

CITY OF PORTLAND

BUILDING PERMITS SECTION

PERMIT

Permit Number: 020964

Please Read Application And Notes, If Any, Attached

This is to certify that Epstein Burton R &/Applica

has permission to Change of use - home occupan

AT 55 Martin Rd 381 E005001

provided that the person or persons, firm or corporation accepting this permit shall comply with all of 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 occupied or closed-in. HEAR NOTICE IS REQUIRED.

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

OTHER REQUIRED APPROVALS
Fire Dept.
Health Dept.
Appeal Board
Other
PERMIT ISSUED
SEP 4 2002
Department Name

Director - Building & Inspection Services

CITY OF PORTLAND PENALTY FOR REMOVING THIS CARD

**PERMIT ISSUED**

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

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

Permit No: 02-964	Issue Date: <b>SEP - 4 2002</b>	CBL 38 E005001
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Location of Construction: 55 Martin Rd	Owner Name: Epstein Burton R &	Owner Address: 55 Martin Rd <b>CITY OF PORTLAND</b>	Phone: 797-5298
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Business Name:	Contractor Name: Applicant	Contractor Address: Portland	Phone:
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Lessee/Buyer's Name:	Phone:	Permit Type: Change of Use Home Occupation	Zone: <b>R-2</b>
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Past Use: Single family	Proposed Use: Single family w/home occupation	Permit Fee: \$30.00	Cost of Work: \$0.00	CEO District: 2
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FIRE DEPT: <i>N/A</i>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: <b>R-3</b> Type: <b>SB</b> <b>BOCA 99</b>
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Proposed Project Description: Change of use - home occupation	<i>professional research services consulting services</i>
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Signature:	Signature:
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PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)
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Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied
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Signature:	Date:
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Permit Taken By: jmy	Date Applied For: 08/28/2002	<b>Zoning Approval</b>		
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<ol style="list-style-type: none"> <li>This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</li> <li>Building permits do not include plumbing, septic or electrical work.</li> <li>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..</li> </ol>	<b>Special Zone or Reviews</b> <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 checked="" type="checkbox"/> <i>ok with conditions</i> Date: <i>08/29/02</i>	<b>Zoning Appeal</b> <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	<b>Historic Preservation</b> <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:	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 shall 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 such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
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RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE	DATE	PHONE
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2-0964

Building

Approved

Tommy Munson

09/04/2002

[Redacted]

09/03/2002

Tommy Munson

09/04/2002

[Redacted]

08/29/2002

lmy

09/04/2002

lmm

Application ID Number: 2-0964

Department: Zoning Status: Approved with Conditions Reviewer: Marge Schmuckal

Comments: 55 Martin Rd. Approval Date: 08/29/2002

[Redacted]

Approval Date: 08/29/2002

OK by Marge Schmuckal Name: Marge Schmuckal Date: 08/29/2002

During its existence, all aspects of the Home Occupations criteria, Section 14-410, shall be maintained.

Date: 08/29/2002 User: jmy Date: 08/29/2002 User: mes

Barbara T. Epstein  
55 Martin Road  
Portland, Maine 04103

August 28, 2002

Ms. Marge Schmuckal  
Zoning Administrator Department of Urban Development  
City of Portland  
389 Congress Street  
Portland, Maine 04101

Dear Ms. Schmuckal:

I am requesting a permit to allow me the use of one room in my residence at 55 Martin Road for a home occupation. I plan to serve as an independent travel planner for France only. Using my computer and a telephone, I make individualized and personalized itineraries for Americans wishing to travel in France. My work adheres to an acceptable home occupation listed under item (2) of Section 14-410 of the Portland Zoning Ordinance. *Also under Consulting Services Professional Research Services*

The following is an explanation of how my home occupation meets the criteria listed under item (1) of the same.

- a. My home occupation will occupy one room, 12' by 13' <sup>15' P</sup> of floor area of the residence which is 2306 square feet.
- b. No goods will be stored displayed or be visible from outside the residence.
- c. Storage of the material necessary for me to perform my occupation is minimal and is included in the above-mentioned room.
- d. There will be no external signage related to my home occupation.
- e. No exterior alterations to the residence are necessary.
- f. Since I will not be meeting clients at my residence, no additional parking is necessary.
- g. No objectionable effects will result from my home occupation.
- h. I will not require the services of any employees.
- i. Since I will not be meeting clients at my residence, no additional traffic will be generated by my home occupation.
- j. No vehicles even nearing a gross vehicle weight of 6,000 pounds are necessary for my home occupation.

*should be not*

My home occupation is a secondary and incidental use of my residence. The external activity and impact is negligible and is in keeping with the residential character of the neighborhood. I have attached a copy of a floor plan showing the dimensions and area of the home occupation space.

Thank you for your consideration of this request.

