



CITY OF PORTLAND, MAINE
Department of Building Inspection

328-B-006

Certificate of Occupancy

LOCATION

100 Riverside St (328-B-006/007)

Issued to Donalco, Inc.

Date of Issue 22 March 1996

This is to certify that the building, premises, or part thereof, at the above location, built — altered — changed as to use under Building Permit No. 951275, has had final inspection, has been found to conform substantially to requirements of Zoning Ordinance and Building Code of the City, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

APPROVED OCCUPANCY

Entire

Printing & Distribution

Limiting Conditions: TEMPORARY:

Conditions to follow on separate correspondence.

This certificate supersedes
certificate issued

Approved:

22/mar/96 *D. Jackson*
.....
(Date) Inspector

[Signature]
.....
Inspector of Buildings

Notice: This certificate identifies lawful use of building or premises, and ought to be transferred from owner to owner when property changes hands. Copy will be furnished to owner or lessee for one dollar.



CITY OF PORTLAND, MAINE
Department of Building Inspection

Certificate of Occupancy

LOCATION 100 Riverside St (328-80006/007)

Issued to Properties Plus

Date of Issue 30 October 1996

This is to certify that the building, premises, or part thereof, at the above location, built — altered — changed as to use under Building Permit No. 951275, has had final inspection, has been found to conform substantially to requirements of Zoning Ordinance and Building Code of the City, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

APPROVED OCCUPANCY

Entire

Printing & Distribution

Limiting Conditions:

This certificate supersedes
certificate issued 22 March 1996

Approved:

(Date)

Inspector

Inspector of Buildings

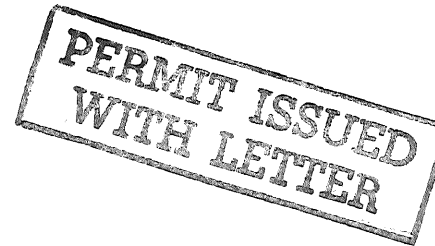
Notice: This certificate identifies lawful use of building or premises, and ought to be transferred from owner to owner when property changes hands. Copy will be furnished to owner or lessee for one dollar.

City of Portland, Maine – Building or Use Permit Application 389 Congress Street, 04101, Tel: (207) 874-8703, FAX: 874-8716

| | | | | |
|--|--|--|---|--|
| Location of Construction: 100 Riverside Ind. Pkwy 170 Riverside Industrial Parkway | | Owner: Donalco, Inc. | Phone: | Permit No: 051275 |
| Owner Address: | Leasee/Buyer's Name: Envelopes Plus, Inc. | Phone: | BusinessName: | <div style="border: 2px solid black; padding: 5px; text-align: center;"> PERMIT ISSUED Permit Issued: DEC - 5 1995 CITY OF PORTLAND </div> |
| Contractor Name: Norceur Construction, Inc. | Address: | Phone: | | |
| Past Use: Vacant lot | Proposed Use: | COST OF WORK: \$ 132,000.00 FIRE DEPT. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Signature: <i>[Signature]</i> | PERMIT FEE: \$ 680.00 INSPECTION: Use Group: S/Type 2 BOC 93 Signature: <i>[Signature]</i> | |
| Proposed Project Description: Construct building (60 x 80) | PEDESTRIAN ACTIVITIES DISTRICT (P.U.D.) Action: Approved <input type="checkbox"/> Approved with Conditions: <input type="checkbox"/> Denied: <input type="checkbox"/> Signature: _____ Date: _____ | Zone: _____ CBL: 328-B-006/007 Zoning Approval: _____ Special Zone or Reviews: <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input checked="" type="checkbox"/> Site Plan maj <input type="checkbox"/> minor <input type="checkbox"/> mm <input type="checkbox"/> | | |
| Permit Taken By: Mary Gresik | Date Applied For: 20 November 1995 | | | |

- This permit application doesn't preclude the Applicant(s) from meeting applicable State and Federal rules.
- Building permits do not include plumbing, septic or electrical work.
- Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..

