

**City of Portland, Maine – Building or Use Permit Application** 389 Congress Street, 04101, Tel: (207) 874-8703, FAX: 874-8716

Location of Construction: 38 Purchase St		Owner: Portland Housing Authority	Phone: 773-4753	Permit No. <b>9 80910</b>
Owner Address: 14 Baxter Blvd 04101		Lessee/Buyer's Name: Jason Robinson	Phone:	BusinessName:
Contractor Name: Jason Robinson		Address: 38 Purchase St Ptd, ME		Phone: 828-3711
Past Use:  Residence	Proposed Use:	COST OF WORK: \$	PERMIT FEE: \$ 25.00	<div style="border: 2px solid black; padding: 5px; text-align: center;"> <b>PERMIT ISSUED</b>                  Permit Issued:  <b>AUG 18 1998</b>  <b>CITY OF PORTLAND</b> </div>
		FIRE DEPT. <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: Type: <i>OK [Signature]</i>	
		Signature:	Signature: <i>8/17/98</i>	
Proposed Project Description:  Change Use/Home Occupation  <i>Home Crafts</i>		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied		Zone: <b>R-5</b> CBL: 274-H-001 Zoning Approval: <i>OK [Signature] 8/17/98</i> Special Zone or Reviews: <input type="checkbox"/> Shoreland <i>N/A with conditions</i> <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <i>zone C</i> <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan maj <input type="checkbox"/> minor <input type="checkbox"/> mm <input type="checkbox"/>
Permit Taken By:  MN	Date Applied For:  11 August 1998			<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

- This permit application does not preclude the Applicant(s) from meeting applicable State and Federal rules.
- Building permits do not include plumbing, septic or electrical work.
- 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..

**CERTIFICATION**

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 provisions of the code(s) applicable to such permit

11 August 1998

SIGNATURE OF APPLICANT ADDRESS: DATE: PHONE:

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE PHONE:

*ML/MW*  
**CEO DISTRICT**  
*[Signature]* **3**

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Permit No: **9 80910**

Location of Construction: **30 Purchase St** Owner: **Portland Housing Authority** Phone: **773-4753**

Owner Address: **14 Baxter Blvd 04101** Lessee/Buyer's Name: **Jason Robinson** Phone: **828-3711**

Contractor Name: **Jason Robinson** Address: **38 Purchase St Ptd, ME** Phone: **828-3711**

Past Use: **Residence** Proposed Use: **Change Use/Bome Occupation**

PERMIT ISSUED  
Permit Issued: **AUG 18 1998**  
**CITY OF PORTLAND**

Zone: **274-E-001** Zoning Approval: **Special Zone or Reviews:**

Shoreland  
 Wetland  
 Flood Zone  
 Subdivision  
 Site Plan maj  Minor  mm

**PERMIT FEE:**  
\$ **25.00**

**FIRE DEPT.**  Approved  Denied  
Signature: \_\_\_\_\_ Type: \_\_\_\_\_

**PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)**  
Action:  Approved  Approved with Conditions  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**11 August 1998**

Permit Taken By: **MM** Date Applied For: **11 August 1998**

**Zoning Appeal**  
 Variance  
 Miscellaneous  
 Conditional Use  
 Interpretation  
 Approved  
 Denied

**Historic Preservation**  
 Not in District or Landmark  
 Does Not Require Review  
 Requires Review

**Action:**  
 Approved  
 Approved with Conditions  
 Denied

Date: \_\_\_\_\_

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SIGNATURE OF APPLICANT \_\_\_\_\_ ADDRESS: \_\_\_\_\_ DATE: **11 August 1998** PHONE: \_\_\_\_\_

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE \_\_\_\_\_ PHONE: \_\_\_\_\_  
**White-Permit Desk Green-Assessor's Canary-D.P.W. Pink-Public File Ivory Card-Inspector**

