

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND

BUILDING PERMIT

This is to certify that DAWN MARIE YORK

Located At 9 WARREN AVE

Job ID: 2012-04-3779-CH OF USE

CBL: 292- D-008-001

has permission to Add home occupation - no construction

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

Fire Prevention Officer

Code Enforcement Officer / Plan Reviewer

THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY

PENALTY FOR REMOVING THIS CARD

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: buildinginspections@portlandmaine.gov

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

A final Certificate of Occupancy inspection is required.

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.



PORTLAND MAINE

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Acting Director of Planning and Urban Development
Gregory Mitchell

Job ID: 2012-04-3779-CH OF USE

Located At: 9 WARREN AVE

CBL: 292- D-008-001

Conditions of Approval:

Zoning

1. With the issuance of this permit and the certificate of occupancy, this property shall remain a single family dwelling with a home occupation to sell goods online. Any change of use shall require a separate permit application for review and approval.
2. During its existence, all aspects of the Home Occupations criteria, Section 14-410, shall be maintained. You may not conduct any sales at your home.

Building

This is a Change of Use ONLY permit. It does NOT authorize any construction activities.

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, FAX: (207) 8716

Job No: 2012-04-3779-CH OF USE	Date Applied: 4/13/2012	CBL: 292- D-008-001	
Location of Construction: 9 WARREN AVE	Owner Name: DAWN MARIE YORK	Owner Address: 9 WARREN AVE PORTLAND, ME 04103	Phone: 207-766-8989
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name:	Phone:	Permit Type: CHUSE-HO - Home Occupancy	Zone: R-5
Past Use: Single family	Proposed Use: Add a home occupation to single family – home occupation is to have an office to sell goods online	Cost of Work:	CEO District:
		Fire Dept: Approved Denied N/A	Inspection: Use Group: R-3 Type: SB IRCO9 Signature: 
Proposed Project Description: home business, online selling		Pedestrian Activities District (P.A.D.)	

Permit Taken By:	Zoning Approval		
<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building Permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False informatin may invalidate a building permit and stop all work.</p>	<p>Special Zone or Reviews</p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetlands</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p>___ Maj ___ Min ___ MM</p> <p>Date: OK w/ condition 4/17/12 ABW</p>	<p>Zoning Appeal</p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date:</p>	<p>Historic Preservation</p> <p><input checked="" type="checkbox"/> Not in Dist or Landmark</p> <p><input type="checkbox"/> Does not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p>Date: ASU</p>
	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 appication 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 provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

RT

2012 04 3779

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General Building Permit Application

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.

Location/Address of Construction: <u>9 Warren Avenue</u>		
Total Square Footage of Proposed Structure/Area		Square Footage of Lot
Tax Assessor's Chart, Block & Lot Chart# <u>292</u> Block# <u>d</u> Lot# <u>8</u>	Applicant * must be owner, Lessee or Buyer * Name <u>Dawn Marie York</u> Address <u>9 Warren Avenue</u> City, State & Zip <u>Portland, ME 04103</u>	Telephone: <u>207.766-0989</u>
Lessee/DBA (If Applicable) RECEIVED APR 13 2012 Dept. of Building Inspections City of Portland Maine	Owner (if different from Applicant) Name _____ Address _____ City, State & Zip _____	Cost Of Work: \$ <u>150.00</u> C of O Fee: \$ <u>75.00</u> Total Fee: \$ <u>225.00</u>
Current legal use (i.e. single family) <u>Single Family</u> If vacant, what was the previous use? _____ Proposed Specific use: <u>online seller</u> Is property part of a subdivision? <u>NO</u> If yes, please name _____ Project description: <u>office to sell goods online. Home Occupation</u>		
Contractor's name: <u>N/A</u> Address: _____ City, State & Zip _____ Telephone: _____ Who should we contact when the permit is ready: _____ Telephone: _____ Mailing address: _____		

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work 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: Dawn Marie York Date: 4/5/12

This is not a permit; you may not commence ANY work until the permit is issued

Ms. Marge Schmuckal
Zoning Administrator
Department of Urban Development
City Of Portland
389 Congress Street
Portland, Maine 04101

Dear Ms. Schmuckal:

I am requesting a permit to allow me the use of my residence at 9 Warren Avenue for a home occupation. I intend to begin online stores on websites such as Ebay and Etsy to resell clothing, accessories and small dishwares. In effect my work will be that of an online sales person, an acceptable home occupation listed under item (24) of Section 14-410 of the Portland Zoning Ordinance. The following is an explanation of how my home occupation meets the criteria listed under item (1) of the same.

