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*Greg Mitchell – Acting Director of Planning and Urban Development
Marge Schmuckal, Zoning Administrator*

February 13, 2012

Chris Parry
Parry Motors
202 Warren Avenue
Portland, ME 04103

Re: 202 Warren Avenue – 296 H012 – B-4 Business Zone – change of use permit

Dear Mr. Parry,

This letter is a follow up to the phone calls that we have had over the last month. As I have told you on the telephone, we do not have a permit in our records for an automobile repair shop at this property. The property is located in the B-4 Business Zone. Automobile repair is an allowable use in the zone [Section 14-229.1(a)(14)], but since the use has not been permitted there in the past, a change of use application must be applied for to establish the use in the space [section 14-463(e)]. Part of this process is to make sure that the space meets the Life Safety Code and the Building Code for the use. You should not be occupying the space without a certificate of occupancy. You need to bring your property into compliance by applying for the change of use. You have thirty days to do this or you may have to vacate the space until you have a certificate of occupancy.

Please feel free to call me at 874-8709 if you have any questions.

Yours truly,

Ann B. Machado
Zoning Specialist
(207) 874-8709

Cc file