

Jan 30, 2017

Dear City of Portland Building Inspections,

I am requesting a Change of Use Permit (from retail use to service use) for the second floor left office space of 570 Brighton Ave. I do not intend to change the space at all. I do not plan to build anything, only to run a service-based business in the space. I am including the Permit application, my lease, a plot map (which the Zoning Board had on file and gave to me), and a floor plan of the office with exit sign, smoke detector and fire extinguisher locations noted.

Concerning the Fire Dept. requirements, the Fire Dept. Captain did a full inspection of 570 Brighton Ave last month (December 2016). He noted a few simple changes for the landlord to make. The landlord made the changes. The Fire Dept. Captain inspected again and approved of the changes and that everything was up to code.

I have noted on my floor plan of the office the location of the exit sign, the smoke detector, and the fire extinguisher. I did call the fire dept. inquiring about how to write a Life Safety Plan for this application and was told to not worry about it since they just did the inspection last month and to just write a note explaining this. I hope this is sufficient.

Please let me know if there is any more information I need to submit for this process.

Thank you,



Laura Meyer