

Building Inspections - RE: 306-B-6-305 Permit application status?

From: Building Inspections
To: Jean Russo
Date: 5/19/2014 4:00 PM
Subject: RE: 306-B-6-305 Permit application status?
CC: 'Nancy Morgan'

Jean, I will enter the permit as is, with the information below this time. We require the actual applications filled out in their entirety. Typically permits (especially changes of use) can take from 20-30 business days. I will forward this to staff for a head's up. I will not guarantee any faster turn around, but at least they know it's there. The permit will not enter the review process until paid. Please call when you receive the confirmation e-mail with the invoice.

>>> "Jean Russo" <russo@maine.rr.com> 5/19/2014 3:22 PM >>>

By copy of this email to the applicant, I am giving them the current owner's name to fill in below:

Jenlin Enterprises LLC (current owner - he also owns the abutting unit)
585 Riverside Street Unit 305
Book 29241/233
Legal: 306-B-6 312-B-4

If you get this today, any idea on when we will hear something?
Thanks so much.
Jean Russo

From: Building Inspections [<mailto:buildinginspections@portlandmaine.gov>]
Sent: Monday, May 19, 2014 3:13 PM
To: Jean Russo
Subject: Re: 306-B-6 Permit application status?

Jean the application itself is still not complete. WE have no way of knowing which Chart/Block/Lot this application should be attached to, because the application is missing the owner information (which is a requirement.) Also, because several e-mails have been sent, with different subject lines on the e-mails, its difficult to pinpoint what was said and when.

What is needed now, is a completed application with the owner info on it. There are 13 different accounts in our system with the CBL you provided. Having the owner info would've expedited this. Unfortunately, this cannot be entered until a complete application is provided. A change of use cannot be expedited. Because there is no construction, it should go quicker, but it still has to go through review. I apologize for any inconvenience but we can't enter a permit until it is complete.

>>> "Jean Russo" <russo@maine.rr.com> 5/19/2014 2:54 PM >>>
Here is the application. What do we need to do to expedite this?
Jean Russo

From: Nancy Morgan [<mailto:nmorgan@nectf.org>]
Sent: Monday, May 19, 2014 11:05 AM
To: Jean Russo
Cc: Lyle Hamm
Subject: FW: revised application with project description filled in

Hi Jean

Attached is the file that I sent them.

When I first sent the file they said it was not correct, sent a letter of how to submit the drawings and permit.

We re-did the drawing to scale and resent on May 12th and mailed a check for \$105. Last Thursday I rec'd an email saying that we had to write in the description on permit (couldn't just put see attached) so I did that and sent it all back. On the next day Friday, I sent an email asking for a status and they told me that because it wasn't sent correctly on the 7th that it was not in the system and I needed to name the file correctly (?) Not sure why they sent me the email the day before asking me to fill in the description if the file wasn't sent in the format that they wanted?

Attached is the last file I submitted (correcting the description).

Nancy

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.