

Web Mail - Re: Home Occupation Application

From: Abby Johnston <mbhbakery@gmail.com>
To: <buildinginspections@portlandmaine.gov>
Date: 5/15/2013 7:29 AM
Subject: Re: Home Occupation Application
CC: Ann Machado <AMACHADO@portlandmaine.gov>, Brad Saucier <BJS@portlandmain...>
Attachments: 01_Home Occupation_Electronic Signature and Fee Payment Confirmation.pdf; 02_Home Occupation_Cover Letter.pdf; 03_Home Occupation_General Building Permit Application.pdf; 04_Home Occupation_ChartBlockLot.pdf; 05_Home Occupation_Footprint.pdf; 06_Home Occupation_Floorplan.pdf

Hello,

Please find 6 PDFs attached as single files for your review for my Home Occupation application. I am still uncertain if there are parts of this application that are not relevant to me such as "professional drawings" that would be considered part of a construction project. Since I am using my existing kitchen and just adding a home occupation designation to it, I don't see why I would need that costly expense? Professional drawings are not included in the General Building Permit section of this application.

Please clarify exactly what is missing from this application, if applicable, and I will submit as soon as possible.

Many thanks,

Abby Johnston
Made by Hand Bakery
23 Caleb Street
207-318-7156

On Tue, May 14, 2013 at 9:18 AM, Abby Johnston <mbhbakery@gmail.com> wrote:

Hello Brad,

Thanks for your message. This has been a very difficult and faulty process. It's so unfortunate that this needs to be so confusing. I will resubmit, but as Ann mentioned, some applications are where they are supposed to be, and some are NOT.

Please do NOT dispose of this application as I have responded to you within 24-48 hours of your response. I will go ahead and resubmit the application as soon as I possibly can.

Regards,

Abby Johnston

[207-318-7156](tel:207-318-7156)

On Tue, May 14, 2013 at 9:06 AM, Brad Saucier <BJS@portlandmaine.gov> wrote:

Hello, we are in receipt of your e-mail and permit application document submission.

Your submission is not complete according to the requirements.

Please review the items below and/or review the entire expectations at this link:

<http://www.portlandmaine.gov/planning/applicantsubmittalelectronicplanreview.pdf>

Items to complete your submittal MAY be:

- 1. Your submittal is not provided as separate PDFs (per document) You sent JPGs***
- 2. You are missing important document requirement(s); please check the checklist.***
- 3. The application is missing vital information; it needs to be filled out in its entirety!***

4. Your PDFs are not titled correctly; you need to name the documents *what they are* or follow the naming convention on the website (for more detailed building plans.)

Please note; not providing completed applications WILL slow down the process for you to receive your issued permits. We cannot enter permits into the system without completed applications AND payment of fees. (In that order) within 24-48 hours.

If we haven't heard from you in 24-48 hours, unfortunately we need to delete the e-mail from our system. You will then need to resubmit the entire application for review.

Once submitted accurately, all permits have been taking at least 15 – 20 business days from submission. If you haven't heard from us *after that time period*, you can contact us.

Brad Saucier

Administrative Assistant

Inspections Division

City of Portland

[\(207\) 874-8703](tel:(207)874-8703)

NOTE: If this is a response or communication as a result of a permit request please REPLY ALL or respond to buildinginspections@portlandmaine.gov

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.