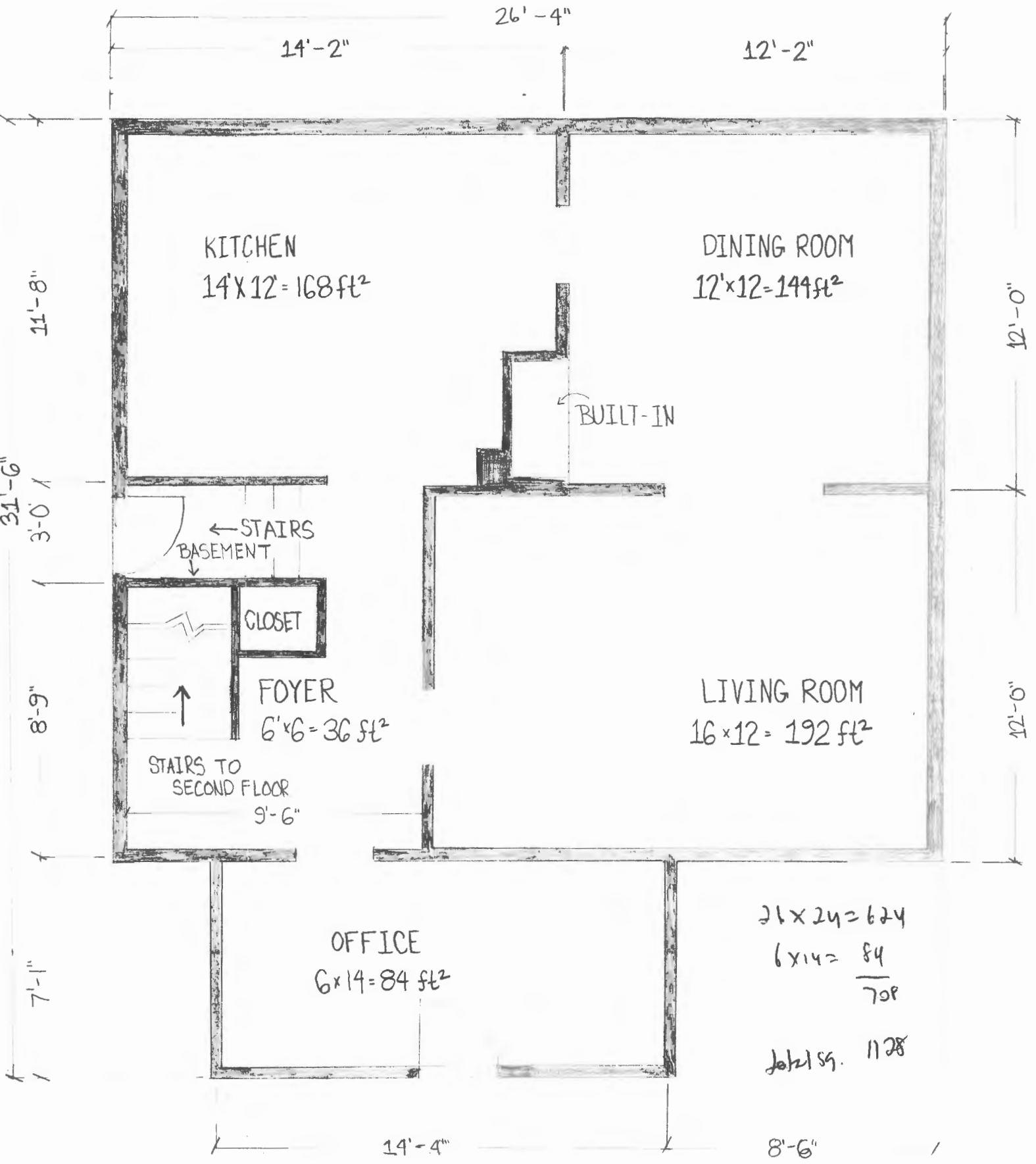
- a. My home occupation will occupy approximately 84 square feet (8%) of floor area of the residence.
- b. No goods will be stored, displayed, or be visible from outside the residence.
- c. Storage of the material necessary to perform my occupation are minimal and included in the 84 square feet of floor space mentioned above
- d. There will be no external signage related to my home occupation
- e. No exterior alterations to the residence are necessary
- f. Since I will not be meeting customers at my residence, no additional parking is necessary
- g. No objectionable effects will result from my home occupation
- h. I will not require the services of any employees
- i. Since I will not be meeting customers at my residence and will be using the Post Office for mailings, no additional traffic will be generated by my home occupation
- j. No vehicles even nearing a gross vehicle weight of 6,000 pounds are necessary for my home occupation

As you can, my home occupation is a secondary and incidental use of my residence. There will be no external or additional activity from this online selling. I own this home and will only be using the office space for the storage of my goods and the placement of my computer to run these online sits.

Sincerely,

Dawn-Marie York

9 WARREN AVENUE
 FIRST FLOOR PLAN SCALE $\frac{1}{4}'' = 1'-0''$



$$\begin{array}{r} 26 \times 24 = 624 \\ 6 \times 14 = 84 \\ \hline 708 \end{array}$$

Total sq. 1128



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Receipts Details:

Tender Information: Check , BusinessName: visa, Check Number: 134103

Tender Amount: 225.00

Receipt Header:

Cashier Id: gguertin

Receipt Date: 4/13/2012

Receipt Number: 42894

Receipt Details:

Referance ID:	6103	Fee Type:	BP-C of O
Receipt Number:	0	Payment Date:	
Transaction Amount:	75.00	Charge Amount:	75.00
Job ID: Job ID: 2012-04-3779-CH OF USE - home business, online selling			
Additional Comments:			

Referance ID:	6104	Fee Type:	BP-Home
Receipt Number:	0	Payment Date:	
Transaction Amount:	150.00	Charge Amount:	150.00
Job ID: Job ID: 2012-04-3779-CH OF USE - home business, online selling			