

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

Sidewalk Sign Permit Application

One sign per establishment for each street frontage with a public entrance. When standards won't permit a new single listing sign, then an existing sign may consist of multiple listings.

Single Listing Sign:

- Maximum width = 24 inches or less, as needed to retain 4 ½ feet of unobstructed sidewalk width.
- Maximum height = 40 inches to the top of the sign.
- Minimum height = 30 inches to the top of the sign.

Multiple Listings Sign:

- Maximum width = 30 inches or less, as needed to retain 4 ½ feet of unobstructed sidewalk width.
- Maximum height = 40 inches to top of sign in place.
- Minimum height = 30 inches to top of sign in place.

Location:

- Minimum distance between signs = 20 feet.
- Maximum distance from advertiser's entrance = 20 feet.
- Shall not obstruct vehicular stops, benches, or fire hydrants and must be located near the curb.
- Shall be removed when the business is closed or while snow or ice exists on the walk within eight feet.

Materials and Graphics:

- Shall be an A-frame design with horizontal braces or a rectangular shape with a secure stand.
- Constructed of durable, weather-resistant materials and finish.
- No moving parts and not electrified.
- Maintained in a clean and original appearance.
- Materials, graphics and finish shall be of a unified design and compatible with the local streetscape.
- Lettering shall be legible and consistent.

Insurance:

No permit shall be issued unless and until the applicant has posted a \$400,000.00 Certificate of Liability listing the City as additional insured.

Enforcement:

If the sign does not conform to the above standards, then the permit may be revoked and the sign removed.

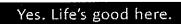
Certificate of liability insurance. The file file with dimensions and design.

Plot plan showing structures tenant. Apply for a sign permit by providing:

- Plot plan showing structures, tenant entrance, location of sign and dimensions around the sign.
- Payment of twenty-five dollars (\$25.00) plus twenty cents (.20) per square foot of signage.

Completed application.

This is not a permit. You may not place any sign until the permit is issued.





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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/payyourperm	<u>it</u>		
	Over the phone at (207) 874-8703.			
X	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. No sign may be placed until I have received my permit. Applicant Signature: Date:				
I have	provided electronic copies and sent themon:	Date:		

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

389 Congress Street * Portland Maine 04101-3509 * Phone: (207) 874-8703 * Fax: (207) 874-8716 http://www.portlandmaine.gov E-Mail permitting@portlandmaine.gov

Revised August 2016

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Location/Address: 98 WASHINGTON AVE FORTLAND, ME OGIOT				
Tax Assessor's Chart/Block/Lot (CBL) Chart: Block: Lot:	Applicant Name/Address Birch tineks 98 Weshing for AUE. Postland, MEOUIOI	Telephone: 860 670 9895 E-Mail: Birchtincks@&malican		
LEASEE/OWNER Name/Address Firsh Hingus 38 Howard 8th, Portland ME	CONTRACTOR Name/Address	Total S.F. signage \$ 3.20 (SF=x .20 for sidewalk) Sign Fee: \$ 25		
04161	Square Foot (SF) fee + Sign F	ee = TOTAL FEE: \$ 18.30		
Who should we contact when the permit is a Address 38 Howard Sheet		Phone: 860-670-9895 E-Mail Birchthacks Comme		
Current Property/ Tenant Use: JUICE BAR Is this a new use?				
Information of the Sign: JUICE/SMOOTHIE SPECIALS				
Is this a single or multiple listing sign?		<u>4'</u>		
Distance from other side walk signs?		00 yamos.		
Please provide a plot plan showing exactly where existing and proposed signage is located. Sketches and/or pictures of proposed signage and existing building are also required.				
The Permitting and Inspections Department may on-line at <u>WWW.PORTLANDMAINE.GOV</u> , ema		uance of a permit. For further information, visit us n 315, City Hall, or call 207-874-8703.		
make this application as his/her agent. I agree to	conform to all applicable laws of this jurisdic	zes the proposed work and I have been authorized to tion. In addition, if a permit for signage described in have the authority to enter all areas covered by this		
Signature of Applicant:	40	Date: 1/13/12		