

Inspection Services
P. Samuel Hoffses
Chief



Planning and Urban Development
Joseph E. Gray Jr.
Director

CITY OF PORTLAND

September 15, 1997

Camilla G. Breggia
10 Fleetwood Street
Portland, Maine 04102

RE: Home Occupation
185-D-3&4
R-5 Zone

Dear Camilla,

It has been brought to our attention that you may be operating a business from your home. Home occupations are permitted in the City of Portland if certain criteria is met and proper permits obtained. Enclosed is a copy of the City's Home occupation criteria. If you can meet the criteria, you must come to this office to apply for a permit to allow the use under home occupations. We are located in Room 315, City Hall and are open Monday through Friday from 7:00 a.m. to 4:00 p.m.

At the time of submittal, you should bring with you to this office a cover letter explaining your home occupation and how it meet the given criteria. We also require floor plans showing the dimensions and the area of the home occupation space. A letter from the owner of your building giving permission to conduct a home occupation on the premises is required where applicable. The cost of this type of permit is usually \$25.00

It is requested at this time that any business operations cease until proper permitting is obtained. Please feel free to contact this office should you have any questions regarding this matter.

Sincerely,

Marge Schmuckal
Asst. Chief, Inspection Services Division

cc: P. Samuel Hoffses, C, Insp Svcs Div
A. Powers, CEO