

# DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

Please Read Application And Notes, If Any, Attached

BUILDING DEPARTMENT

PERMIT

Permit Number: 030086

PERMIT DENIED

I certify that Opm Inc /n/a

permission to Change of Use: Renovate single family to professional office space. Second floor to be used for residential space

300 Allen Ave 344 E006001

Provided that the person or persons, firm or corporation accepting this permit shall comply with all the provisions of the Statutes of Maine and of the ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and when permission is procured before this building or part thereof is altered or closed-in. 24 HOUR NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS

Police Dept. PERMIT DENIED  
Health Dept. PERMIT DENIED  
Appeal Board PERMIT DENIED  
Other PERMIT DENIED

PERMIT DENIED

Department Name

Director - Building & Inspection Services

**PENALTY FOR REMOVING THIS CARD**

**City of Portland, Maine - Building or Use Permit Application**  
 89 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 03-0086	Issue Date: <b>PERMIT DENIED</b>	CBL: 344 E006001
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Location of Construction: 300 Allen Ave	Owner Name: Opm Inc	Owner Address: 52 Bangs Shore Rd	Phone:
Business Name: n/a	Contractor Name: n/a	Contractor Address: n/a Portland	Phone:
Lessee/Buyer's Name n/a	Phone: n/a	Permit Type: Change of Use - Commercial	Zone: R-1

Current Use: Single Family-NEW APPLICATION 4/2/03 Re defined app. on 5/14/03	Proposed Use: Change of Use; Renovate single family to professional office space. Second floor to be used for residential space for the same tenant that will use the office space and live there	Permit Fee: \$140.00	Cost of Work: \$15,000.00	CEO District: 2	Zone: R-1
Proposed Project Description: Change of Use; Renovate single family to professional office space. Second floor to be used for residential space for the same tenant that will use the office space and live there		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: Type:		
		Signature:	Signature:		

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)	
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied	Signature: Date:

Permit Taken By: g	Date Applied For: 04/03/2003	<b>Zoning Approval</b>	
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This permit application does not 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..	Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Denied	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Historic Preservation <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied
	Date: <i>5/14/03</i>	Date:	Date:

**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 is issued, I certify that the code official's authorized representative will have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to this permit.

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

**City of Portland, Maine - Building or Use Permit**

89 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

<b>Permit No:</b> 03-0086	<b>Date Applied For:</b> 04/03/2003	<b>CBL:</b> 344 E006001
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<b>Location of Construction:</b> 300 Allen Ave	<b>Owner Name:</b> Opm Inc	<b>Owner Address:</b> 52 Bangs Shore Rd	<b>Phone:</b>
<b>Business Name:</b> n/a	<b>Contractor Name:</b> n/a	<b>Contractor Address:</b> n/a Portland	<b>Phone:</b>
<b>Lessee/Buyer's Name:</b> n/a	<b>Phone:</b> n/a	<b>Permit Type:</b> Change of Use - Commercial	

<b>Proposed Use:</b> Change of Use; Renovate single family to professional office space. Second floor to be used for residential space for the same tenant that will use the office space and live there	<b>Proposed Project Description:</b> Change of Use; Renovate single family to professional office space. Second floor to be used for residential space for the same tenant that will use the office space and live there
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**Dept:** Zoning      **Status:** Denied      **Reviewer:** Marge Schmuckal      **Approval Date:** 05/14/2003

**Note:** 5/15/03 Sarah H. has e-mailed insp. to notify us that before we can issue a permit there needs to be a site plan amendment done thru them. - this permit is on hold. Sounds like Kandi will be handling this.      **Ok to Issue:**

1) PLEASE NOTE: Your site plan review and subdivision plat only allow four (4) dwelling units on this site. Any changes to your site plan and subdivision plan SHALL BE REVIEWED BY THE PLANNING BOARD PRIOR TO ANY APPROVALS TO BUILD ANY ADDITIONAL DWELLING UNITS. The four dwelling units previously approved in the rear will not be allowed without further planning board approvals because of the additional dwelling unit within the front building (total of five dwelling units).

2) Separate permits shall be required for any new signage.

3) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work. It is understood that the use of this building is for professional offices on the first floor and a residential unit on the second floor of the existing building located at the front of this property.

**Dept:** Building      **Status:** Pending      **Reviewer:** Mike Nugent      **Approval Date:**

**Note:**      **Ok to Issue:**

**Dept:** Fire      **Status:** Pending      **Reviewer:** Lt. McDougall      **Approval Date:**

**Note:**      **Ok to Issue:**

1) fire extinguishers shall be installed in accordance with NFPA 10 standards

**Comments:**

2/19/03-mjn: Need floor loading, stair info, accessibility etc.

2/2/03-gg: revisions received.kwd

2/2/03-mjn: New application with new expansions and potential use on the second floor.

2/2/03-mjn: Same issues as on 2/19/03 applicant notified, interior stairs, floor loading, plans a bit vague

2/14/03-mjn: Permit denied letter sent

PERMIT  
DENIED

**NORTHGATE PLAZA ASSOCIATES, LLC**  
**400 Allen Avenue**  
**Portland, Maine 04103**

**Phone: (207) 797-7777**

**Fax: (207) 797-0255**

May 7, 2003

Building/Planning Department  
City of Portland  
389 Congress Street  
Portland, Maine 04102

Re: Second revision of building permit application for 300 Allen Avenue, Portland, Maine

To Whom It May Concern:

This letter will serve as a second revision to a building permit application originally submitted on or about February 5, 2003 with a revision submitted on April 1, 2003. The City indicated that there were still "issues/concerns" with the revised application in early May; and the applicant did not have an opportunity to review the specific issues with the Building/Planning Department until May 6th. This letter will attempt to resolve and/or clarify the outstanding "issues/concerns".

The applicant is attempting to renovate an existing historic residence into a professional office building. As indicated in Item #7 in the cover letter attached to the revised application of April 1st, the applicant intends to keep the second floor space as "residential". The second floor will not divide the building into two units; rather, the building will be leased to a single tenant whom will use the first floor as office space and the second floor as residential space. To accomodate the second floor residential use, the upstairs bathroom will be renovated into a 3/4 bath; and the first floor bathroom will be renovated to create an 1/2 bath and a kitchenette.

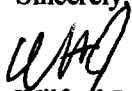
In regards to "floor loads", the first floor is supported by 6 X 6 floor joists with 2 X 6 floor joists married to them and centered every 26". The second floor appears to be supported by 2 X 10 floor joists, estimated by the thickness of the floor.

It's our understanding that the application is currently on Mike Nugent's desk and will need to be resubmitted to zoning in order to approve the mixed residential/office use. It's notable that the requested mixed use of the property is compatible with the March, 2002 development plan approved by the City. The development site should be able accomodate five residential units (plus professional office) since it totals nearly 36,000 sq. ft. and lies in the R/P and R-5 zones.

*↑ NEEDS A Side Plan Amendment*

We hope that this letter resolves any confusion or omission in our earlier submissions. Please call us if you have any questions or concerns: 797-7777 ext.13 (David) or ext.21 (Willie). Thank you for your assistance in this matter.

Sincerely

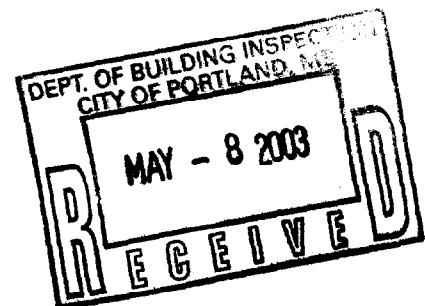


Wilfred J. Audet, Jr.

and



David M. Kingsley



**NORTHGATE PLAZA ASSOCIATES, LLC**  
**400 Allen Avenue**  
**Portland, Maine 04103**

**Phone: (207) 797-7777**

**Fax: (207) 797-0255**

April 1, 2003

Building/Planning Department  
City of Portland  
389 Congress Street  
Portland, Maine 04102

Re: Revised building permit application for 300 Allen Avenue, Portland, Maine

To Whom It May Concern:

Please find a revised building application attached to this letter. We've revised our original application filed on or about February 5, 2003 to address some initial comments and criticisms from your staff. Our revised application addresses several major elements which were not included in our original application including a handicap wheelchair ramp and a 14' X 14' foundation/patio which will afford direct access into the basement.