Mail to: Envelopes Plus
400 Riverside St
Portland, ME 04103



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 application 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 provisions of the code(s) applicable to such permit

21 November 1995

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

White-Permit Desk Green-Assessor's Canary-D.P.W. Pink-Public File Ivory Card-Inspector

CEO DISTRICT

7

COMMENTS

12-13-95 Ftgs in prior / wall forms in place w/ Rebar / Temp 13°F 9:00 AM Ftgs + Forms will be heated + covered / Setbacks appear OK / Ftgs about 28" wide / Forms 10"

12-26-95 - Small side section poured + covered + heated OK pp

1-4-96 - Steel Framing in progress OK pp.

2-17-96 - Under pour plumbing / Air Test / Metal sheathing completed (Air test under grade OK) 15' @ 5 lbs / All WWF in place

2-28-96 - Check Dumpster RWS sticker (OK not on dumpster)

3-1-96 - All above slab Plumbing Inspected / Air test on PVC 5' for 15" / small run not Air tested (Sven's tag OK) Ceiling heating in. (Int. 2x4 metal stud, 16" OC) / Steel Framing completed.

3-15-96 - Ext. CMU Work in progress / Fire rated walls separate offices from work area / Heating permits not in? / Internal plumbing covered w/ GWB prior to Insp.

10/26/96 Ticked w/ Don Jordan - "A-OK" - Released by DR (K Talbot)

Issue Permitts CJO
Printing & Distribution Plant

No Restriction *D*

Inspection Record

| Type | Date |
|-------------------|-------|
| Foundation: _____ | _____ |
| Framing: _____ | _____ |
| Plumbing: _____ | _____ |
| Final: _____ | _____ |
| Other: _____ | _____ |



CITY OF PORTLAND
Planning and Urban Development Department

MEMORANDUM

TO: Kevin Carroll, Code Enforcement Officer
FROM: Kandice Talbot, Planner
DATE: October 8, 1996
RE: Envelopes, Plus; 100 Riverside Industrial Parkway

The Planning Office has reviewed Envelopes, Plus at 100 Riverside Industrial Parkway and believe it would be acceptable to issue a permanent Certificate of Occupancy.

cc: Kathi Staples, PE, City Engineer



CITY OF PORTLAND
Planning and Urban Development Department

MEMORANDUM

TO: Dave Jordan, Code Enforcement Officer
FROM: Kandice Talbot, Planning Technician *KT*
DATE: March 22, 1996
RE: Envelopes, Plus; 100 Riverside Industrial Parkway

The Planning Office has reviewed Envelopes, Plus at 100 Riverside Industrial Parkway and believe it would be acceptable to issue a temporary Certificate of Occupancy. A permanent Certificate of Occupancy should not be issued until the following conditions have been met.

1. Silt fence around the top soil stockpile should be installed as soon as possible. All other silt fence should be installed as soon as the ground permits.
2. The flat area adjacent to the stockpile, which is behind the building, should have more hay mulch as soon as possible. Final grass vegetation of the lawn areas shall be in place by April 24, 1996. The applicant shall monitor areas to be grassed and will be responsible to vegetate or reseed areas as is necessary to accomplish the above condition.
3. The temporary access road culvert shall be removed and the road ditch flow re-established.
4. All final grading and pavement shall be installed by April 24, 1996.
5. All proposed landscaping must be planted prior to issuance of a permanent Certificate of Occupancy. Any changes proposed to landscaping shall be reviewed and approved by the City Arborist.
6. The pipe out of the detention pond needs to have a crescent shaped 3/4" stone berm around it to capture sediment. This shall be done by April 24, 1996.
7. The roadside ditches shall be stabilized, seeded and hay mulched by April 24, 1996.

If for any reason the applicant cannot fulfill the conditions by the date set above, the applicant shall contact the Planning Office for an extension of this date.

cc: Kathi Staples, PE, City Engineer

Inspection Services
P. Samuel Hoffses
Chief



Planning and Urban Development
Joseph E. Gray Jr.
Director

CITY OF PORTLAND

December 4, 1995

Envelopes Plus
400 Riverside Street
Portland, Maine 04013

RE: 100 Riverside Industrial Parkway

Dear Sir,

Your application to construct a 4,375 square foot building has been reviewed and a permit is herewith issued subject to the requirements listed below. This permit does not excuse the applicant from meeting applicable State and Federal laws.

