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Jeff Levine, AICP, Director
Marge Schmuckal, Zoning Administrator

January 7, 2013

Drew Crandall
@ Cross Fit MF
429 Warren Avenue
Portland, ME 04103

RE: 429 Warren Avenue – 304-B-032 – B-4 Zone – application #2013-00026

Dear Mr. Crandall,

I am in receipt of a permit application to make alterations to your business CrossFit MF at 429 Warren Avenue. Please note that your permit application is being denied based on the fact that the underlying use has never been established. This office has never received the required permit(s) for a change of use. No certificate of occupancy has been issued for your use. No permits for any of your signage, either attached to the building or the sign panel on the free-standing sign are on record.

Before this office can approve any renovations to the your business, we require a change of use permit with alterations along with a separate permit for your signage.

Please either go on-line for the permit application for “Commercial Change of Use” application or come into our offices in room 315 City Hall to pick up a paper copy of the application. We will certainly need very good, scaled building plans and a parking site plan showing available parking for your use. Follow the directions and submit the required paperwork to Inspection Services.

If you have any questions regarding this letter, please feel free to contact me at 874-8695.

Very truly yours,

Marge Schmuckal
Zoning Administrator

Cc to: Garronteed Construction, 27 St Mary's Street, Biddeford, ME 04005
Peter Holmes, 401 Warren Avenue, Portland, ME 04103