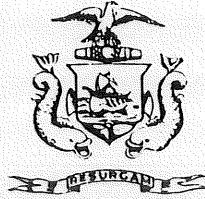


Inspection Services  
P. Samuel Hoffses  
Chief



Planning and Urban Development  
Joseph E. Gray Jr.  
Director

**CITY OF PORTLAND**

May 20, 1996

283-B-035  
Gerald Hutchings  
36 Candlewyck Terrace  
Portland, Maine 04102

RE: 36 Candlewyck Terrace  
Home Occupation

Dear Gerald,

In response to your request for information on using your home for a home occupation, we are sending you a copy of the home occupation section which outlines the criteria needed to allow for a home occupation. If you can meet this 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. and 4:00 p.m.

At the time of submittal for your building permit, you should bring with you to this office a cover letter explaining your home occupation and how it meets the given criteria and floor plans showing dimensions and area of the home occupation space. This type of permit is ususally \$25.00.

Sincerely,

Marge Schmuckal  
Asst. Chief, Code Enforcement Division

cc: P. Samuel Hoffses, C, Code Enf Div  
K. Carroll, CEO