ML-11110  
CEO DISTRICT  
3

LAND USE - ZONING REPORT

ADDRESS: 38 Purchase St DATE: 8/17/98

REASON FOR PERMIT: Change of use to Allow Home Occupation - Homecrafts

BUILDING OWNER: Portland Housing Auth B-L: 274-H-001

PERMIT APPLICANT: JASON ROBINSON

APPROVED: with conditions DENIED: \_\_\_\_\_  
#1, #7, #9

CONDITION(S) OF APPROVAL

1. During its existence, all aspects of the Home Occupation criteria, Section 14-410, shall be maintained.
2. The footprint of the existing \_\_\_\_\_ shall not be increased during maintenance reconstruction.
3. All the conditions placed on the original, previously approved, permit issued on \_\_\_\_\_ are still in effect for this amendment.
4. Your present structure is legally nonconforming as to rear and side setbacks. If you were to demolish the building on your own volition, you will not be able to maintain these same setbacks. Instead you would need to meet the zoning setbacks set forth in today's ordinances. In order to preserve these legally non-conforming setbacks, you may only rebuild the garage in place and in phases.
5. This property shall remain a single family dwelling. Any change of use shall require a separate permit application for review and approval.
6. Our records indicate that this property has a legal use of \_\_\_\_\_ units. Any change in this approved use shall require a separate permit application for review and approval.
7. Separate permits shall be required for any signage, under home occupation guidelines
8. Separate permits shall be required for future decks and/or garage.
9. Other requirements of condition PLEASE REMEMBER THAT NO RETAIL OR WHOLESALE TRANSACTIONS MAY BE DONE ON THE PREMISES

Marge Schmuckal

Marge Schmuckal, Zoning Administrator,  
Asst. Chief of Code Enforcement

**THIS IS NOT A PERMIT/CONSTRUCTION CANNOT COMMENCE UNTIL THE PERMIT IS ISSUED**

**Building or Use Permit Pre-Application  
Attached Single Family Dwellings/Two-Family Dwelling  
Multi-Family or Commercial Structures and Additions Thereto**

In the interest of processing your application in the quickest possible manner, please complete the Information below for a Building or Use Permit.

**NOTE\*\*** 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.

*SEND PERMIT TO:*

Location/Address of Construction (include Portion of Building): <i>38 PURCHASE ST PORTLAND MAINE 04102 (LEFT OF BUILDING)</i>		
Total Square Footage of Proposed Structure	Square Footage of Lot	
Tax Assessor's Chart, Block & Lot Number Chart# <i>274</i> Block# <i>H</i> Lot# <i>1</i>	Owner: <i>PORTLAND HOUSING AUTHORITY</i>	Telephone#: <i>713-4753</i>
Owner's Address: <i>14 BAXTER BLVD PORTLAND ME 04101</i>	Lessee/Buyer's Name (If Applicable) <i>JASON ROBINSON</i>	Cost Of Work: <i>\$ N/A \$25.00</i>
Proposed Project Description:(Please be as specific as possible) <i>CHANGE USE HOME OCCUPATION</i> <span style="float:right"><i>MUSICAL INSTRUMENT MAKING (FLUTES)</i></span>		
Contractor's Name, Address & Telephone <i>Jason Robinson JASON ROBINSON 38 PURCHASE ST PORTLAND ME 04102 828-5711</i>		
Current Use: <i>RESIDENCE</i>	Proposed Use: <i>HOME OCCUPATION</i>	

Separate permits are required for Internal & External Plumbing, HVAC and Electrical installation.

- All construction must be conducted in compliance with the 1996 B.O.C.A. Building Code as amended by Section 6-Art III of the Code.
- All plumbing must be conducted in compliance with the State of Maine Plumbing Code.
- All Electrical Installation must comply with the 1996 National Electrical Code as amended by Section 6-Art III of the Code.
- HVAC (Heating, Ventilation and Air Conditioning) installation must comply with the 1993 BOCA Mechanical Code.

You must Include the following with you application:

- 1) A Copy of Your Deed or Purchase and Sale Agreement
- 2) A Copy of your Construction Contract, if available
- 3) A Plot Plan/Site Plan

Minor or Major site plan review will be required for the above proposed projects. The attached checklist outlines the minimum standards for a site plan.