No Certificate of Occupancy will be issued until all requirements of this letter are met.

Site Plan Review Requirements

Code Enforcement - Approved - M. Schmuckal
Fire Department - Approved - Lt. McDougall
Planning Division - a) granite curb required at entrance, b) driveway in right of way must meet industrial road standards, c) a \$5,000.00 fee towards the traffic signal shall be paid by the occupant. - K. Talbot
Development Review Coordinator - Approved - See attached requirements - K. Talbot

Building and Fire Code Requirements

Please read and implement items 1, 2, 8 and 16 of the attached Building Permit Report.

If you have any questions regarding these requirements, please do not hesitate to contact this office.

Sincerely,

P. Samuel Hoffses
Chief, Code Enforcement Division

cc: M. Schmuckal, Asst Chief, Code Enf Div
K. Talbot, Planning Div

Applicant: Steve Dove / Envelopes plus Date: 11/28/95
 Address: 100 Riverside Ind. Parkway
 Assessors No.: 328-B-006/007

CHECK LIST AGAINST ZONING ORDINANCE

Date -

Zone Location - I-1

Interior or corner lot -

Use - New bldg. 60' x 80'

Sewage Disposal - City

Rear Yards - 25' req. - 80' shown

Side Yards - 25' req. - 30' shown

Front Yards - 25' req. - 40' shown

Projections - N/A

Height - 1 story shown -

Lot Area - 84,550 sq ft per assessors

Building Area -

Area per Family -

Width of Lot -

Lot Frontage - 60' req. - 290' shown

Off-street Parking - office = 1,029 sq ft ÷ 400 = 3
 warehouse 3,346 sq ft ÷ 1000 = 3

Loading Bays - 1 shown

6 req. 10 shown
 (1 is H.C.)

Site Plan - ~~mm or [scribble]~~

Shoreland Zoning - N/A

Flood Plains - N/A



**CITY OF PORTLAND, MAINE
DEVELOPMENT REVIEW APPLICATION
PLANNING DEPARTMENT PROCESSING FORM**

I. D. Number _____

27 July '95
Application Date

Envelopes Plus

Applicant
400 Riverside St Ptld, ME 04103

Applicant's Mailing Address _____

Consultant/Agent Stephen G. Doe (Agent)
Steve Doe - Sebago Tech 856-0277

Applicant or Agent Daytime Telephone, Fax _____

Project Name/Description
88 - 110 Riverside Ind Parkway

Address of Proposed Site _____

328-B-006/007

Assessor's Reference: Chart-Block-Lot _____

Proposed Development (check all that apply): New Building Building Addition Change of Use Residential
 Office Retail Manufacturing Warehouse/Distribution Other (specify) _____
4,375 sq GFC & Total 1.94 acres 84,550 sq ft

Proposed Building Square Feet or # of Units _____ Acreage of Site _____ Zoning I-1

Check Review Required:

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Site Plan (major/minor) | <input type="checkbox"/> Subdivision # of lots _____ | <input type="checkbox"/> PAD Review | <input type="checkbox"/> 14-403 Streets Review |
| <input type="checkbox"/> Flood Hazard | <input type="checkbox"/> Shoreland | <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> DEP Local Certification |
| <input type="checkbox"/> Zoning Conditional Use (ZBA/PB) | <input type="checkbox"/> Zoning Variance | <input type="checkbox"/> Single-Family Minor | <input type="checkbox"/> Other _____ |

Fees paid: site plan 300.00 subdivision _____

Approval Status:

- Approved Approved w/Conditions listed below Denied

Reviewer Marge Schmuckal

- _____
- _____
- _____
- _____

Approval Date 11/29/95 Approval Expiration _____ date Extension to _____ date

Additional Sheets Attached

Condition Compliance _____ signature _____ date

Performance Guarantee Required* Not Required

* No building permit may be issued until a performance guarantee has been submitted as indicated below

