



# PORTLAND MAINE

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*Penny St. Louis Littell - Director of Planning and Urban Development  
Marge Schmuckal, Zoning Administrator*

November 23, 2009

Jason Dennison  
Dennison's Autocare  
429 Warren Avenue  
Portland, ME 04103

Re: 429 Warren Avenue – 304 B032 – B-4 – Change of use application for auto repair

Dear Mr. Dennison,

It has come to the attention of our office that you are operating an auto repair business at 429 Warren Avenue in Unit 7 of the second building. An auto repair business is a permitted use in the B-4 zone [section 14-229.11(a)(14)]. Although it is a permitted use, the previous use in that space was not an auto repair shop. A certificate of occupancy is required when there is a change from one use to another in an existing building [section 14-463(e)].

You have thirty days from the date of this letter to apply for a change of use for your space and obtain a certificate of occupancy. I have enclosed a change of use application that you need to submit.

It has also come to the attention of our office that you have put up a sign for your business without applying for a sign permit application. You also have thirty days to apply for a sign permit. I have included the sign permit application.

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

Yours truly,

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