In March, 2002, we received approval for a mixed-use development at 300 Allen Avenue. While we still intend to pursue this approved development, we are only seeking to renovate the existing building and to convert it from a vacant residence into a professional office building at this time. We intend to pursue the remainder of the approved project once an anchor tenant is found for the proposed space. A list of renovations/improvements for this project follows:

- 1) Pour a new 14' X 14' foundation/patio on the northside of the building. This foundation will be used as patio area. It will also feature a small door with direct outside access into the crawl space below the building (an area with mostly dirt floors and less than 5' of headroom).
2. Rebuild northside wall where a large attached storage shed was removed. Install two new windows and frame a door for possible future expansion. Repair, insulate, and sheetrock exposed walls and ceiling in this area.
3. Construct a wheelchair ramp and handicap access on the northside of the building.
4. Install a new floor over the old basement stairs. (See access into crawl space - described in #1).
5. Enlarge first floor closet space by removing wall to combine two closets into a single closet.
6. Add wall in existing first floor bathroom to create a ½ bath and a kitchenette.
7. Renovate second floor bathroom from ½ bath to ¾ bath. Second floor space will be used as residential space by future tenant.
8. Repair and/or replace entire roof, siding, and exterior molding.

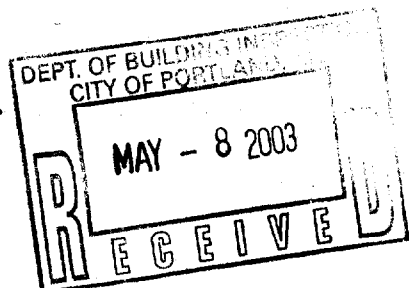
Our electrician and plumber will seek future permits to complete the renovation of the existing building. Please call us if you have any questions or concerns: 797-7777 ext.13 (David) or ext.21 (Willie). Thank you for your assistance in this matter.

Sincerely,

*WJ*  
Wilfred J. Audet, Jr.

and

*DMK*  
David M. Kingsley



**NORTHGATE PLAZA ASSOCIATES, LLC**  
**400 Allen Avenue**  
**Portland, Maine 04103**

**Phone: (207) 797-7777**

**Fax: (207) 797-0255**

February 5, 2003

Building/Planning Department  
City of Portland  
389 Congress Street  
Portland, Maine 04102

Re: Building permit application for 300 Allen Avenue, Portland, Maine

To Whom It May Concern:

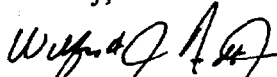
Please find a building permit application attached to this letter. Last March, Northgate Plaza Associates and another partner, operating as OPM, Inc., obtained approvals for a multi-use development at 300 Allen Avenue. Since that time, Northgate Plaza has bought out its minority partner. While we still intend to pursue the approved development (and have requested an approval extension from the City), we are seeking a building permit at this time to renovate the existing building and to convert it from a vacant residence into an occupied professional office building.

While we plan to make substantial repairs to the existing structure, we understand that the building permit is only necessary to address structural changes; however, in order to truly understand the scope of our project, we've attached a list of the additional exterior and interior repairs and renovations which don't require a permit.

When we demolished the shed addition to the structure and secured the building for the winter, we created two "structural changes" which required a permit: 1) we removed the broken rear door (which was located in a bathroom) and installed a window; and 2) we rebuilt the rear wall which connected the house with the shed addition. These "structural changes" were completed only to the extent needed to secure the house from trespassers and to eliminate a "hazardous condition". At this time, we are seeking a building permit to finish this work and to complete the renovation of the building into office space.

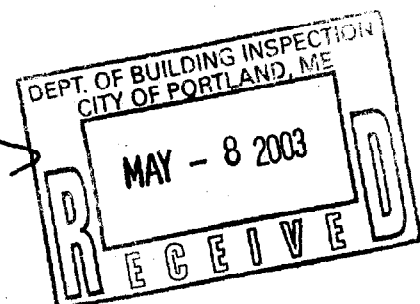
Please call us if you have any questions or concerns: 797-7777 ext. 13 (David) or ext. 21 (Willie). Thank you for your assistance in this matter.

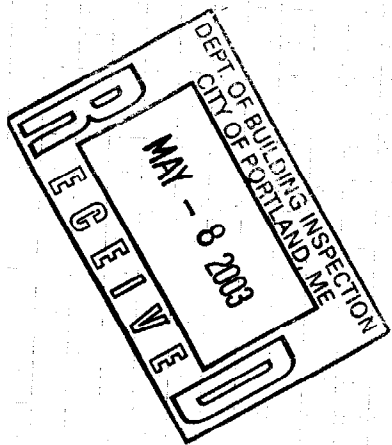
Sincerely,

  
Wilfred J. Audet, Jr.

and

  
David M. Kingsley





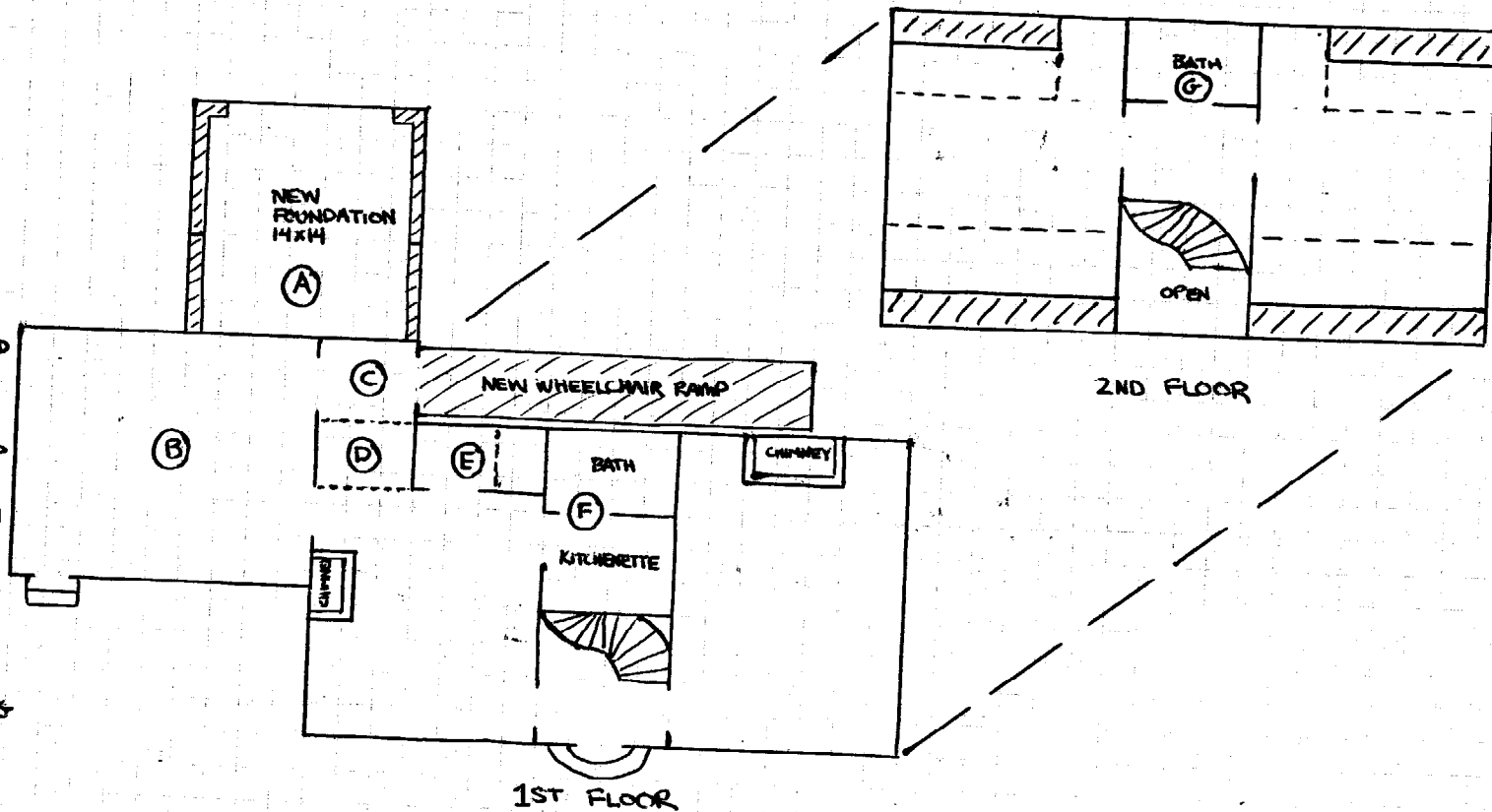
**THE CYRUS B. ABBOTT PROFESSIONAL BUILDING  
300 ALLEN AVENUE, PORTLAND, MAINE**