**4) Building Plans**

**Unless exempted by State Law, construction documents must be designed by a registered design professional.**

A complete set of construction drawings showing all of the following elements of construction:

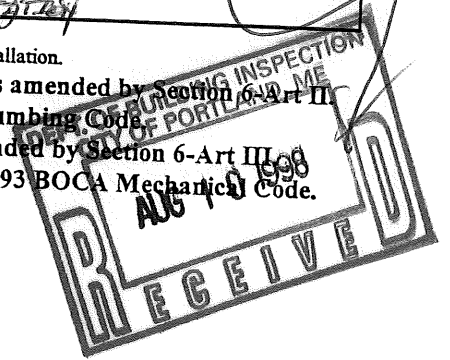
- Cross Sections w/Framing details (including porches, decks w/ railings, and accessory structures)
- Floor Plans & Elevations
- Window and door schedules
- Foundation plans with required drainage and dampproofing
- Electrical and plumbing layout. Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment (air handling) or other types of work that may require special review must be included.

**Certification**

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/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 of applicant: <i>Jason Robinson</i>	Date: <i>8/10/98</i>
--	-------------------------

**Building Permit Fee: \$25.00 for the 1st \$1000.cost plus \$5.00 per \$1,000.00 construction cost thereafter.**  
Additional Site review and related fees are attached on a separate addendum



**PORTLAND HOUSING AUTHORITY**

14 BAXTER BOULEVARD, PORTLAND, MAINE 04101-1822

Administrative Office (207) 773-4753

Fax (207) 774-6471

Maintenance (207) 774-2815

*COMMISSIONERS:*

ELIZABETH V. CLARKE, *Chairperson*  
MICHAEL J. QUINLAN, *Vice Chairman*  
MARY EILEEN KINIRY, *Commissioner*  
TIMOTHY E. ROBBINS, *Commissioner*  
PAULA L. WEITZ, *Commissioner*  
RALPH NODINE, *Commissioner*  
JENNIFER BUBAR, *Commissioner*

