

FYI On Dec 20, 2017, at 9:55 AM, cstacey <[cstacey@portlandmaine.gov](mailto:cstacey@portlandmaine.gov)> wrote:

Dear James,

I apologize for the delay in getting back to you.

The attached CMP document appears to show that all three units had electricity prior to the legalization "cutoff" of 4/1/95. This should be adequate evidence to support a legalization application. You will want to fill out the linked application and submit it (with all required attachments) to [permitting@portlandmaine.gov](mailto:permitting@portlandmaine.gov). The application will be logged in and you will be invoiced for the fee via e-mail.

Once the fee is paid, the remaining steps of the legalization process are outlined in the application form. We will schedule a special "legalization inspection" at which point the inspector will provide a list of any alterations/upgrades that may be needed to bring the unit up to basic life safety code requirements. Once you complete any required work (a building permit may be necessary depending on the extent), you would then schedule a final inspection and a Certificate of Occupancy issued if it passes.

I will let inspector Matt Sarapas know that you have been in touch. If you think it will be more than a week or two before you can file the legalization application, please let me know an estimated date you can get it in by.

Let me know if you have any questions about this information.

Sincerely,  
Chris Stacey  
Zoning Specialist