

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND

## BUILDING PERMIT

This is to certify that CARLAE CIAMPI

Job ID: 2011-03-549-ALTR

Located At 408 WOODFORD

CBL: 176 - - F - 012 - 001 - - - -

PERMIT ISSUED

MAR 18 2011

has permission to Change of use from 2 unit to 1 SFH

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**

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

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

Job No: 2011-03-549-ALTR	Date Applied: 3/4/2011	CBL: 176 - F - 012 - 001 - - - -	
Location of Construction: 408 WOODFORD ST	Owner Name: CARLA E CIAMPI	Owner Address: 408 WOODFORDS ST PORTLAND, ME - MAINE 04103	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name:	Phone:	Permit Type: BLDG - Building	Zone: R-5
Past Use: TWO FAMILY	Proposed Use: To change the use from <del>two</del> <sup>two</sup> family to <del>one</del> <sup>one</sup> family as per plans	Cost of Work: 1000.00	CEO District:
		Fire Dept: Approved Denied N/A	Inspection: Use Group: 12-3 Type: SB
Proposed Project Description: 408 Woodford St - to change the use from 2 families to 1 family		Pedestrian Activities District (P.A.D.)	
Permit Taken By:		Zoning Approval	

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.	<b>Special Zone or Reviews</b> <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: 3/9/11	<b>Zoning Appeal</b> <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:	<b>Historic Preservation</b> <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:
	<b>CERTIFICATION</b>		

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>408 Woodford St Portland, ME 04103</u>			
Total Square Footage of Proposed Structure/Area		Square Footage of Lot <u>5000</u>	Number of Stories <u>2.25</u>
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot#  <u>174 - F-012 - 001</u>	Applicant * <u>must</u> be owner, Lessee or Buyer* Name <u>Carla E Clump: Thurston</u> Address <u>408 Woodford St</u> City, State & Zip <u>Portland, ME 04103</u>		Telephone: <u>207-773-5960</u>
Lessee/DBA (If Applicable)	Owner (if different from Applicant) Name Address City, State & Zip	Cost Of Work: \$ <u>N/A</u> C of O Fee: \$ _____ Total Fee: \$ _____	
Current legal use (i.e. single family) <u>two family</u> Number of Residential Units <u>2</u> If vacant, what was the previous use? _____ Proposed Specific use: <u>single family</u> Is property part of a subdivision? <u>NO</u> If yes, please name _____ Project description: <u>change of use from two family to one family</u>			
Contractor's name: <u>N/A</u> Address: _____ City, State & Zip: _____      Telephone: _____ Who should we contact when the permit is ready: <u>John E. Thurston</u> Telephone: <u>207-831-4095</u> Mailing address: <u>408 Woodford St 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 874-08703.

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: 2/23/11

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

## 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 required.

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

PERMIT ISSUED

*Strengthening a Remarkable City, Building a Community for Life • [www.portlandmaine.gov](http://www.portlandmaine.gov)*

MAR 18 2011

Director of Planning and Urban Development  
Penny St. Louis

City of Portland

Job ID: 2011-03-549-ALTR

Located At: 408 WOODFORD

CBL: 176 - - F - 012 - 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. This property shall remain a single family dwelling with the issuance of this permit and subsequent issuance of a certificate of occupancy. Any change of use shall require a separate permit application for review and approval.
3. Separate permits shall be required for future decks, sheds, pools, and/or garages.
4. The change of use from a two residential unit to a single family dwelling will extinguish all legal nonconforming rights for the two family. Any future permit shall meet all the requirements of the underlying zone.
5. All second unit kitchen facilities shall be removed in full with plumbing to be taken back to behind the wall or floor as appropriate. All electrical outlets for a stove and/or refrigerator shall be removed in full.

### **Building**

This is a Change of Use ONLY permit. It does NOT authorize any construction activities.



