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DEPARTMENT OF PLANNING AND DEVELOPMENT

September 19, 2003

Klara Anna Vanderwaal
d/b/a Klara Myers Massage Therapist
89 Montrose Ave.
Portland, ME 04103

RE: 184-D-013

Dear Ms. Vanderwaal:

I am enclosing an application for a Home Occupation permit for your massage therapy business. I did speak with Marge Schmuckal, our Zoning Administrator, regarding your question about providing massages off-site, and her response was that if you are operating your business out of another location, then that location will need the permit. In order to get a City License, you will need to have a use permit for the license location.

Please note that while a license is renewed annually, the Home Occupation permit stays with the location until such time as that use is changed. The fees for the Home Occupation are \$150.00 + \$75.00, for a total of \$225.00.

Please feel free to give me a call at 874-8701 with any questions, or if I can be of additional assistance.

Sincerely,

Karen Dunfey
Office Manager, Inspection & Zoning

cc: Brandi Maxwell, City Licensing Clerk