LIST OF RENOVATIONS/ADDITIONS:

- NEW POURED CONCRETE FOUNDATION/BULKHEAD
- NEW NORTHSIDE EXTERIOR WALL/CEILING
- NEW HANDICAP EGRESS/INGRESS & RAMP
- INSTALL FLOOR OVER OLD BASEMENT STAIRS
- REMOVE WALL TO ENLARGE CLOSET SPACE
- ADD WALL TO CREATE 2 ROOMS IN OLD BATH
- RENOVATE 1/2 BATH INTO 3/4 BATH

OTHER WORK:

- PAIR/REPLACE SHINGLED ROOF
- PAIR/REPLACE CLAPBOARDS/VINYL SIDING

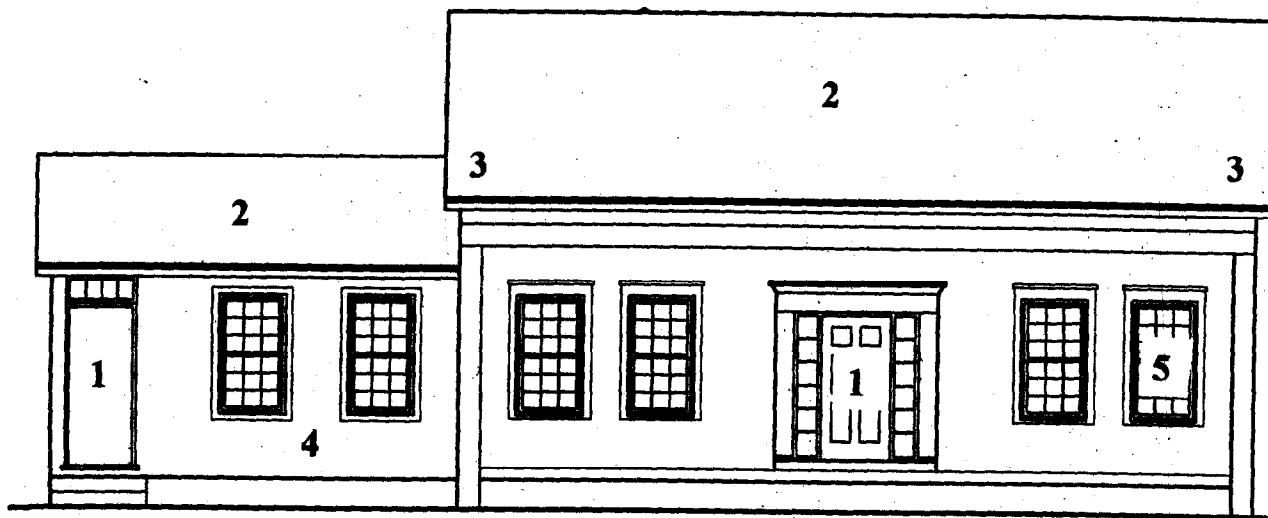


ALLEN AVENUE

SCALE: 1/8" = 1 FOOT

**REPAIRS/RENOVATIONS TO  
300 ALLEN AVENUE, PORTLAND, MAINE**

**The Cyrus B. Abbott Professional Building**

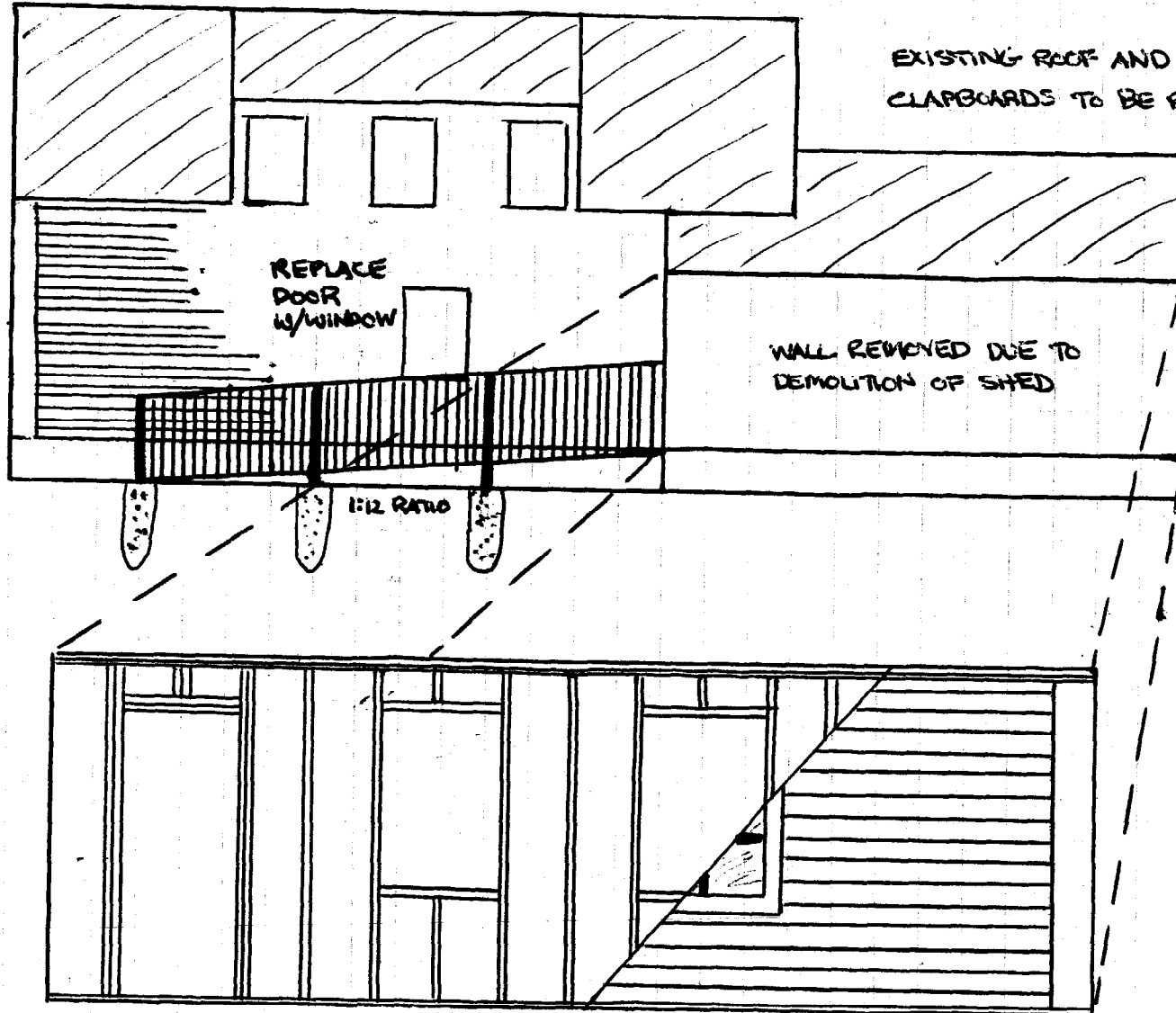


**Exterior Repairs & Renovations**

- 1. Replace front entry doors**
- 2. Repair roof - may require new roof sheathing**
- 3. Repair rotted trim, frieze board, fascia & molding in corners of roof**
- 4. Replace missing and/or damaged clapboards**
- 5. Repair or replace broken windows**

