



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.

### Apply for a sign permit by providing:

- Certificate of liability insurance. → You have this on file for my other signs.
- Drawing of sign with dimensions and design.
- 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/payyourpermit](http://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. No sign may be placed until I have received my permit.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

1/13/17

I have provided electronic copies and sent them on: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** All electronic paperwork must be delivered to [permitting@portlandmaine.gov](mailto:permitting@portlandmaine.gov) or with a thumb drive to the office.



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<b>Location/Address:</b> 98 WASHINGTON AVE PORTLAND, ME 04101		
<b>Tax Assessor's Chart/Block/Lot (CBL)</b>	<b>Applicant Name/Address</b>	<b>Telephone:</b> 860.670.9895
Chart:            Block:            Lot:	Birch Hinckes 98 Washington Ave. Portland, ME 04101	<b>E-Mail:</b> Birchhinckes@gmail.com
<b>LEASEE/OWNER Name/Address</b>	<b>CONTRACTOR Name/Address</b>	<b>Total S.F. signage \$</b> 3.20 (SF= ___ x .20 for sidewalk) <b>Sign Fee: \$ 25</b>
Birch Hinckes 38 Howard St Portland, ME 04101	_____	
<b>Square Foot (SF) fee + Sign Fee = TOTAL FEE: \$ 28.20</b>		

**Who should we contact when the permit is ready?** Name: Birch Hinckes Phone: 860-670-9895  
 Address: 38 Howard Street PORTLAND ME 04101 E-Mail: Birchhinckes@gmail.com

**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? 2

Proposed Dimensions (Length x Width x Height): 2' x 2' x 4'

Distance from tenant's entrance? 10ft

Distance from other side walk signs? none other in site ... 200 yards ..

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 request additional information prior to the issuance of a permit. For further information, visit us on-line at [WWW.PORTLANDMAINE.GOV](http://WWW.PORTLANDMAINE.GOV), email [permitting@portlandmaine.gov](mailto:permitting@portlandmaine.gov) stop by Room 315, City Hall, or call 207-874-8703.

I hereby certify I am the owner of record of the named property, or the owner of record authorizes the proposed work and I have been authorized to make this application as his/her agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for signage described in this application is issued, I certify that the Building Authority's authorized representative shall have the authority to enter all areas covered by this permit to enforce the provisions of the codes.

**Signature of Applicant:** [Signature] **Date:** 1/13/12