

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND BUILDING PERMIT



This is to certify that

RITCO PROPERTIES INC

Located at

1400 WASHINGTON AVE (2nd floor, right side)

PERMIT ID: 2017-01904

ISSUE DATE: 12/08/2017

CBL: 344 E038001

has permission to **Change of Use from retail & personal services to business services for internet service business w/ showroom. Business to provide marketing services to other businesses & sell products to niche group of customers. 10% of sales picked up from store front.**

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

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 hour notice is required.

A final inspection must be completed before this building or part thereof is occupied. If a certificate of occupancy is required, it must be procured prior to occupancy.

/s/ Jason Grant

/s/ Jeanie Bourke

Fire Official

Building Official

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY  
THERE IS A PENALTY FOR REMOVING THIS CARD**

**Approved Property Use - Zoning**

2nd floor, right side -business services-

**Building Inspections**

**Use Group: B**      **Type: 5B**  
Business  
Occupant load = 14  
Nonsprinkled  
2nd floor right  
MUBEC/IBC 2009

**Fire Department**

BUILDING PERMIT INSPECTION PROCEDURES  
Please call 874-8703  
or email: [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)

**Check the Status of Permit or Schedule an Inspection at  
<http://www.portlandmaine.gov/planning/permitstatus.asp>**

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the City of Portland Inspections Division for the inspections listed below. Appointments must be requested 48 to 72 hours in advance. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that are attached to this permit.**
- **Permits expire in 6 months if the project is not started or ceases for 6 months.**
- **If the inspection requirements below are not followed, then additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**
- **Per Section 107.3.1 of the Maine Uniform Building and Energy Code (MUBEC), one set of printed approved stamped construction documents will be kept at the site of work and open to inspection by building officials.**

## **REQUIRED INSPECTIONS:**

Certificate of Occupancy/Final Inspection

The project cannot move to the next phase prior to the required inspection and approval to continue.

If the permit requires a certificate of occupancy, it must be paid and issued to the owner or designee before the space may be occupied.

<b>City of Portland, Maine - Building or Use Permit</b>		<b>Permit No:</b> 2017-01904	<b>Date Applied For:</b> 12/05/2017	<b>CBL:</b> 344 E038001
389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716				
<b>Proposed Use:</b> 2nd floor - right side business services		<b>Proposed Project Description:</b> Change of Use from retail & personal services to business services for internet service business w/ showroom. Business to provide marketing services to other businesses & sell products to niche group of customers. 10% of sales picked up from store front.		
<b>Dept:</b> Zoning	<b>Status:</b> Approved w/Conditions	<b>Reviewer:</b> Ann Machado	<b>Approval Date:</b> 12/07/2017	
<b>Note:</b> R-P Zone (15' strip left side B-2 & 2' strip in rear - R-5) section 14-147(b)(2) - business services - see description in Attachment A (business-description) Parking - section 14-332(j) - one space per 400 sf - 1318/400 = 3 spaces required - at least 6 spaces along the left side of the building		<b>Ok to Issue:</b> <input checked="" type="checkbox"/>		
<b>Conditions:</b>				
1) Separate permits shall be required for any new signage.				
2) With the issuance of this permit and the certificate of occupancy, the use of the second floor on the right side shall remain business services. Any change of use shall require a separate permit application for review and approval.				
3) This permit is being approved on the basis of plans and documents submitted. Any deviations shall require a separate approval before starting that work.				
<b>Dept:</b> Building Inspecti	<b>Status:</b> Approved w/Conditions	<b>Reviewer:</b> Jeanie Bourke	<b>Approval Date:</b> 12/07/2017	
<b>Note:</b>		<b>Ok to Issue:</b> <input checked="" type="checkbox"/>		
<b>Conditions:</b>				
1) Separate permits are required for any electrical, plumbing, sprinkler, fire alarm, HVAC systems, heating appliances, including pellet/wood stoves, commercial hood exhaust systems, fire suppression and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.				
2) This is a Change of Use ONLY permit. It does NOT authorize any construction activities.				
<b>Dept:</b> Engineering DPS	<b>Status:</b> Not Applicable	<b>Reviewer:</b> Benjamin Pearson	<b>Approval Date:</b> 12/08/2017	
<b>Note:</b>		<b>Ok to Issue:</b> <input checked="" type="checkbox"/>		
<b>Conditions:</b>				
1) This approval is non-applicable to Engineering DPW as it relates to approval for Grease Control Equipment for the Fats, Oil, and Grease Program. If approval is needed for this project by the Engineering Department of Public Works for any other reason than FOG, please contact 874-8801.				
<b>Dept:</b> Fire	<b>Status:</b> Approved w/Conditions	<b>Reviewer:</b> Jason Grant	<b>Approval Date:</b> 12/08/2017	
<b>Note:</b>		<b>Ok to Issue:</b> <input checked="" type="checkbox"/>		
<b>Conditions:</b>				
1) shall comply with City Code, Chapter 10. All construction shall comply with 2009 NFPA 101 Life Safety Code, Chapter # 43 and other applicable chapters All construction shall comply with 2009 NFPA 1, Fire Code. This review and approval by the AHJ shall not relieve the applicant of the responsibility of compliance with this Code. NFPA 1 (section 1.14.4). All means of egress to remain accessible at all times. If applicable, all outstanding code violations shall be corrected prior to final inspection.				