DEPT. OF BUILDING INSPECTION  
CITY OF PORTLAND, ME





EXISTING ROOF AND  
CLAPBOARDS TO BE REPAIRED

REPLACE  
DOOR  
w/WINDOW

WALL REMOVED DUE TO  
DEMOLITION OF SHED

1:12 RATIO

RAMP DETAILS

PRESSURE TREATED W  
6X6 POSTS / CONCRET  
1:12 RATIO / 2X6 JOIST  
42" RAILS / 5' WIDE  
HANDRAILS

WALL DETAILS

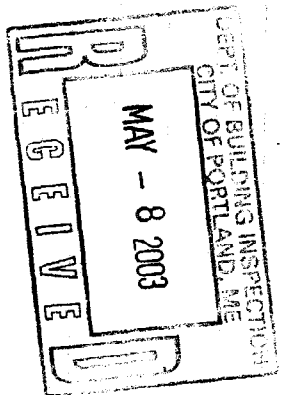
2X6 CONSTRUCTION  
16" ON CENTER  
CLAPBOARDS

"FRAMED" DOOR ON  
LEFT TO BE WALLED  
IN FOR FUTURE  
EXPANSION (SEE  
APPROVED PLANS)

SCALE

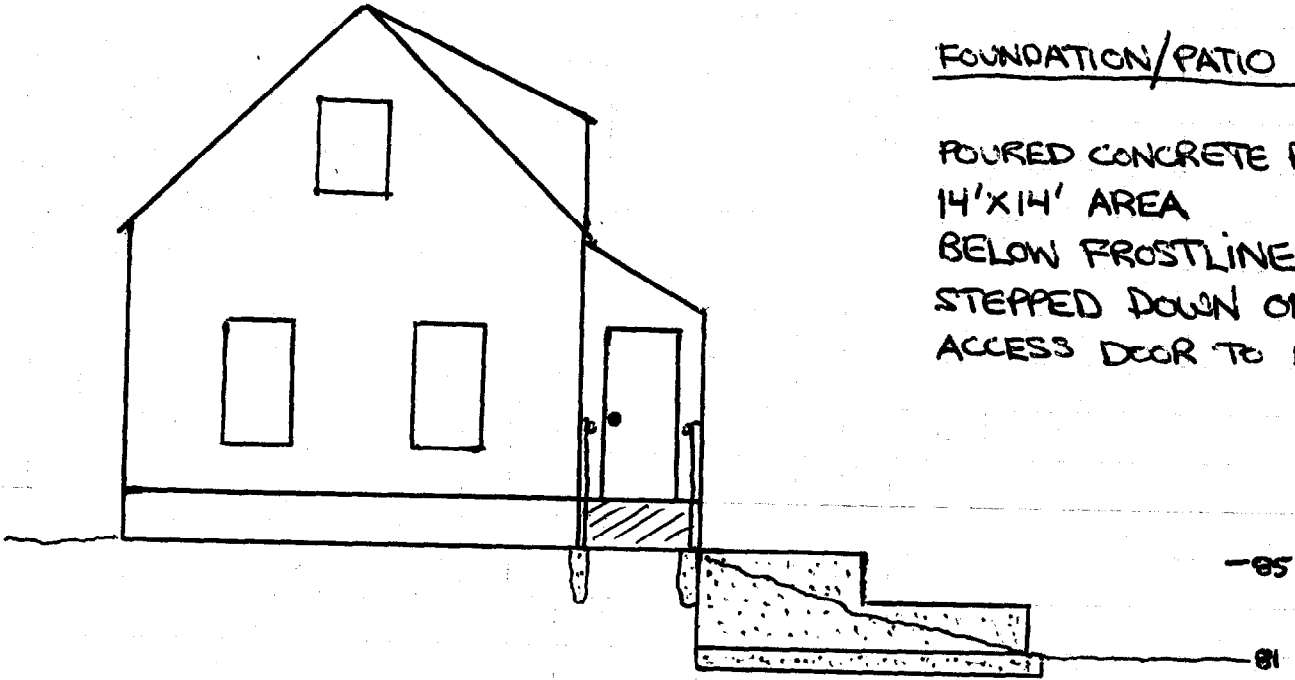
1/8" = 1 foot

**NORTH (BACKSIDE) ELEVATION OF  
300 ALLEN AVENUE, PORTLAND, MAINE**

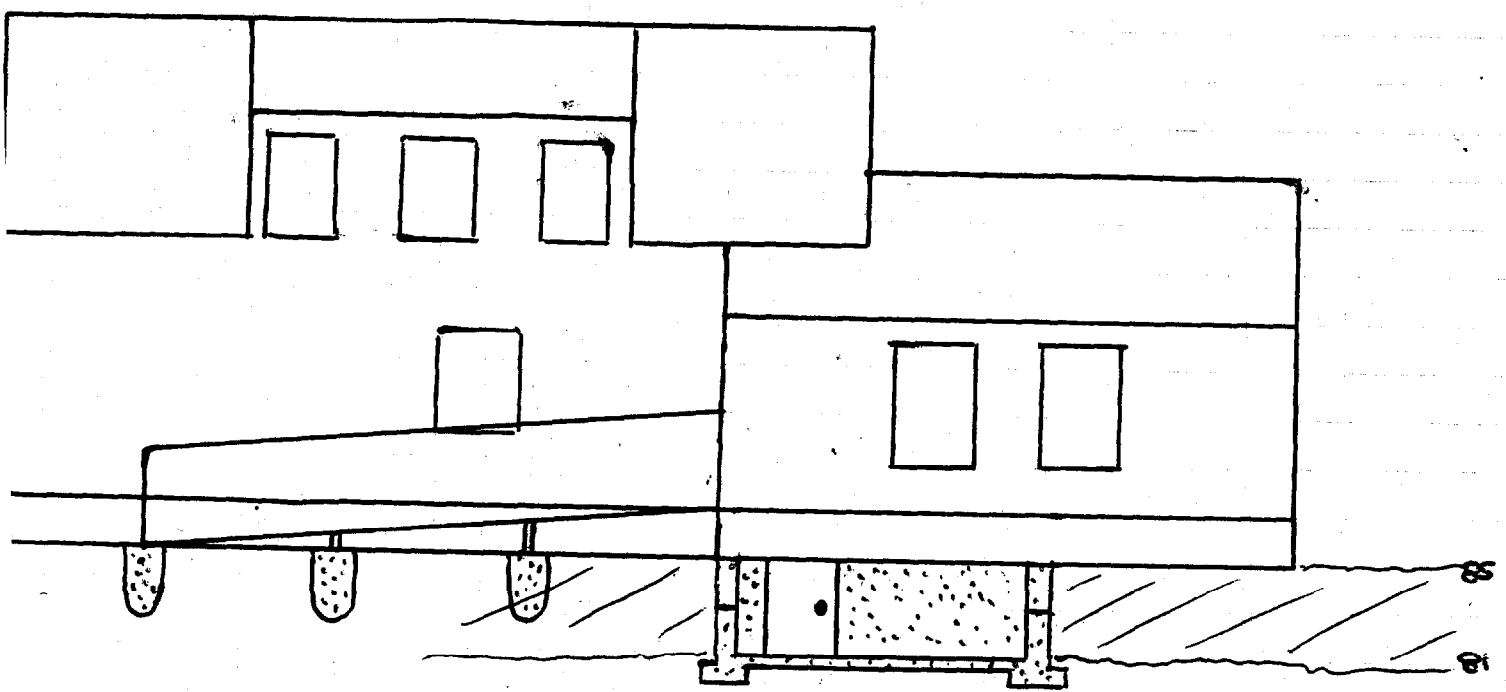


FOUNDATION/PATIO DETAILS

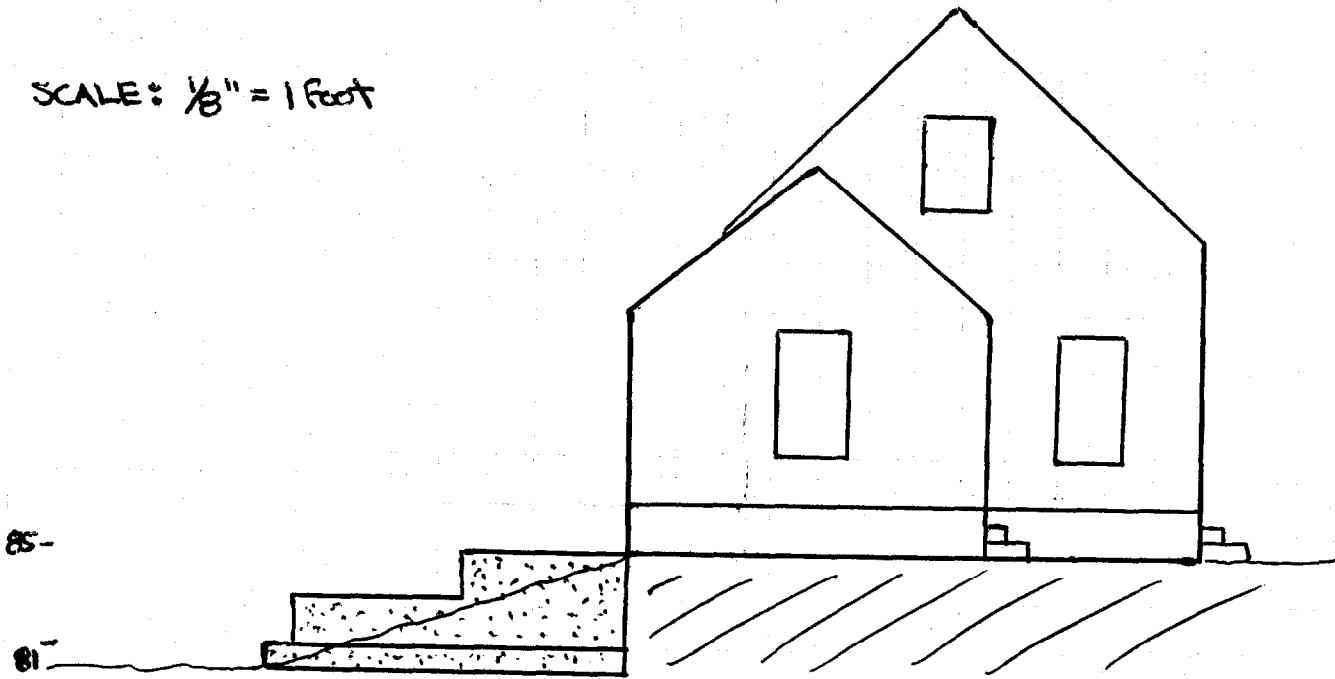
POURED CONCRETE FOUNDATION  
14'X14' AREA  
BELOW FROSTLINE  
STEPPED DOWN ON SIDES  
ACCESS DOOR TO BASEMENT



EAST ELEVATION



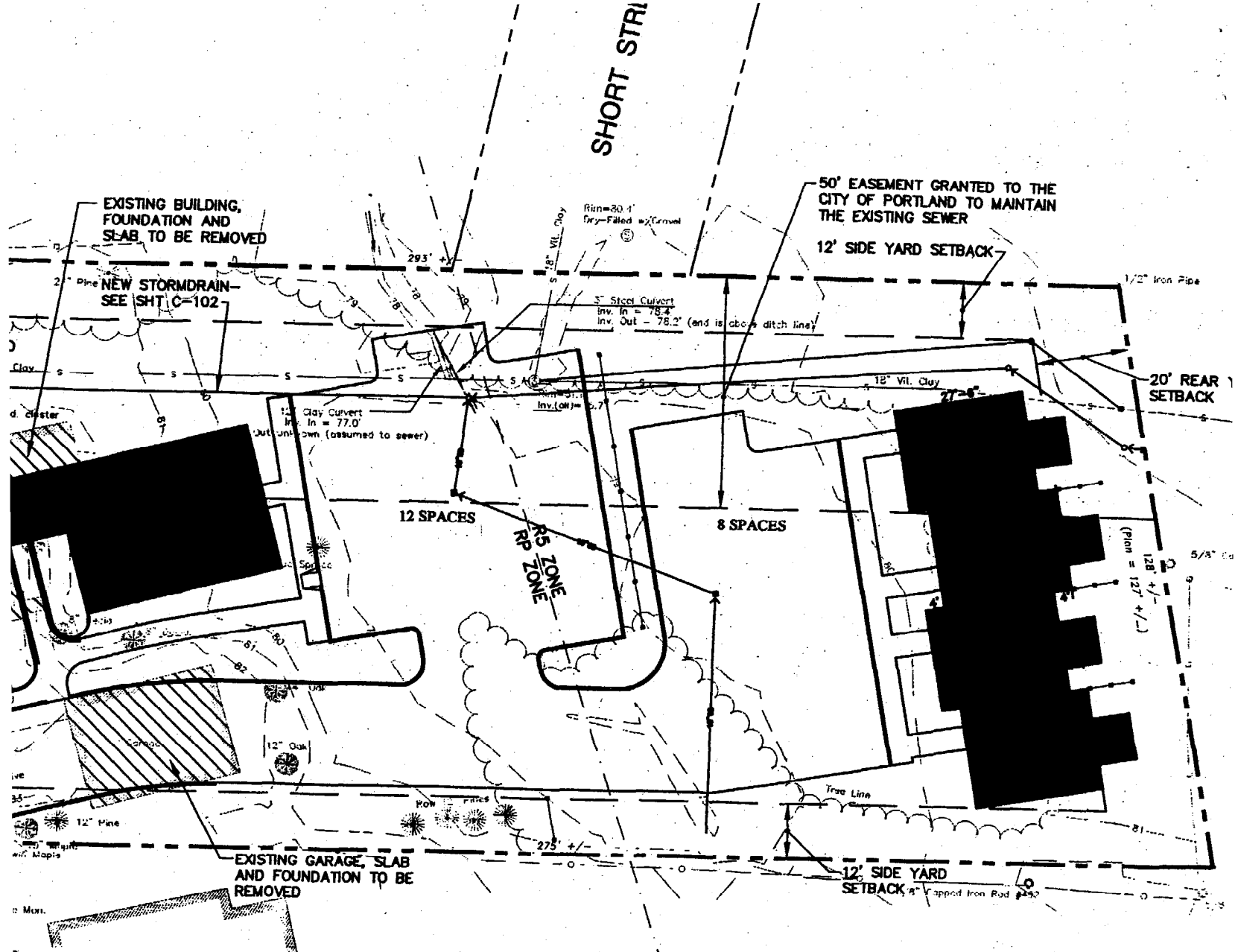
SCALE: 1/8" = 1 Foot



WEST ELEVATION

DEPT. OF BUILDING INSPECTION  
CITY OF PORTLAND, ME  
MAY - 8 2003  
RECEIVED

DEPT. OF BUILDING INSPECTION  
CITY OF PORTLAND, ME  
RECEIVED



**APPROVALS FOR MULTI-USE DEVELOPMENT  
300 ALLEN AVENUE, PORTLAND, MAINE**