Cordially,

*Barbara T. Epstein*  
Barbara T. Epstein

### 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>55 Martin Road, Portland ct 103</u>		
Total Square Footage of Proposed Structure	Square Footage of Lot <u>19,339 square feet</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>381</u> Block# <u>E</u> Lot# <u>005</u>	Owner: <u>Burton R and Barbara E. Spsten</u>	Telephone: <u>797-5298</u>
Lessee/Buyer's Name (If Applicable) <u>N.A.</u>	Applicant name, address & telephone: <u>Same</u>	Cost Of Work: \$ <u>0</u> Fee: \$ <u>30.00</u>
Current use: <u>Single Family</u>		
If the location is currently vacant, what was prior use: _____ Approximately how long has it been vacant: _____ Proposed use: <u>Single Family with home occupation</u> Project description: <u>change of use for a home occupation, to add; 18'x13'</u> <u>Home occupation. I am planning to use a bedroom for an office</u>		
Contractor's name, address & telephone:		
Who should we contact when the permit is ready: <u>N.A. Call Barbara @ 797 5298</u>		
Mailing address: 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:		

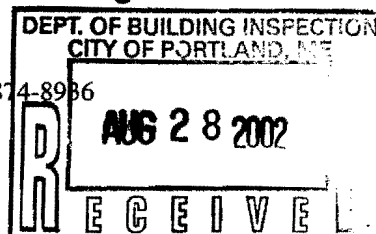
IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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>Barbara M. Spsten</u>	Date: <u>August 27, 2002</u>
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This is NOT a permit, you may not commence ANY work until the permit is issued. If you are in a Historic District you may be subject to additional permitting and fees with the Planning Department on the 4<sup>th</sup> floor of City Hall

389 Congress St Portland, Maine 04101 (207) 874-8700 FAX 874-8716 TTY 874-8986





CITY OF PORTLAND



CERTIFICATE OF SOLE PROPRIETOR ADOPTING NAME OTHER THAN HIS OWN

(Title 31 M.R.S.A. Section 2)

I, the undersigned hereby certifies that he/she intends to engage in the personalized travel  
Planning for France (consulting) business as sole proprietor thereof, and to adopt the name, style or  
designation FRANCE A' LA CARTE in the conduct of said business.

Barbara T. Epstein

Printed Name of Proprietor

55 Martin Road

Signature of Proprietor

55 Martin Road, Portland

Home Address

55 Martin Road, Portland

Business Address

BELOW INFORMATION MUST BE COMPLETED BY NOTARY PUBLIC OR ATTORNEY

STATE OF MAINE

004-36-1554 SS.

August 16<sup>th</sup> A.D. 2002

Then BARBARA T. EPSTEIN personally

appeared and made oath to the foregoing certificate, that the same is true.

Before me,

DAVID M. LEWIS

David M. Lewis

Notary Public or Attorney

Commission Expires MARCH 2006

\*\*NOTE — This certificate shall be deposited in the office of the clerk of the city or town in which the business is to be carried on. The clerk is entitled to a fee of TEN dollars for recording this certificate.



**THIS IS ONLY A SAMPLE LETTER**

Ms. Marge Schmuckal  
Zoning Administrator  
Department of Urban Development  
City of Portland  
389 Congress Street  
Portland, Maine 04101

Dear Ms. Schmuckal:

I am requesting a permit to allow me the use of my residence at 22114B One Street for a home occupation. I intend to serve as an independent computer consultant, creating customized databases for athletic and educational organizations. In effect my work will be computer programming, an acceptable home occupation listed under item (2) of Section 14-410 of the Portland Zoning Ordinance. The following is an explanation of how my home occupation meets the criteria listed under item (1) of the same.

- a. My home occupation will occupy approximately 176 square feet (11%) of floor area of the residence
- b. No goods will be stored displayed or be visible from outside the residence
- c. Storage of the material necessary to perform my occupation is minimal and included in the 200 square feet of floor space mentioned above Subject/verb agreement
- d. There will be no external signage related to my home occupation
- e. No exterior alterations to the residence are necessary
- f. Since I will not be meeting clients at my residence, no additional parking is necessary
- g. No objectionable effects will result from my home occupation
- h. I will not require the services of any employees
- i. Since I will not be meeting clients at my residence, no additional traffic will be generated by my home occupation
- j. No vehicles even nearing a gross vehicle weight of 6,000 pounds are necessary for my home occupation

*Singular*

As you can see, my home occupation is a secondary and incidental use of my residence. The external activity level and impact is negligible and in keeping with the residential character of the neighborhood.

Attached you will find a copy of a floor plan showing the dimensions and area of the home occupation space, as well as a letter from the owner of the building granting permission to conduct a home occupation on the premises. Thank you for your assistance in this matter.

**SAMPLE**

(h) Approach zone transition area: Slope, one (1) in two (2).  
(Code 1968, § 602.18.H)

Sec. 14-410. Home occupation.

*Purpose.* The purpose of home occupations is to allow the secondary and incidental use of a residence for the conduct of appropriate occupations whose external activity levels and impacts are so limited as to be compatible with the residential character of the neighborhood.