- | | | | |
|---|----------------------|-------------------------|-----------------------|
| <input type="checkbox"/> Performance Guarantee Accepted | _____ date | _____ amount | _____ expiration date |
| <input type="checkbox"/> Inspection Fee Paid | _____ date | _____ amount | |
| Performance Guarantee Reduced | _____ date | _____ remaining balance | _____ signature |
| Performance Guarantee Released | _____ date | _____ signature | |
| Defect Guarantee Submitted | _____ submitted date | _____ amount | _____ expiration date |
| Defect Guarantee Released | _____ date | _____ signature | |

Address: 88 110 Riverside Industrial Parkway 100 Riverside Industrial Parkway



**CITY OF PORTLAND, MAINE
DEVELOPMENT REVIEW APPLICATION
PLANNING DEPARTMENT PROCESSING FORM**

I. D. Number _____

Envelopes Plus

27 July '95

Applicant 400 Riverside St Ptld, ME 04103

Application Date

Applicant's Mailing Address _____

Project Name/Description

Consultant/Agent Stephen G. Doe (Agent)
Steve Doe - Sebago Tech 856-0277

88 - 110 Riverside Ind Parkway
Address of Proposed Site

Applicant or Agent Daytime Telephone, Fax _____

Assessor's Reference: Chart-Block-Lot

Proposed Development (check all that apply): New Building Building Addition Change of Use Residential
 Office Retail Manufacturing Warehouse/Distribution Other (specify) _____
4,375 sq GFC & Total 1.94 acres 84,550 sq ft

Proposed Building Square Feet or # of Units _____ Acreage of Site _____ Zoning _____

Check Review Required:

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Site Plan (major/minor) | <input type="checkbox"/> Subdivision # of lots _____ | <input type="checkbox"/> PAD Review | <input type="checkbox"/> 14-403 Streets Review |
| <input type="checkbox"/> Flood Hazard | <input type="checkbox"/> Shoreland | <input type="checkbox"/> Historic Preservation | <input type="checkbox"/> DEP Local Certification |
| <input type="checkbox"/> Zoning Conditional Use (ZBA/PB) | <input type="checkbox"/> Zoning Variance | <input type="checkbox"/> Single-Family Minor | <input type="checkbox"/> Other _____ |

Fees paid: site plan 300.00 subdivision _____

Approval Status:

Reviewer [Signature]

- Approved Approved w/Conditions listed below Denied

- _____
- _____
- _____
- _____

Approval Date 7/31/95 Approval Expiration _____ date Extension to _____ date Additional Sheets Attached

Condition Compliance _____ signature _____ date _____

Performance Guarantee Required* Not Required

* No building permit may be issued until a performance guarantee has been submitted as indicated below

- | | | | |
|---|----------------------|-------------------------|-----------------------|
| <input type="checkbox"/> Performance Guarantee Accepted | _____ date | _____ amount | _____ expiration date |
| <input type="checkbox"/> Inspection Fee Paid | _____ date | _____ amount | |
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| Performance Guarantee Released | _____ date | _____ signature | |
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Address: 88-110 Riverside Industrial Parkway 100 Riverside Industrial Parkway



**CITY OF PORTLAND, MAINE
DEVELOPMENT REVIEW APPLICATION
PLANNING DEPARTMENT PROCESSING FORM**

I. D. Number _____

Envelopes Plus

Applicant 400 Riverside St Portland, ME 04103

Application Date 27 July '95

Applicant's Mailing Address _____

Project Name/Description _____

Consultant/Agent Steve Doe - Sabago Tech 856-0277

Address of Proposed Site 88 - 110 Riverside Ind Parkway
328-B-006/007

Applicant or Agent Daytime Telephone, Fax _____

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 Office Retail Manufacturing Warehouse/Distribution Other (specify) _____
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Fees paid: site plan 300.00 subdivision _____

Approval Status:

Reviewer Kandi Talbot

- Approved Approved w/Conditions listed below Denied

- granite curb required at entrance
- driveway in right of way must meet Industrial Road
- Cross Section \$5,000 for traffic signal to be paid at occupancy.
- see attached list