**This plan shows existing building, demolition of shed addition & removal of garage**

# All Purpose Building Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: <u>300 Allen Avenue, Portland, ME</u>		
Total Square Footage of Proposed Structure <u>1400 SF</u>	Square Footage of Lot <u>36,000 sq ft (1/2)</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>344</u> Block# <u>E</u> Lot# <u>006</u>	Owner: <u>Northgate Plaza Associates</u>	Telephone: <u>797-7777 x13</u>
Lessee/Buyer's Name (if Applicable) <u>N/A</u>	Applicant name, address & telephone: <u>400 Allen Avenue Portland, ME 04103</u>	Cost Of Work: \$ <u>15,000<sup>00</sup></u> Fee: \$
Current use: <u>Vacant</u>		
If the location is currently vacant, what was prior use: <u>residential</u>		
Approximately how long has it been vacant: <u>11 months</u>		
Proposed use: <u>professional office space</u>		
Project description: <u>Renovate vacant house/office in R-P zone into office space</u>		
Contractor's name, address & telephone: <u>David Kingsley or Willie Andet</u>		
Who should we contact when the permit is ready: <u>Northgate Plaza Associates</u>		
Mailing address: <u>400 Allen Avenue, Portland, ME 04103</u>		
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: <u>797-7777 x13</u>		