- (a) In connection with the operation of a home occupation, within a dwelling unit, the following requirements shall be met:
1. A home occupation shall not occupy more than five hundred (500) square feet of floor area or more than twenty-five (25) percent of the total floor area of such a dwelling unit, whichever is less, or in the case of licensed family day care homes, or home babysitting services, to accommodate not more than six (6) children plus two (2) children after school and having no nonresidential employees;
  2. There shall be no outside storage of goods and materials nor shall there be exterior displays, or display of goods visible from the outside;
  3. Storage of materials related to the home occupation shall count as a part of the occupancy limitations in subsection (a)1 above, but shall not constitute a dominant part of such occupancy provided, however, storage of such materials or products in garages or other accessory structures is prohibited;
  4. Exterior signs shall be limited to one (1) nonilluminated sign not exceeding a total area of two (2) square feet, affixed to the building and not projecting more than one (1) foot beyond the building;
  5. Any exterior alterations to the residence shall be

compatible with the architecture of the building and maintain the residential appearance by virtue of exterior materials, lighting, and signs;

6. Any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard;
  7. The home occupation shall not produce offensive noise, vibration, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare or other objectionable effects;
  8. There shall be no more than one (1) nonresident employed in the home occupation, provided, however, family day care or home babysitting services shall have no nonresident employees;
  9. No traffic shall be generated by the home occupation in greater volumes than would normally be expected in a residential neighborhood;
  10. No motor vehicle exceeding a gross vehicle weight of six thousand (6,000) pounds shall be stored on the property in connection with the home occupation.
- (b) No residence shall be occupied, altered or used for any home occupation except the following:
1. Accountants and auditors;
  2. Answering services (telephone);
  3. Architects;
  4. Artists and sculptors;
  5. Authors and composers;
  6. Computer programming;
  7. Custodial services;

8. Custom furniture repair and upholstery;
9. Dentists, doctors, therapists, and health care practitioners;
10. Direct mail services;
11. Dressmakers, seamstresses and tailors;
12. Engineers;
13. Family planning services;
14. Hairdressers (limited to no more than two (2) hair dryers);
15. Home crafts, such as model making, rug weaving, lapidary work, cabinet making, weaving, ceramics;
16. Interior decorators;
17. Lawyers, justices of the peace and notary publics;
18. Licensed family day care home or babysitting services;
19. Musicians or music teachers, including group instruction not to exceed six (6) students at any time but not including performances or band rehearsals, which shall meet the following requirements in addition to those set forth in subsection (a) of this section:
  - a. Electronic amplification is prohibited;
  - b. The applicant shall demonstrate that noise attenuation is provided which minimizes perception of sound at property lines at all times during the use. Noise attenuation measures may include, but are not limited to, insulation, double-pane windows, air conditioners or any combination of these or similar noise attenuation measures;

c. Hours of operation shall be limited to 8:30  
a.m. to 9:30 p.m.

20. Office facility of a minister, rabbi, or priest;
21. Photographic studios;
22. Professional counseling and consulting services;
23. Professional research services;
24. Sales persons provided that no retail or wholesale transactions are made on the premises;
25. Small appliance repair;
26. Snow plowing provided that only one (1) snow plow vehicle is stored on or generated from the site;
27. Special tutoring or instruction (not to exceed three (3) pupils at any given time);
28. Stenographic and other clerical services.

(c) A home occupation that is not listed in paragraph (b) of this section but is similar to and no more objectionable than those home occupations listed in that paragraph, shall be permitted as a conditional use subject to the requirements of paragraph (a) of this section and section 14-474 (conditional use) of this article. This provision shall not include veterinarians, kennels, animal raising, funeral homes, retail uses including antique shops, restaurants, dancing studios, towing services, repair and painting of automobiles as home occupations.

(Code 1968, § 602.18.I; Ord. No. 277-77, 11-7-77; Ord. No. 548-85, § 1, 5-6-85; Ord. No. 76-85, § 1, 7-1-85; Ord. No. 66-87, § 2, 11-2-87; Ord. No. 329-90, 5-7-90)

Sec. 14-411. Reserved.  
Sec. 14-412. Reserved.  
Sec. 14-413. Reserved.  
Sec. 14-414. Reserved.  
Sec. 14-415. Reserved.  
Sec. 14-416. Reserved.



**CITY OF PORTLAND, MAINE**  
Department of Building Inspections

August 30 2002

Received from Barbara Epstein

Location of Work 55 Martin Rd.

Cost of Construction \$           

Permit Fee \$ 30.00

Building (1L)  Plumbing (15)  Electrical (12)  Site Plan (U2)

Other Change of use

CBL: 381 F 005

Check #: 1017 Total Collected \$ 30.00

**THIS IS NOT A PERMIT.**

No work is to be started 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 \$10.00 or 10% whichever is greater.

*[Handwritten Signature]*

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

