_\_ Design base shear (1617.4, 1617.5.1)

### Flood loads (1803.1.6, 1612)

\_\_\_\_\_ Flood Hazard area (1612.3)  
 \_\_\_\_\_ Elevation of structure

### Other loads

\_\_\_\_\_ Concentrated loads (1607.4)  
 \_\_\_\_\_ Partition loads (1607.5)  
 \_\_\_\_\_ Misc. loads (Table 1607.8, 1607.6.1, 1607.7, 1607.12, 1607.13, 1610, 1611, 2404)





# Accessibility Building Code Certificate

Designer: NA

Address of Project: NA

Nature of Project: NA

The technical submissions covering the proposed construction work as described above have been designed in compliance with applicable referenced standards found in the Maine Human Rights Law and Federal Americans with Disability Act. Residential Buildings with 4 units or more must conform to the Federal Fair Housing Accessibility Standards. Please provide proof of compliance if applicable.

Signature: NA

Title: NA

Firm: NA

Address: NA

Phone: NA

(SEAL)

For more information or to download this form and other permit applications visit the Inspections Division on our website at [www.portlandmaine.gov](http://www.portlandmaine.gov)



# Certificate of Design

Date: NA

From: NA

These plans and / or specifications covering construction work on:

NA

Have been designed and drawn up by the undersigned, a Maine registered Architect / Engineer according to the *2003 International Building Code* and local amendments.

Signature: NA

Title: NA

(SEAL)

Firm: NA

Address: NA

Phone: NA

For more information or to download this form and other permit applications visit the Inspections Division on our website at [www.portlandmaine.gov](http://www.portlandmaine.gov)

May 10, 2011

To: Marge Schmuckal

Zoning Administrator Portland, Maine

Fr: Don Hutchings

Meloons Florist

963 Washington Avenue, Portland, Maine

Dear Ms Schmuckal,

Thank you for taking the time last December to meet with us. As you may recall, Robert and Shelby Subia and myself came in to see you about the Subias using part of my existing retail florist shop for a photography studio. You told us that this would be an allowable use and that they needed to fill out some paperwork and return it to you. As part of this paperwork it appears that I am also required to send you a letter detailing what part of the existing florist business at Meloons the Subias will be renting at the above address.

Meloons florist has been doing business at this address for at least the past fifty years. The present retail space consists of approximately 1400 square feet of retail space. The Subias, the owners of Port City Photography, will be leasing about 1100 square feet of this space to conduct their business. These 1100 square feet consist of the two rooms at the front of the building. Meloons will continue to use the back room, of approximately 300 square feet as we always have. Because I am semi retired I do not require as much space as I used to and will only utilize this part on an as needed basis. There will be no need for any building alterations as the existing space suits them just fine. They will be painting and I have agreed to put in new carpeting in one of the rooms.

They will also be using some of my existing signage. The current Meloon's sign will be turned over to them and they will re-paint and re-letter it but will not increase its size or its location. I also understand that they will need to maintain a liability policy.

I believe this should cover my part of this application.

Thank you for your help with this process. Please call me if you have any questions.

Sincerely,

Don Hutchings, Meloons Florist

Robert Subia  
Port City Photography, LLC  
963 Washington Avenue  
Portland, ME 04103

Marge Schmuckal  
Zonning Administrator  
Portland, Maine

Dear Ms Schmuckal,

Port City Photography is interested in opening a photography studio at 963 Washington Avenue in a portion of the space currently occupied by Meloons Florist. We are required to submit a Change of Use Application as the current space is slated as Retail and our desired use would be classified as a Personal Service per our discussion with you in December of 2010.

The total commercial space of the building is approximately 1400 square feet consisting of three rooms on the first floor. Meloons Florist will continue to run a downsized operation in one room at @300 square feet and has agreed to lease Port City Photography the two remaining rooms at a total of @1100 square feet.

The changes that will be made to the Port City Photography portion will be of cosmetic in nature consisting of fresh paint and new carpet.

Owner, Don Hutchings, has turned over use the existing signage to Port City Photography and we will not be changing the size or location of the sign. We will however be repainting and re-lettering the signage to reflect our new business. A separate Signage Permit Application has been submitted.