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature of applicant: <u>DOMKj</u>	Date: <u>4/1/20</u>
--------------------------------------	---------------------

**NORTHGATE PLAZA ASSOCIATES, LLC**  
**400 Allen Avenue**  
**Portland, Maine 04103**

**Phone: (207) 797-7777**

**Fax: (207) 797-0255**

April 1, 2003

Building/Planning Department  
City of Portland  
389 Congress Street  
Portland, Maine 04102

Re: Revised building permit application for 300 Allen Avenue, Portland, Maine

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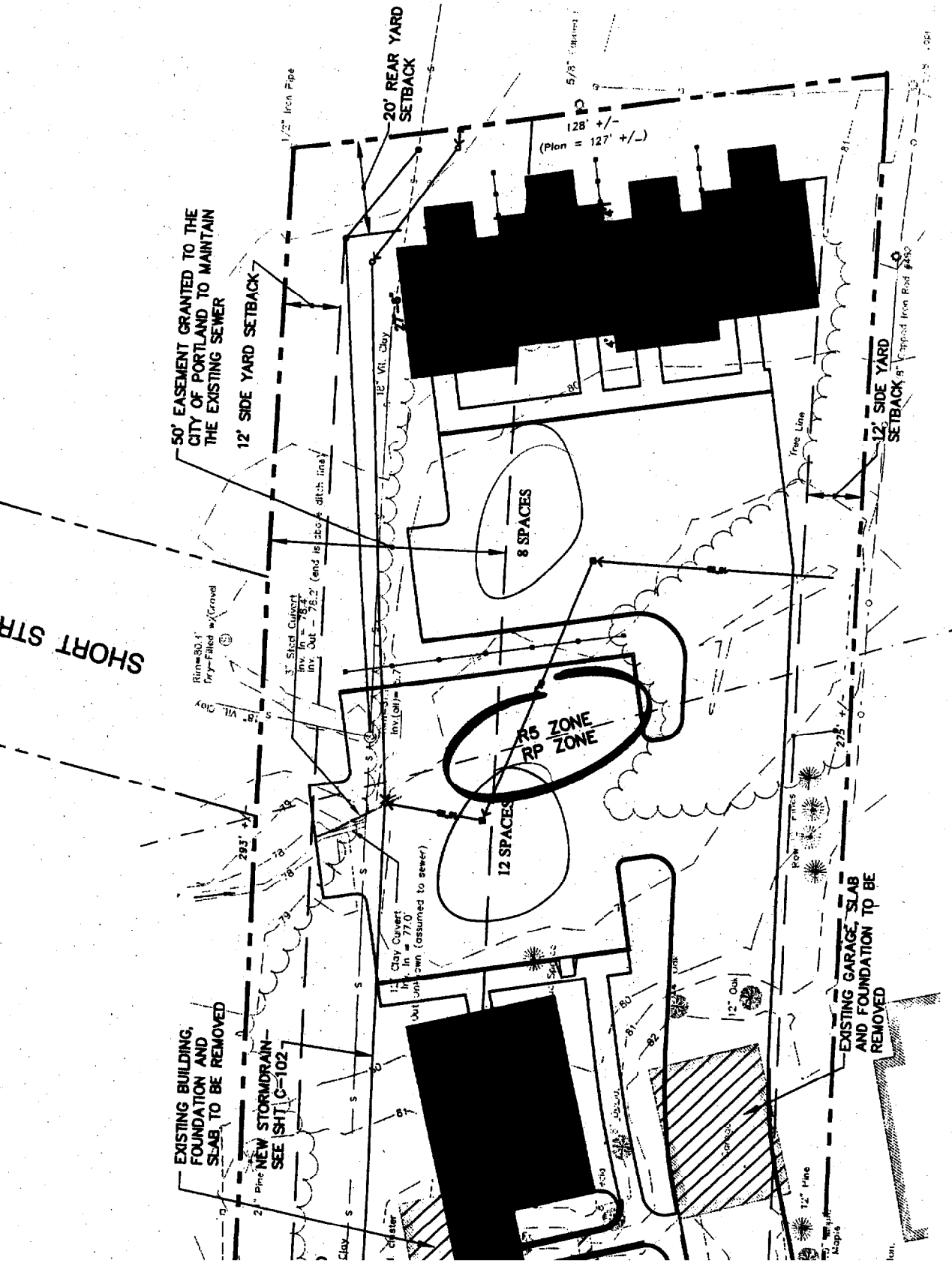
*NO RESIDENTIAL*

- 1) Pour a new 14' X 14' foundation/patio on the northside of the building. This foundation will be used as patio area. It will also feature a small door with direct outside access into the crawl space below the building (an area with mostly dirt floors and less than 5' of headroom).
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8. Repair and/or replace entire roof, siding, and exterior molding.