PETER A. HOWE  
*Executive Director  
and Secretary*

BRUCE R. LORING  
*Deputy Executive  
Director*

*Director of  
Finance*

July 29, 1998

Jesse Robinson  
38 Purchas Street  
Portland, ME 04102

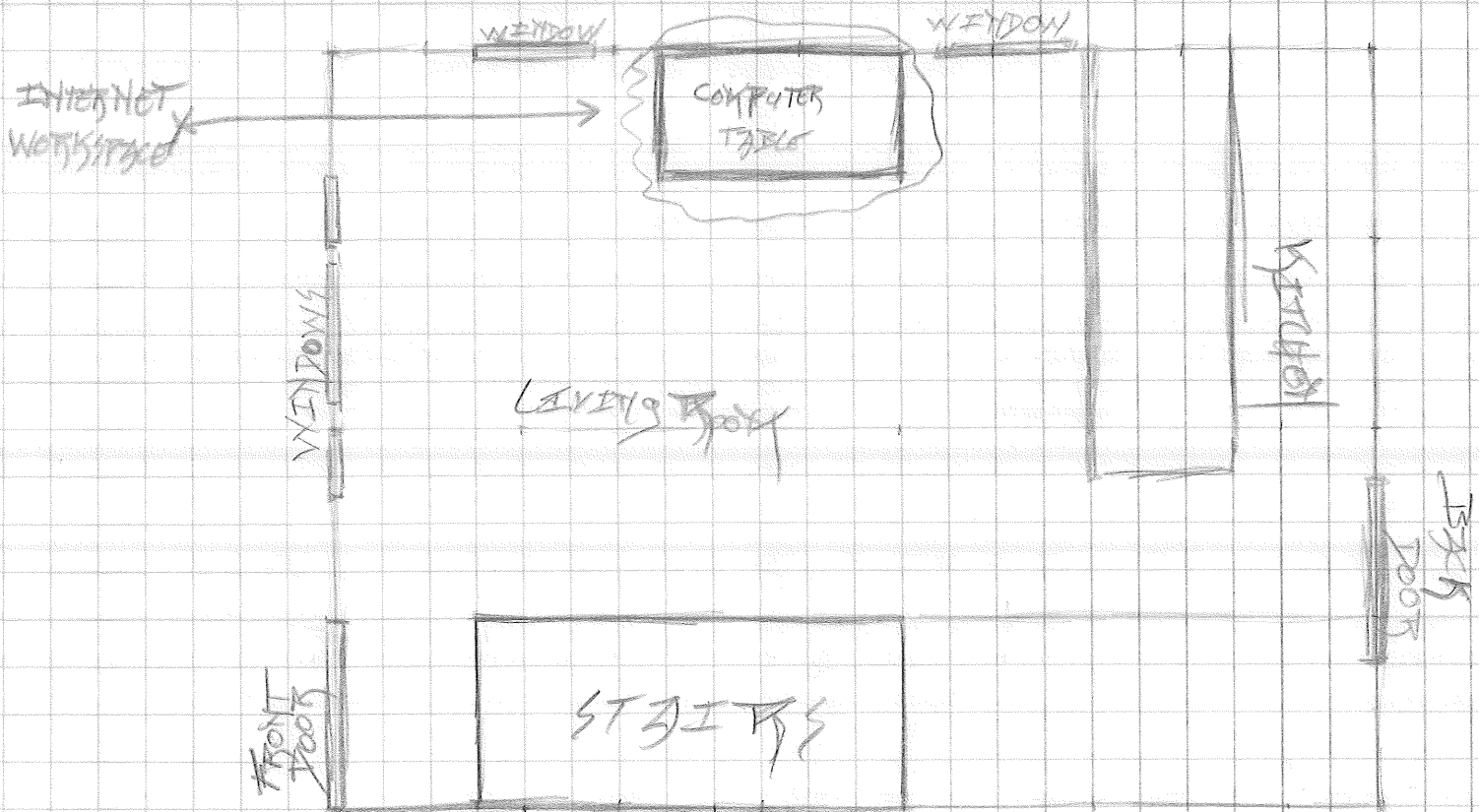
Dear Mr. Robinson,

I am pleased to inform you that the Deputy Executive Director, Bruce Loring, has approved your request to operate a business making and selling flutes from the internet. We wish you well in your new business venture.

