Inspections Division
Date: 09/29/14

Ms. Marge Schmuckal, Zoning Administrator
Department of Urban Development
City of Portland
389 Congress Street
Portland, Maine 04101

Dear Ms. Schmuckal:

I am requesting a permit to allow me the use of my residence at 418 Woodford Street for a home occupation. I intend to serve as an independent professional consultant in the areas of media and marketing. In effect my work will be consulting, an acceptable home occupation listed under item (22) 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.

a. My home occupation will occupy approximately 313 square feet (12%) of floor area of the residence
b. No goods will be stored displayed or be visible from outside the residence
c. Storage of the material necessary to perform my occupation is minimal and included in the 313 square feet of floor space mentioned above
d. There will be no external signage related to my home occupation
e. No exterior alterations to the residence are necessary
f. Since I will not be meeting clients at my residence, no additional parking is necessary
g. No objectionable effects will result from my home occupation
h. I will not require the services of any employees
i. Since I will not be meeting clients at my residence, no additional traffic will be generated by my home occupation
j. No vehicles even nearing a gross vehicle weight of 6,000 pounds are necessary for my home occupation

As you can see, my home occupation is a secondary and incidental use of my residence. The external activity level and impact is negligible and in keeping with the residential character of the neighborhood.

Attached you will find a copy of a floor plans showing my entire dwelling and area of the home occupation space, I am the owner of the building located at 418 Woodford Street, so please consider this letter from the owner of the building as granting permission to conduct a home occupation on the premises.

The point of contact for any questions about the plans or permit:
Travis Bullard – (207) 272-3898
Email: balancedbuilding@yahoo.com

Thank you for your assistance in this matter.

Sincerely,

Brek Heikkinen
418 Woodford Street
Portland, ME 04103
(207) 420-7700
brek@brek.biz