



Portland, Maine



Yes. Life's good here.

Reviewed for Code Compliance
Permitting and Inspections Department
Approved with Conditions

05/24/2018

Permitting and Inspections Department
Michael A. Russell, MS, Director

**FAST TRACK ELIGIBLE PROJECTS
SCHEDULE C**

(Please note: The appropriate Submission Checklist and General Building Permit Application must be submitted with any Fast Track application.)

Type of Work:

- One/two family garage, addition, or dormer with plans stamped by a licensed architect or engineer
- Home occupation other than day care
- Commercial sign or awning
- Commercial exterior propane tank
- Retaining walls higher than 4 feet with stamped plans by a structural engineer
- Site work only (with approved site plan or does not trigger site plan review)

Zone: R-5

- Shoreland zone? Yes No
- Stream protection zone? Yes No
- Historic district? Yes No
- Flood zone (if known)? Yes No

This information may be found on the city's
online map portal at
<http://click.portlandmaine.gov/gisportal/>

1. Setbacks to project:

- a. Front
- b. Rear
- c. Left side
- d. Right side
- e. Side street
- f. Other structures (for pools only)

Proposed Project Ordinance Requirement

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. Lot coverage or impervious surface coverage (total after project):

3. Landscaped open space (R-6 zone only):

4. Height of structure:

I certify that (all of the following must be initialed for this application to be accepted):

Initials
EC
EC
EC

- I am the owner or authorized owner's agent of the property listed below.
- I assume responsibility for compliance with all applicable codes, bylaws, rules and regulations.
- I assume responsibility for scheduling inspections of the work as required, and agree that the inspector may require modifications to the work completed if it does not meet applicable codes.

Project Address: 7 Kensington St Portland ME 04103

Print Name: Erin Campbell

Date: 3.5.18

This is a legal document and your electronic initials are considered a legal signature per Maine state law.

Note: The following activities under this schedule may require Site Plan review by the Planning & Urban Development Department:

- Commercial footprint additions, including concrete or other impervious pads
- Residential or commercial retaining walls
- Site work located in the shoreland zone or site work, such as grading, filling or clearing which requires Site Plan Review.

For more information, please contact planning@portlandmaine.gov or (207)874-8719.



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General Building Permit Application

Project Address: 7 Kensington St

Tax Assessor's CBL: 431 14 001-001 Cost of Work: \$ 0
Chart # Block # Lot #

Proposed use (e.g., single-family, retail, restaurant, etc.): home occupation / single family

Current use: apartment rental Past use, if currently vacant: _____

Commercial Multi-Family Residential One/Two Family Residential

Type of work (check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> New Structure | <input type="checkbox"/> Fence | <input type="checkbox"/> Change of Ownership - Condo Conversion |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Pool - Above Ground | <input type="checkbox"/> Change of Use |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Pool - In Ground | <input checked="" type="checkbox"/> Change of Use - Home Occupation |
| <input type="checkbox"/> Amendment | <input type="checkbox"/> Retaining Wall | <input type="checkbox"/> Radio/Telecommunications Equipment |
| <input type="checkbox"/> Shed | <input type="checkbox"/> Replacement Windows | <input type="checkbox"/> Radio/Telecommunications Tower |
| <input type="checkbox"/> Demolition - Structure | <input type="checkbox"/> Commercial Hood System | <input type="checkbox"/> Tent/Stage |
| <input type="checkbox"/> Demolition - Interior | <input type="checkbox"/> Tank Installation/Replacement | <input type="checkbox"/> Wind Tower |
| <input type="checkbox"/> Garage - Attached | <input type="checkbox"/> Tank Removal | <input type="checkbox"/> Solar Energy Installation |
| <input type="checkbox"/> Garage - Detached | | <input type="checkbox"/> Site Alteration |

Project description/scope of work (attach additional pages if needed):

home occupation as microblade Artist out of spare bedroom. No additions or construction.

Applicant Name: Erin Campbell Phone: (207) 318 - 6377

Address: 7 Kensington St Email: greengal78@gmail.com

Lessee/Owner Name (if different): Susan Campbell Phone: 207 313 - 9468

Address: 7 Kensington St Email: campbenderloch@hotmail.com

Contractor Name (if different): _____ Phone: () - _____

Address: _____ Email: _____

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: [Signature] Date: 3.5.18

This is a legal document and your electronic signature is considered a legal signature per Maine state law.

Review of this application will not begin until the permit payment is received. This is not a permit. Work may not commence until the permit is issued.



05/24/2018

Erin Campbell

7 Kensington St.
Portland, ME. 04103
(207) 318-6374
greenga178@gmail.com

29th January 2018

Zoning Board of Appeals

389 Congress St.
Portland, ME., 04101

Dear Zoning administrator,

I am a licensed permanent makeup artist and Esthetician, and am interested in doing microblading (semi permanent eyebrow makeup) out of my spare bedroom at home.

My home occupation would occupy approximately 115 square feet (9 %) of floor area of residence.

I would be taking one to two clients per day at most, four days per week.

There is off street parking available for the apartment, with approximately four spaces.

My mother lives next door and is the owner of the property..

All Storage will be contained to that room only, in the closet area.

If I am allowed a home occupancy permit, I will be registering with the Maine Department of Environmental Protection. Appropriate waste will be disposed of in provided containers by a medical waste disposal company, then mailed back to the company when full. Therefore, minimal additional trash would be added to curbside pickup.

I believe my business would be similar to and no more objectionable than a hairdresser (item 14 of section 2 of the Portland Zoning Ordinance), as it is a beauty and personal care business.

Sincerely,

Erin Campbell



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Dear Zoning Administrator,

The following is an explanation of how my home occupation as a Microblading artist (permanent brow makeup) meets the standards required :

1. I will be open for business, four days per week, and taking 1 - 2 clients per day. There are four off street parking spaces available for them, with no need to park on the street.
2. Noise will be minimal as I only see one client at a time. I also do not use any odorous chemicals, or strong lighting, and will only see clients during the day.
3. The waste generated will be minimal, and mainly consist of paper products. I do use disposable tools for each client, and any soiled waste will be kept in an appropriate biohazard container, then mailed to a waste disposal company. (No curbside pickup)
4. All storage will be contained to the treatment room, with no need to add or alter any existing storage.
5. There will be no change to landscaping or outside areas of home, except perhaps a small sign on front door.
6. Deliveries will be minimal. Once I have the supplies I need, there is no need to place frequent orders.

Thank you for reviewing my application.

Sincerely,
Erin Campbell



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February 3, 2018

Dear Zoning Administrator,

I, Susan Campbell, the owner of the property at 7-9 Kensington Street, Portland 04103 give permission for Erin Campbell to operate a business at 7 Kensington Street.

Sincerely,
Susan J. Campbell

A handwritten signature in cursive script that reads "Susan J. Campbell".



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Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: portlandmaine.gov/payyourpermit
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

**City of Portland
Permitting and Inspections Department
389 Congress Street, Room 315
Portland, Maine 04101**

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature:  Date: 3.6.18

I have provided electronic copies and sent them on: _____ Date: 3.6.18

NOTE: All electronic paperwork must be delivered to permitting@portlandmaine.gov or with a thumb drive to the office.

If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.