Approval Date 10/19/95 Approval Expiration 10/19/96 Extension to _____ date _____ date _____ Additional Sheets Attached

Condition Compliance Kandice Talbot 11/17/95
* Remember \$5,000 at time of occupancy signature date

Performance Guarantee Required* Not Required

* No building permit may be issued until a performance guarantee has been submitted as indicated below

Performance Guarantee Accepted Oct 27, 1995 \$67,950 9/24/96
date amount expiration date

Inspection Fee Paid Oct 27, 1995 \$1,155.15
date amount

Completion 6/26/96

Performance Guarantee Reduced _____ date _____ remaining balance _____ signature _____

Performance Guarantee Released _____ date _____ signature _____

Defect Guarantee Submitted _____ submitted date _____ amount _____ expiration date _____

Defect Guarantee Released _____ date _____ signature _____

Address: 100 Riverside Industrial Parkway



**CITY OF PORTLAND, MAINE
DEVELOPMENT REVIEW APPLICATION
PLANNING DEPARTMENT PROCESSING FORM**

I. D. Number _____

Envelopes Plus

Applicant
400 Riverside St Ptld, ME 04103

27 July '95
Application Date

Applicant's Mailing Address _____

Project Name/Description

Consultant/Agent Stephen G. Doe (Agent)
Steve Doe - Sebago Tech 856-0277

88 - 110 Riverside Ind Parkway
Address of Proposed Site

Applicant or Agent Daytime Telephone, Fax _____

328-B-006/007

Assessor's Reference: Chart-Block-Lot

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 Office Retail Manufacturing Warehouse/Distribution Other (specify) _____
4,375 sq GFC & Total 1.94 acres 84,550 sq ft

Proposed Building Square Feet or # of Units _____ Acreage of Site _____ Zoning _____

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|---|--|--|--|
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| <input type="checkbox"/> Zoning Conditional Use (ZBA/PB) | <input type="checkbox"/> Zoning Variance | <input type="checkbox"/> Single-Family Minor | <input type="checkbox"/> Other _____ |

Fees paid: site plan 300.00 subdivision _____

Approval Status:

Reviewer Kandi Talbot

- Approved Approved w/Conditions listed below Denied

1. granite curb required at the entrance
2. driveway in right of way must meet Industrial Road
3. cross section. \$ 5,000 for traffic signal to be
4. See attached list paid at occupancy.

Approval Date 10/19/95 Approval Expiration 10/19/96 Extension to _____ date date Additional Sheets Attached

Condition Compliance Kandice Talbot 11/17/95
signature date

* Remember \$5,000 at time of occupancy

Performance Guarantee Required* Not Required
* No building permit may be issued until a performance guarantee has been submitted as indicated below

Performance Guarantee Accepted 10/27/95 \$ 67,950 9/24/96
date amount expiration date

Inspection Fee Paid 10/27/95 \$ 1,115.15
date amount

Performance Guarantee Reduced _____ remaining balance signature

Performance Guarantee Released _____ signature

Defect Guarantee Submitted _____ submitted date amount expiration date

Defect Guarantee Released _____ date signature

Address: 100 Riverside Industrial Parkway 88 - 110 Riverside Industrial Parkway

These people said everything was

11-20-95

"all set" -

except for
check + plans

lee

CITY OF PORTLAND, MAINE

Department of Building Inspection

11-20 19 95

Received from Properties Plus a fee

of \$680 /100 Dollars \$

for permit to install
erect
alter bldg print

at 100 Riverside Est. Cost \$
Ind Pkwy

ch # 1001

L Hoffse
Inspector of buildings
Per lee

THIS IS NOT A PERMIT

No work is to be stated until PERMIT CARD is actually posted upon the premises. Acceptance of fee is no guarantee that permit will be granted. PRESERVE THIS RECEIPT. In case permit cannot be granted the amount of the fee will be refunded upon return of the receipt less \$5.00 or 10% whichever is greater.

WHITE - Applicant's Copy
YELLOW - Office Copy
PINK - Auditors Copy