

Inspection Services
P. Samuel Hoffses
Chief



Planning and Urban Development
Joseph E. Gray Jr.
Director

CITY OF PORTLAND

February 19, 1998

Jennifer Thompson-Greaves
1708 Washington Avenue
Portland, ME 04103

RE: Home Occupation
351-A-002
R-3 Zone

Dear Jennifer,

As per our conversation, I am sending you the information you requested on using your home for a home occupation, which includes a copy of the home occupation section outlining the criteria needed to allow for a home occupation. If you can meet the criteria, you must come to this office to apply for a permit to allow the use under home occupations. We are located in Room 315, City Hall and are open Monday through Friday from 7:00 a.m. to 4:00 p.m.

At the time of submittal, you should bring with you to this office a cover letter explaining your home occupation and how it meet the given criteria. We also require floor plans showing the dimensions and the area of the home occupation space. A letter from the owner of your building giving permission to conduct a home occupation on the premises is required where applicable. The cost of this type of permit is usually \$25.00

Sincerely,

Vicki Dover
Office Assistant

351-A-002