**Job Summary Report**  
**Job ID: 2011-03-549-ALTR**

Report generated on Mar 8, 2011 2:24:27 PM

Page 1

<b>Job Type:</b>	Alterations Residential SF	<b>Job Description:</b>	408 Woodford St	<b>Job Year:</b>	2011
<b>Building Job Status Code:</b>	Initiate Plan Review	<b>Pin Value:</b>	817	<b>Tenant Name:</b>	
<b>Job Application Date:</b>		<b>Public Building Flag:</b>	N	<b>Tenant Number:</b>	
<b>Estimated Value:</b>	1,000	<b>Square Footage:</b>			
<b>Related Parties:</b>		CARLA CIAMPI		<i>Property Owner</i>	

**Job Charges**

Fee Code Description	Charge Amount	Permit Charge Adjustment	Net Charge Amount	Payment Date	Receipt Number	Payment Amount	Payment Adjustment Amount	Net Payment Amount	Outstanding Balance
Job Valuation Fees	\$30.00		\$30.00						\$30.00

**Location ID: 24596**

**Location Details**

Alternate Id	Parcel Number	Census Tract	GIS X	GIS Y	GIS Z	GIS Reference	Longitude	Latitude
C36610	176 F 012 001		M				-70.296521	43.669475

Location Type	Subdivision Code	Subdivision Sub Code	Related Persons	Address(es)
1				408 WOODFORD STREET WEST

Location Use Code	Variance Code	Use Zone Code	Fire Zone Code	Inside Outside Code	District Code	General Location Code	Inspection Area Code	Jurisdiction Code
TWO FAMILY		NOT APPLICABLE	R-5	5000# 10 size			DISTRICT 7	DEERING-ROSEMONT

**Structure Details**

**Structure: 2 Unit to SFH**

**Occupancy Type Code:**

Structure Type Code	Structure Status Type	Square Footage	Estimated Value	Address
Single Family	0			408 WOODFORD STREET WEST

Longitude	Latitude	GIS X	GIS Y	GIS Z	GIS Reference	User Defined Property	Value
-----------	----------	-------	-------	-------	---------------	-----------------------	-------

**Permit #: 20111729**

**Permit Data**

*legal 2 fam → ch to ID4  
 in Que  
 Lamine*

**Job Summary Report**  
**Job ID: 2011-03-549-ALTR**

Report generated on Mar 8, 2011 2:24:27 PM

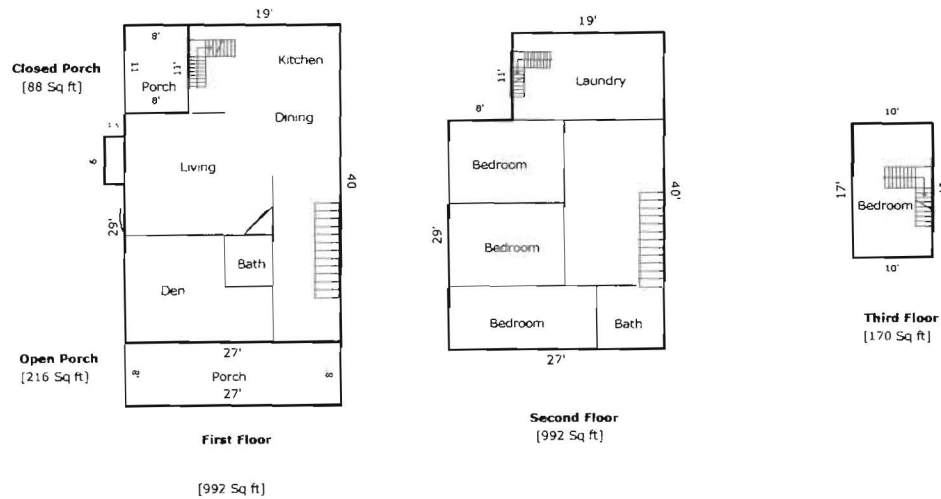
Page 2

Location Id	Structure Description	Permit Status	Permit Description	Issue Date	Reissue Date	Expiration Date		
24596	2 Unit to SFH	Initialized	Change of use from 2 unit to 1 SFH					
Inspection Details								
Inspection Id	Inspection Type	Inspection Result Status	Inspection Status Date	Scheduled Start Timestamp	Result Status Date	Final Inspection Flag		
Fees Details								
Fee Code Description	Charge Amount	Permit Charge Adjustment	Permit Charge Adj Remark	Payment Date	Receipt Number	Payment Amount	Payment Adjustment Amount	Payment Adj Comment
Certificate of Occupancy Fee	\$75.00							

## Building Sketch

Borrower/Client	Carla E. Campi Thurston				
Property Address	408 Woodford Street				
City	Portland	County	Cumberland	State	Me Zip Code 04103
Lender	TD Bank, N.A.				