Sincerely,

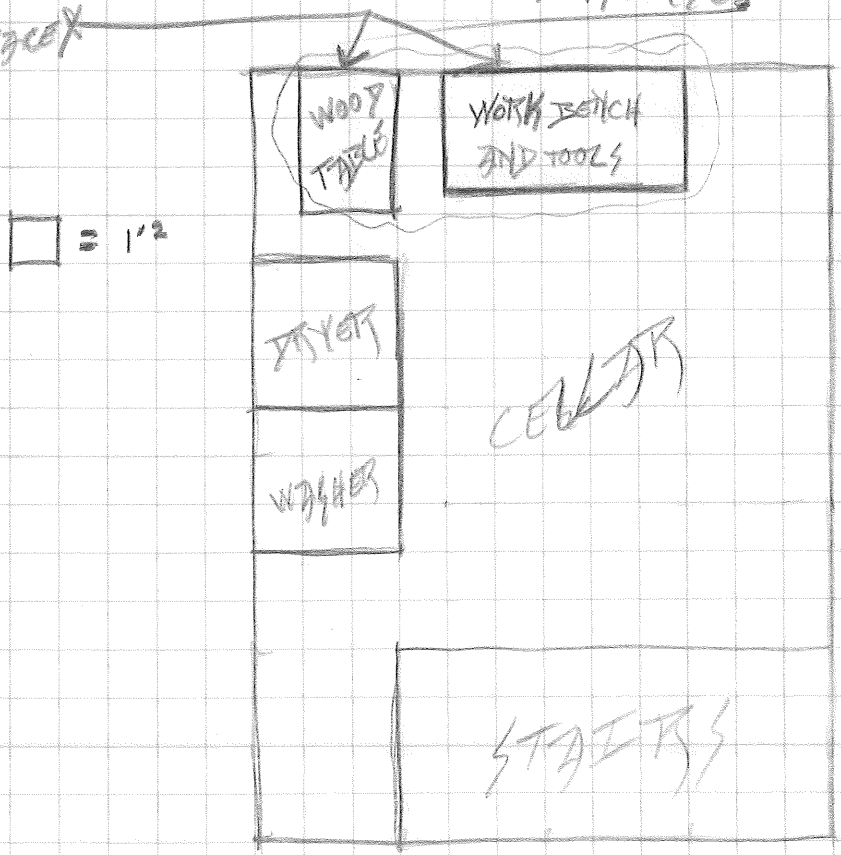


Ann Marie Pride  
Housing Officer



COMPUTER TABLE IN RELATION TO FLOOR PLAN OF HOUSE

ACTUAL WORKSPACE



WORKSPACE  
IN RELATION  
TO FLOOR  
PLAN<sub>2</sub>

layout  
w/ dimension  
letter/criteria  
25<sup>00</sup> change use

RE: - Home Occupation

Dear

As per our conversation, I am sending you the information you requested on using your home for a home occupation, which includes a copy of the home occupation section outlining the criteria needed to allow for a home occupation. 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 which time our secretaries will help you with your permit application.

At the time of submittal, you should bring with you to this office a cover letter explaining your home occupation and how it meets the given criteria, item by item. We also require floor plans showing the dimensions and the area of the home occupation space. If you rent, 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 if there are no structural changes.

Very Truly Yours,

Marge Schmuckal

Zoning Administrator

cc:

m:homeocc

## BUSINESS DESCRIPTION.

I MAKE WOODEN FLUTES AND SELL THEM ON INTERNET.

I USE HAND TOOLS; RASPS, FILES, CHISELS AND GOUGES.

I ALSO USE A HAND DRILL AND SAND PAPER.

I WORK AT MY WORK BENCH. (SEE FLOOR PLAN.)

I SELL THROUGH A WEBSITE, SO NO CHANGES TO TRAFFIC OR PROPERTY IS NEEDED.

NO PROPERTY CHANGES WILL TAKE PLACE WHATSOEVER,  
-ABSOLUTELY NONE.

THERE IS NO OUTSIDE STORAGE - ALL MY WOOD PIECES ARE ON A TABLE - SEE FLOOR PLAN.

ABSOLUTELY NO WORKSPACE IS USED OTHER THAN THE 18-19 SQUARE FEET INDICATED IN THE FLOOR PLAN.

(30-35 INCLUDING THE COMPUTER TABLES)

THANK YOU,

JASON ROBINSON.





(S. Approach zone transition area: Slope, one (1) in two (2). Code 1968, § 602.18.H)

**Sec. 14-410. Home occupation.**

*Purpose.* The purpose of home occupations is to allow the secondary and incidental use of a residence for the conduct of appropriate occupations whose external activity levels and impacts are so limited as to be compatible with the residential character of the neighborhood.

(1) In connection with the operation of a home occupation, within a dwelling unit, the following requirements shall be met:

- a. A home occupation shall not occupy more than five hundred (500) square feet of floor area or more than twenty-five (25) percent of the total floor area of such a dwelling unit, whichever is less, or in the case of licensed family day care homes, or home babysitting services, to accommodate not more than six (6) children plus two (2) children after school and having no nonresidential employees;
- b. There shall be no outside storage of goods and materials nor shall there be exterior displays, or display of goods visible from the outside;
- c. Storage of materials related to the home occupation shall count as a part of the occupancy limitations in subsection (1)a. above, but shall not constitute a dominant part of such occupancy provided, however, storage of such materials or products in garages or other accessory structures is prohibited;
- d. Exterior signs shall be limited to one (1) nonilluminated sign not exceeding a total area of two (2) square feet, affixed to the building and not projecting more than one (1) foot beyond the building;
- e. Any exterior alterations to the residence shall be compatible with the architecture of the building and maintain the residential appearance by virtue of exterior materials, lighting, and signs;
- f. Any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard;
- g. The home occupation shall not produce offensive noise, vibration, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare or other objectionable effects;
- h. There shall be no more than one (1) nonresident employed in the home occupation, provided, however, family day care or home babysitting services shall have no nonresident employees;
- i. No traffic shall be generated by the home occupation in greater volumes than would normally be expected in a residential neighborhood;
- j. No motor vehicle exceeding a gross vehicle weight of six thousand (6,000) pounds shall be stored on the property in connection with the home occupation.

