



Ann Machado <amachado@portlandmaine.gov>

Sign Permit application & sign in rear window.

1 message

Ann Machado <amachado@portlandmaine.gov>
To: amyaward@allstate.com, jeanblais@allstate.com

Fri, Mar 11, 2016 at 4:04 PM

Jean -

This is a followup to our telephone conversation.

As Amy is aware, there has been a complaint about the brightness of the sign in the rear window of your office. Section 14-368(c)(4) of the ordinance under the sign division states: "Signs located in or adjacent to residential zones shall not cause light spillover or glare into properties within the residential zone". Since the rear of the property where your office is located abuts a residential zone, you cannot have an illuminated window sign where the light spills into the residential zone. It needs to be removed from the window or not illuminated. Also a window sign does not require a permit but under section 14-370.7(a) it states: "In no event, however, shall window signs cover more than fifty (50)percent of the area of any window.

I also talked to Jean about your sign permit application (#2016-00425) for the hanging sign and the wall sign on the front facade of your office facing Washington Avenue. The space that your office is located in on the right side of the building was created under permit #2012-08-4841. This permit allowed for the work to create the space but it did not establish a use for the space. An office is a permitted use in the space but the use has to be established by applying for a change of use permit. Here is a link to the Commercial Interior Change of Use Permit application on the city website: <http://www.portlandmaine.gov/DocumentCenter/Home/View/2301> .

You will not have to submit all of the pages in this application since the work has already been done. You will need to submit the checklist, but all that applies is towards the bottom of the first page where it talks about the shape and dimension of the lot, and a dimensioned floor plan. You will also need to submit the electronic Signature and Fee Payment Page and the General Building Permit Application page. You also need to submit a copy of your lease. Permits are applied for electronically. I have attached a pdf that explains how to apply for your permit.

Please ask me any questions you have about this process. Your sign permit cannot be issued until your change of use permit has been issued and you have received a certificate of occupancy.

Ann

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 **Getting a Building Permit.pdf**
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