APPROXIMATE ONLY VISUAL AID



DeVinci by a la mode, inc.

### Area Calculations Summary

Living Area		Calculation Details
First Floor	15 Sq ft	$6 \times 2.5 = 15$
First Floor	992 Sq ft	$27 \times 29 = 783$ $11 \times 19 = 209$
Second Floor	992 Sq ft	$27 \times 29 = 783$ $11 \times 19 = 209$
Third Floor	170 Sq ft	$10 \times 17 = 170$
<b>Total Living Area (Rounded):</b>	<b>2169 Sq ft</b>	
<b>Non-living Area</b>		
Closed Porch	88 Sq ft	$11 \times 8 = 88$
Open Porch	216 Sq ft	$27 \times 8 = 216$



## Uniform Residential Appraisal Report

0001124  
File # 0001124

Assessed Value: Land -\$85,800. Improvements(s)- \$189,200. Less exemptions - \$10,000. Total- \$265,000.

Neighborhood Comments: Subject property is located in primarily a single family residential neighborhood and the improvements conform well to the surrounding properties. There are no apparent factors which should negatively affect the subject's marketability. The subject has easy access to all necessary supporting facilities. Its appeal to market is average to good. Population and income levels are forecasted by state economists to grow slowly for the foreseeable future. Employment levels are stable.

Highest and Best Use- In the context of market value Highest and Best use is the most probable use. The site is analyzed as though vacant and available for use and as improved. Under both conditions it must be - Legally Permissible, Physically Possible, Financially Feasible, and Maximally Productive. As improved it will continue in its current use unless the land value is worth more than the total value of the property in its existing use. The subject property is an existing, legal two family home configured and being used as a single family home and as configured it meets the four tests for its current use to be its Highest and Best Use. At some future point in time the Highest and Best Use maybe that of a 2 family home.

General Market Conditions- Year ending 2010 MLS statistical data for the town of Portland indicates 400 closed sales of single family homes, down 3% from 2009's 413 closed sales. The median selling price in 2010 was \$219,000 (rounded), up .4% from 2009's median selling price of \$218,000. The median time on market was 51 days in 2010 and 46 days in 2009.

Conclusion: A stable market for 2011.

Other - The source of the data used in this report is primarily from local multiple listing service and other web-based on-line service providers. These sources are believed to be reliable. The appraiser's opinion of value can be affected by the accuracy of the data used.

Note: This appraisal report is intended for mortgage lending and not for insurance purposes.

**NOTE: SUBJECT PROPERTY IS ASSESSED BY THE CITY AS A LEGAL 2 UNIT. CURRENT OWNERS RECONFIGURED 2ND FLOOR AND REMOVED THE 2ND FLOOR KITCHEN. AND USE THE TOTAL PROPERTY AS A SINGLE FAMILY. AS CONFIGURED IT CANNOT BE USED AS A TWO FAMILY. OBTAINING CITY PERMITS FOR SINGLE FAMILY OCCUPANCY IS A RELATIVELY SIMPLE PROCESS. HOWEVER, IF THEY CHOSE TO PURSUE THIS PERMITTING THEY WOULD LOSE THEIR GRANDFATHERED STATUS AS A LEGAL TWO FAMILY. THE ESTIMATED APPRAISED VALUE CONTAINED HEREIN IS BASED UPON THE HYPOTHETICAL CONDITION THAT THE AS IS CONDITION IS A LEGAL PERMITTED USE AND DOES NOT REQUIRE ALTERATION OR REPAIRS. AND NO VALUE WAS GIVEN TO THE POTENTIAL FOR RECONVERTING BACK TO A 2 FAMILY USE.**

## COST APPROACH TO VALUE (not required by Fannie Mae)

Provide adequate information for the lender/client to replicate the below cost figures and calculations.

Support for the opinion of site value (summary of comparable land sales or other methods for estimating site value) Land value estimate from land sales mls #'s 978851, 954723, 971265.