(2) No residence shall be occupied, altered or used for any home occupation except the following:

- a. Accountants and auditors;

*Criteria to Be met*

*ok*

OK ↓

- b. Answering services (telephone);
  - c. Architects;
  - d. Artists and sculptors;
  - e. Authors and composers;
  - f. Computer programming;
  - g. Custodial services;
  - h. Custom furniture repair and upholstery;
  - i. Dentists, doctors, therapists, and health care practitioners;
  - j. Direct mail services;
  - k. Dressmakers, seamstresses and tailors;
  - l. Engineers;
  - m. Family planning services;
  - n. Hairdressers (limited to no more than two (2) hair dryers);
  - o. Home crafts, such as model making, rug weaving, lapidary work, cabinet making, weaving, ceramics;
  - p. Interior decorators;
  - q. Lawyers, justices of the peace and notary publics;
  - r. Licensed family day care home or babysitting services; *(see (1) a)*
  - s. Musicians or music teachers, including group instruction not to exceed six (6) students at any time but not including performances or band rehearsals, which shall meet the following requirements in addition to those set forth in subsection (1) of this section:
    - 1. Electronic amplification is prohibited;
    - 2. The applicant shall demonstrate that noise attenuation is provided which minimizes perception of sound at property lines at all times during the use. Noise attenuation measures may include, but are not limited to, insulation, double-pane windows, air conditioners or any combination of these or similar noise attenuation measures;
    - 3. Hours of operation shall be limited to 8:30 a.m. to 9:30 p.m.
  - t. Office facility of a minister, rabbi, or priest;
  - u. Photographic studios;
  - v. Professional counseling and consulting services;
  - w. Professional research services;
  - x. Sales persons provided that no retail or wholesale transactions are made on the premises;
  - y. Small appliance repair;
  - z. Snow plowing provided that only one (1) snow plow vehicle is stored on or generated from the site;
  - aa. Special tutoring or instruction (not to exceed three (3) pupils at any given time);
  - bb. Stenographic and other clerical services.
- (3) A home occupation that is not listed in paragraph (2) of this section but is similar to and no more objectionable than those home occupations listed in that paragraph, shall

be permitted as a conditional use subject to the requirements of paragraph (1) of this section and section 14-474 (conditional use) of this article. This provision shall not include veterinarians, kennels, animal raising, funeral homes, retail uses including antique shops, restaurants, dancing studios, towing services, repair and painting of automobiles as home occupations.

**NOT  
ALLOWED**

(Code 1968, § 602.18.I; Ord. No. 277-77, 11-7-77; Ord. No. 548-85, § 1, 5-6-85; Ord. No. 76-85, § 1, 7-1-85; Ord. No. 66-87, § 2, 11-2-87; Ord. No. 329-90, 5-7-90)

**Secs. 14-411–14-420. Reserved.**

**DIVISION 25. SPACE AND BULK REGULATIONS AND EXCEPTIONS**

**Sec. 14-421. Generally.**

The requirements of this article shall be subject to the space and bulk regulations and exceptions of this division.

(Code 1968, § 602.19.A)

**Sec. 14-422. Reduction of lot area prohibited.**

No lot shall be so reduced that yards, lot width, lot frontage, lot area, area per dwelling unit, and space for off-street parking and/or off-street loading shall be less than the minimum required under this article.

(Code 1968, § 602.19.A)

**Sec. 14-423. Joint occupancy.**

When two (2) or more uses occupy the same building or premises, the off-street parking and loading requirements and the area per dwelling unit requirements of both uses shall be met in full.

(Code 1968, § 602.19.B)

**Sec. 14-424. Required open space.**

No part of a yard or other open space required about any building under this article shall be included as a part of a yard or other open space required for another building.

(Code 1968, § 602.19.C)

**Sec. 14-425. Projections in required yard areas.**

A front yard may be occupied by a one-story entrance porch not enclosed, with or without a roof, if the area of the porch does not exceed fifty (50) square feet nor the projection from the building exceed five (5) feet. A cornice eave, sill, canopy, chimney, or other similar architectural feature, but not including a bay window, may project into any required yard a distance of not more than two (2) feet.

(Code 1968, § 602.19.D)