*setbacks ok  
R-P zone*

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Sincerely,

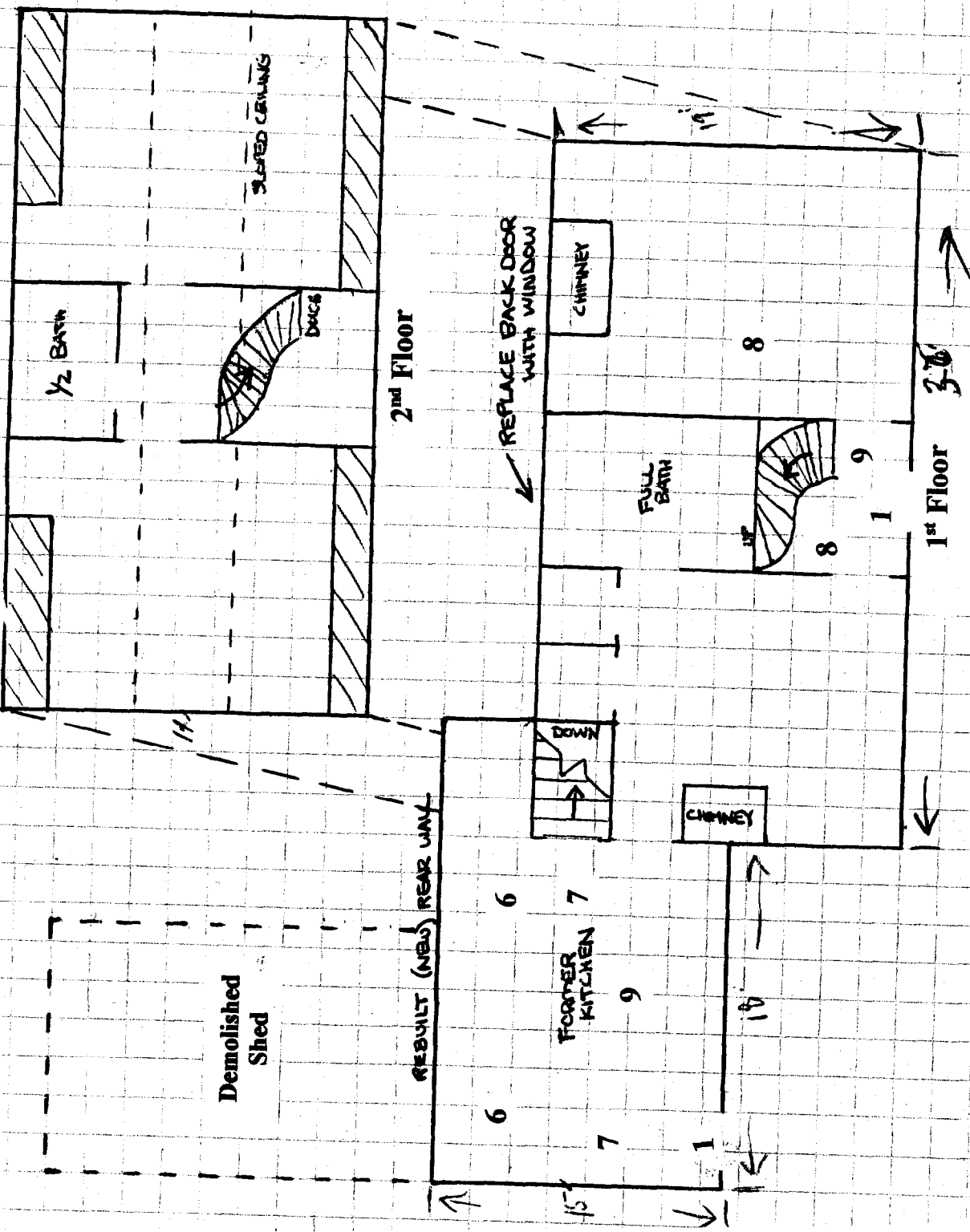


**APPROVALS FOR MULTI-USE DEVELOPMENT  
300 ALLEN AVENUE, PORTLAND, MAINE**

**This plan shows existing building, demolition of shed addition & removal of garage**

Removed Garage

Demolished Shed



$11 \times 36 = 684$   
 $15 \times 18 = 270$   
 $14 \times 36 = 504$   
1458

7400  
 365004  
 710000  
 500

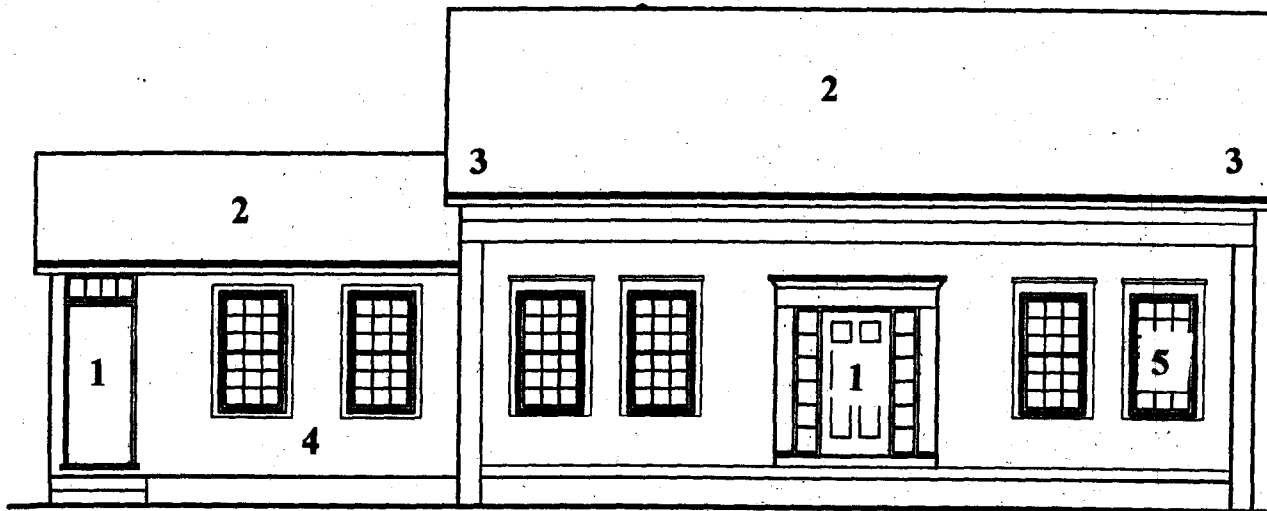
SCALE:  $\frac{1}{8}'' = 1 \text{ foot}$

Interior Repairs & Renovations  
 300 Allen Avenue, Portland, Maine



**REPAIRS/RENOVATIONS TO  
300 ALLEN AVENUE, PORTLAND, MAINE**

**The Cyrus B. Abbott Professional Building**

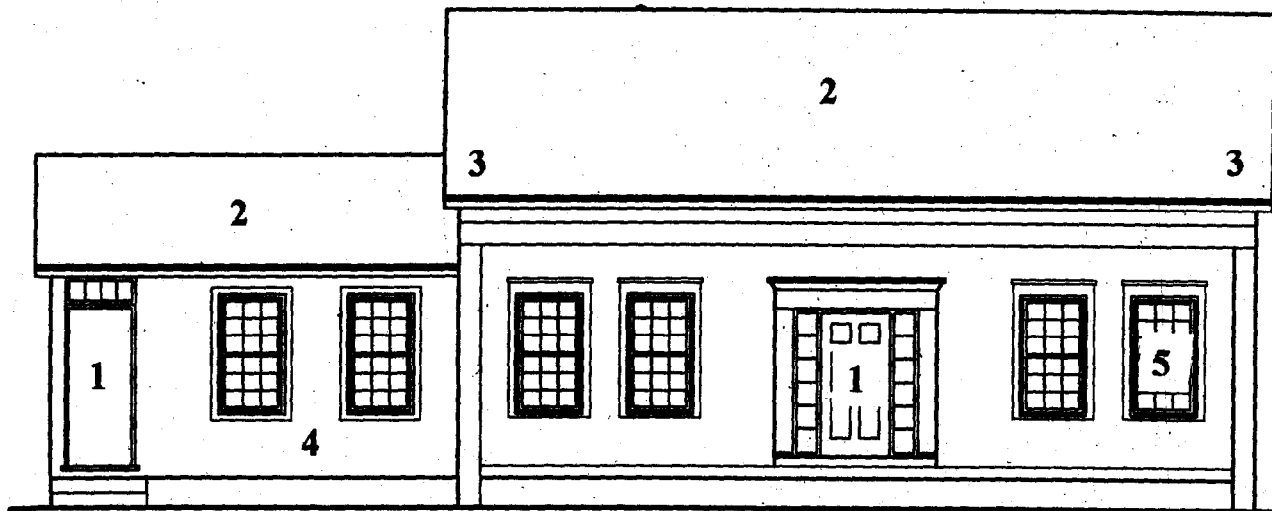


**Exterior Repairs & Renovations**

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- 2. Repair roof - may require new roof sheathing**
- 3. Repair rotted trim, frieze board, fascia & molding in corners of roof**
- 4. Replace missing and/or damaged clapboards**
- 5. Repair or replace broken windows**