COST APPROACH	ESTIMATED <input type="checkbox"/> REPRODUCTION OR <input type="checkbox"/> REPLACEMENT COST NEW	OPINION OF SITE VALUE	= \$	70,000
	Source of cost data	DWELLING 2,169 Sq.Ft. @ \$	= \$	
	Quality rating from cost service Effective date of cost data	Basement 992 Sq.Ft. @ \$	= \$	
	Comments on Cost Approach (gross living area calculations, depreciation, etc.)	Subtotal Extras	= \$	
	Due to the age of the subject property and the difficulties in estimating depreciation the cost approach is not a reliable indicator of value in this case.	Garage/Carport Sq.Ft. @ \$	= \$	
		Total Estimate of Cost-New	= \$	
		Less Physical Functional External	= \$( )	
	Estimated economic life is 50 years. Land value estimate derived from recent land sales.	Depreciated Cost of Improvements	= \$	
		*As-is* Value of Site Improvements	= \$	
	Estimated Remaining Economic Life (HUD and VA only) 50 Years	INDICATED VALUE BY COST APPROACH	= \$	70,000

## INCOME APPROACH TO VALUE (not required by Fannie Mae)

Estimated Monthly Market Rent \$ n/a X Gross Rent Multiplier = \$ Indicated Value by Income Approach  
Summary of Income Approach (including support for market rent and GRM)

## PROJECT INFORMATION FOR PUDs (if applicable)

Is the developer/builder in control of the Homeowners' Association (HOA)? ☐ Yes ☐ No Unit type(s) ☐ Detached ☐ Attached

Provide the following information for PUDs ONLY if the developer/builder is in control of the HOA and the subject property is an attached dwelling unit.

Legal Name of Project n/a

Total number of phases Total number of units Total number of units sold  
Total number of units rented Total number of units for sale Data source(s)  
Was the project created by the conversion of existing building(s) into a PUD? ☐ Yes ☐ No If Yes, date of conversion.  
Does the project contain any multi-dwelling units? ☐ Yes ☐ No Data Source

Are the units, common elements, and recreation facilities complete? ☐ Yes ☐ No If No, describe the status of completion.

n/a

Are the common elements leased to or by the Homeowners' Association? ☐ Yes ☐ No If Yes, describe the rental terms and options.

Describe common elements and recreational facilities.



**APPRAISAL OF REAL PROPERTY**

**LOCATED AT:**

408 Woodford Street  
Book 12950 Page 167  
Portland, Me 04103

**FOR:**

TD Bank, N.A.  
70 Gray Road  
Falmouth, ME 04105

**AS OF:**

1/26/11

**BY:**

Vincent M. Connolly





# Residential Additions/Alterations Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

The Maine Home Construction Contracts Act requires that any home construction or repair work for more than \$3000. in materials or labor must be based on a written contract unless the parties agree to exempt themselves. A sample contract is available on the City's website at [www.portlandmaine.gov](http://www.portlandmaine.gov), in the Inspection Office, Room 315 of Portland City Hall or call (207)874-8703 to have one mailed to you.

**One (1) complete set of construction drawings must include:**

- ☐ Cross sections w/framing details
- ☐ Floor plans and elevations existing & proposed
- ☐ Detail removal of all partitions & any new structural beams
- ☐ Detail any new walls or permanent partitions
- ☐ Stair details including dimensions of: rise/run, head room, guards/handrails, baluster spacing
- ☐ Window and door schedules
- ☐ Foundation plans w/required drainage and damp proofing (if applicable)
- ☐ Detail egress requirements and fire separation/sound transmission ratings (if applicable)
- ☐ Insulation R-factors of walls, ceilings & floors & U-factors of windows per the IECC 2003
- ☐ Deck construction including: pier layout, framing, fastenings, guards, stair dimensions
- ☐ Reduced plans or electronic files in pdf format are also required if original plans are larger than 11" x 17"
- ☐ Proof of ownership is required if it is inconsistent with the assessors records

**Separate permits are required for internal & external plumbing, HVAC, and electrical installations.**

**If there are any additions to the footprint or volume of the structure, any new or rebuilt structures or, accessory detached structures a plot plan is required. A plot must include:**

- ☐ The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines. Structures include decks, porches; bow windows, cantilever sections and roof overhangs, sheds, pools, garages and any other accessory structures must be shown with dimensions if not to scale.
- ☐ Location and dimensions of parking areas and driveways
- ☐ A change of use may require a site plan exemption application to be filed.

**Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.**

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.

**Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost**

**This is not a Permit; you may not commence any work until the Permit is issued.**