**REPAIRS/RENOVATIONS TO  
300 ALLEN AVENUE, PORTLAND, MAINE**

**The Cyrus B. Abbott Professional Building**

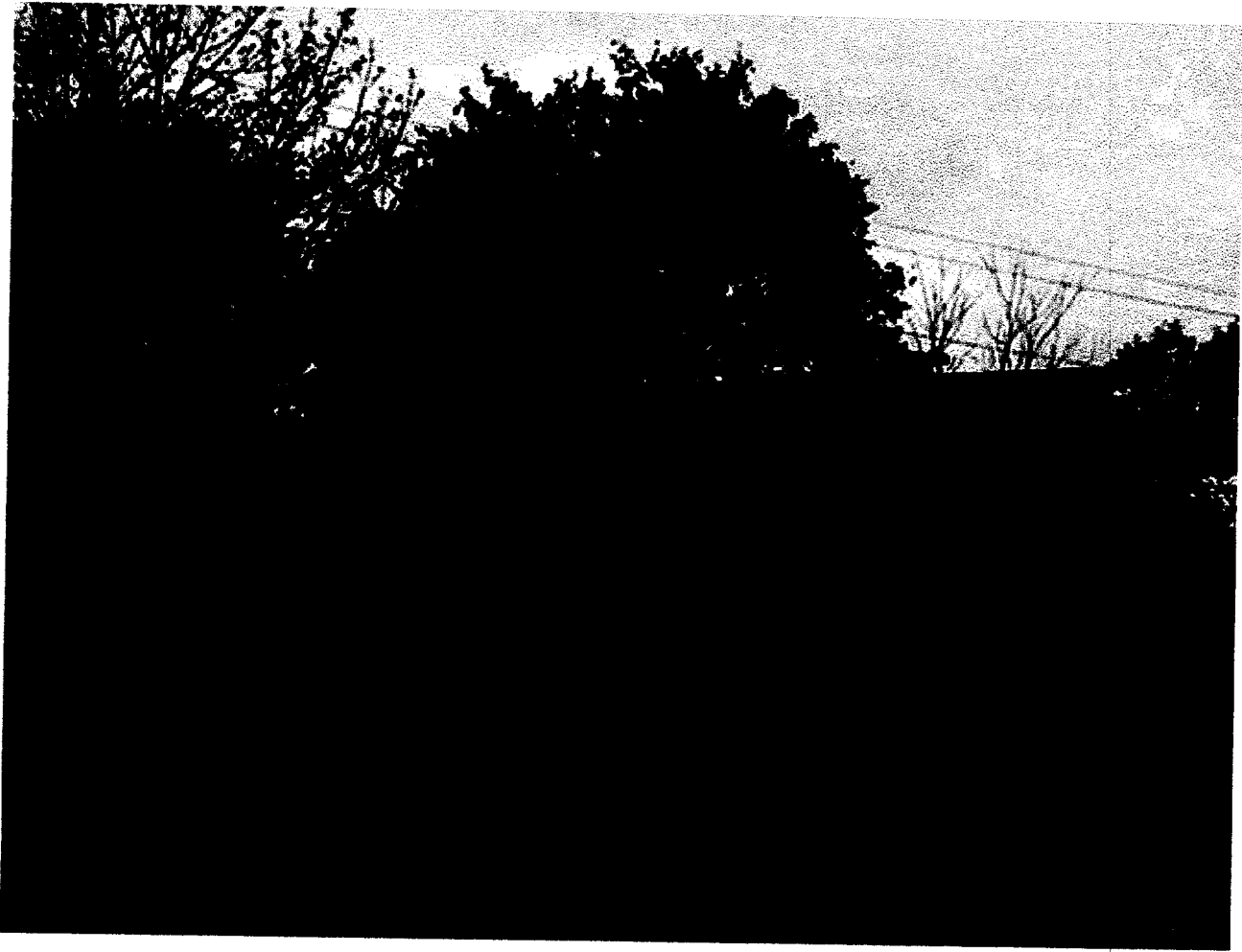


**Exterior Repairs & Renovations \***

1. Replace front entry doors
2. Repair roof - may require new roof sheathing
3. Repair rotted trim, frieze board, fascia & molding in corners of roof
4. Replace missing and/or damaged clapboards
5. Repair or replace broken windows

**Interior Repairs & Renovations \***

6. Insulate exposed exterior walls & ceiling in former kitchen
7. Sheetrock former kitchen
8. Repair broken plaster throughout house



**NORTHGATE PLAZA ASSOCIATES, LLC**  
**400 Allen Avenue**  
**Portland, Maine 04103**

**Phone: (207) 797-7777**

**Fax: (207) 797-0255**

February 5, 2003

Building/Planning Department  
City of Portland  
389 Congress Street  
Portland, Maine 04102

Re: Building permit application for 300 Allen Avenue, Portland, Maine

To Whom It May Concern:

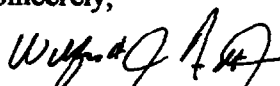
Please find a building permit application attached to this letter. Last March, Northgate Plaza Associates and another partner, operating as OPM, Inc., obtained approvals for a multi-use development at 300 Allen Avenue. Since that time, Northgate Plaza has bought out its minority partner. While we still intend to pursue the approved development (and have requested an approval extension from the City), we are seeking a building permit at this time to renovate the existing building and to convert it from a vacant residence into an occupied professional office building.

While we plan to make substantial repairs to the existing structure, we understand that the building permit is only necessary to address structural changes; however, in order to truly understand the scope of our project, we've attached a list of the additional exterior and interior repairs and renovations which don't require a permit.

When we demolished the shed addition to the structure and secured the building for the winter, we created two "structural changes" which required a permit: 1) we removed the broken rear door (which was located in a bathroom) and installed a window; and 2) we rebuilt the rear wall which connected the house with the shed addition. These "structural changes" were completed only to the extent needed to secure the house from trespassers and to eliminate a "hazardous condition". At this time, we are seeking a building permit to finish this work and to complete the renovation of the building into office space.

Please call us if you have any questions or concerns: 797-7777 ext.13 (David) or ext.21 (Willie). Thank you for your assistance in this matter.

Sincerely,

  
Wilfred J. Audet, Jr.

and

  
David M. Kingsley



R3

B2

B1

R5

R5

**Department of Planning & Development**  
Lee D. Urban, Director



**CITY OF PORTLAND**

**Division Directors**  
Mark B. Adelson  
Housing & Neighborhood Services

Alexander Q. Jaegerman, AICP  
Planning

John N. Lufkin  
Economic Development

February 10, 2003

David M. Kingsley  
Northgate Plaza Associates, LLC  
400 Allen Avenue  
Portland, ME 04103

RE: 300 Allen Avenue, Professional Offices/Residential  
ID #2001-0309, CBL #344-E-006

Dear Mr. Kingsley:

Thank you for your recent letter requesting an extension to your site plan approval for the Professional Offices/Residential project located in the vicinity of 300 Allen Avenue. I understand that your request is based on the fact that you lost your "build-to-suit" tenant for the professional building.

In my capacity as Planning Division Director for the City of Portland, I am granting your request to extend your approval to March 12, 2004.

If you have any questions, please contact Kandice Talbot at 874-8901, who worked on your project.

Sincerely,

  
Alexander Jaegerman  
Planning Division Director

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# All Purpose Building Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: <b>300 ALLEN AVENUE, PORTLAND, ME</b>		
Total Square Footage of Proposed Structure <b>1400 sq ft +/-</b>	Square Footage of Lot <b>36,000 sq ft +/-</b>	
Tax Assessor's Chart, Block & Lot Chart# <b>344</b> Block# <b>E</b> Lot# <b>006</b>	Owner: <b>Northgate Plaza Associates</b>	Telephone: <b>797-7777 x13</b>
Lessee/Buyer's Name (if Applicable)  <b>N/A</b>	Applicant name, address & telephone:	Cost Of Work: \$ <b>6,000.00</b>  Fee: \$ <del>150.00</del>
Current use: <b>Vacant / Office Office</b> <span style="float: right;">owe \$75.00</span>		
If the location is currently vacant, what was prior use: <b>Residential</b>		
Approximately how long has it been vacant: <b>11 months</b> <span style="float: right;"><i>Change of use</i></span>		
Proposed use: <b>professional office space</b> <del>Change of use</del>		
Project description: <b>Renovated vacant house in R-P zone into office space</b>		
Contractor's name, address & telephone: <b>David Kingsley or Willie Audet</b>		
Who should we contact when the permit is ready: <b>Northgate Plaza Associates attn: David</b>		
Mailing address: <b>400 Allen Avenue, Portland, ME 04103</b>		
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. <b>PHONE: 797-7777 x13</b>		

**IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.**

*I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.*

Signature of applicant: <b>DMK</b>	Date: <b>2/4/03</b>
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**This is NOT a permit, you may not commence ANY work until the permit is issued.**

**DEPT. OF BUILDING INSPECTION  
CITY OF PORTLAND, ME**