

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK
CITY OF PORTLAND

BUILDING INSPECTION

PERMIT

Permit Number: 071333

Please Read Application And Notes, If Any, Attached

This is to certify that SHERWOOD PROPERTIES LLC/The Signery

has permission to New 24" x 36" Hanging Sign

AT 78 WASHINGTON AVE

013-C005001

PERMIT ISSUED
NOV 7 2007
CITY OF PORTLAND

provided that the person or persons who apply for and accept this permit shall comply with all of the provisions of the Statutes of the State and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and when permission procured before this building or part thereof is altered or services closed-in. 24 HOUR NOTICE REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS
Fire Dept. _____
Health Dept. _____
Appeal Board _____
Other _____
Department Name _____

11/2/07 *[Signature]*
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

City of Portland, Maine - Building or Use Permit Application

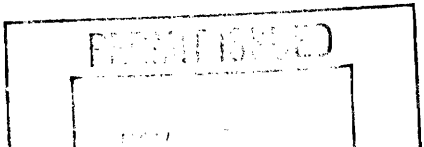
389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 07-1333	Issue Date: <i>11/7/07</i>	CBL: 013 C005001
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Location of Construction: 78 WASHINGTON AVE	Owner Name: SHERWOOD PROPERTIES LLC	Owner Address: PO BOX 11182	Phone:
Business Name: Jen Burrall Designs	Contractor Name: The Signery	Contractor Address: 7 Lincoln Dr Scarborough	Phone 2078797700
Lessee/Buyer's Name Jen Burrall	Phone: 207-807-4180	Permit Type: Signs - Permanent	Zone: <i>B-26</i>

Past Use: Commercial - Jen Burrall Designs <i>legal use -</i>	Proposed Use: Commercial - Jen Burrall Designs - New 24" x 36" Hanging Sign <i>6 residential dr w/ list for commercial jewelry store</i>	Permit Fee: \$42.00	Cost of Work: \$42.00	CEO District: 1
Proposed Project Description: New 24" x 36" Hanging Sign		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: <i>B</i> Type: <i>5</i> <i>IBC-2003</i> <i>Signage</i> Signature: <i>11/7/07 CLM</i>	
		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: _____ Date: _____		

Permit Taken By: Idobson	Date Applied For: 10/22/2007	Zoning Approval
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<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..</p>	<p>Special Zone or Reviews</p> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <p>Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/></p> <p><i>OK</i> Date: <i>11/6/07 ABU</i></p>	<p>Zoning Appeal</p> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied <p>Date: _____</p>	<p>Historic Preservation</p> <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied <p><i>ABU</i> Date: _____</p>
			

CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT ADDRESS DATE PHONE

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE DATE PHONE

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

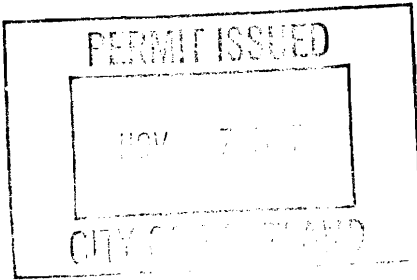
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Business Name: Jen Burrall Designs	Contractor Name: The Signery	Contractor Address: 7 Lincoln Dr Scarborough	Phone: 2078797700
Lessee/Buyer's Name: Jen Burrall	Phone: 207-807-4180	Permit Type: Signs - Permanent	Zone: B-26

Past Use: Commercial - Jen Burrall Designs <i>legal use -</i>	Proposed Use: Commercial - Jen Burrall Designs - New 24" x 36" Hanging Sign <i>6 residential d.v. w/ lot for common retail jewelry store.</i>	Permit Fee: \$42.00	Cost of Work: \$42.00	CEO District: 1
Proposed Project Description: New 24" x 36" Hanging Sign		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: <i>B</i> Type: <i>5</i> <i>IBC 2003</i> <i>Signage</i> Signature: <i>11/7/07 CLM</i>	
		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: _____ Date: _____		

Permit Taken By: ldobson	Date Applied For: 10/22/2007	Zoning Approval
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<ol style="list-style-type: none"> This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. Building permits do not include plumbing, septic or electrical work. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work.. 	Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> OK Date: <i>11/6/07 ABU</i>	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____	Historic Preservation <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <i>ABU</i>
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SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

City of Portland, Maine - Building or Use Permit

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 07-1333	Date Applied For: 10/22/2007	CBL: 013 C005001
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Business Name: Jen Burrall Designs	Contractor Name: The Signery	Contractor Address: 7 Lincoln Dr Scarborough	Phone (207) 879-7700
Lessee/Buyer's Name Jen Burrall	Phone: 207-807-4180	Permit Type: Signs - Permanent	

Proposed Use: Commercial - Jen Burrall Designs - New 24" x 36" Hanging Sign	Proposed Project Description: New 24" x 36" Hanging Sign
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Dept: Zoning	Status: Approved	Reviewer: Ann Machado	Approval Date: 11/06/2007
Note: Change of use was permit #06-0622			Ok to Issue: <input checked="" type="checkbox"/>
Dept: Building	Status: Approved with Conditions	Reviewer: Chris Hanson	Approval Date: 11/07/2007
Note:			Ok to Issue: <input checked="" type="checkbox"/>
1) Separate permits are required for any electrical, plumbing, or HVAC systems. Separate plans may need to be submitted for approval as a part of this process. 2) Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work. 3) Signage Installation to comply with Chapter 31 of the IBC 2003 building code.			



Signage/Awning Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: <u>76-78 Washington Ave</u>		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>003 C 005</u>	Owner: <u>Sherwood Properties</u>	Telephone: <u>(207) 894-5362</u>
Lessee/Buyer's Name (If Applicable) <u>Jennifer Burrall</u>	Contractor name, address & telephone: <u>The Signery 7 Lincoln Ave. Scarborough, ME (207) 879-7700 04074</u>	Total s.f. of signage x \$2.00 Per s.f. plus \$30.00/\$65.00 For H.D. signage= Total Fee: \$ _____ Awning Fee= cost of work _____ Total Fee: \$ _____
Who should we contact when the permit is ready: <u>Jen Burrall</u> phone: <u>807-4180</u>		
Tenant/allocated building space frontage (feet): Length <u>12</u> Height <u>18</u> Lot Frontage (feet) _____ Single Tenant or Multi Tenant Lot <u>MULTI</u>		
Current Specific use: <u>Jeni Burrall Designs Studio & Jewelry Boutique</u> (#06-0622) use. If vacant, what was prior use: _____ Proposed Use: _____		
Information on proposed sign(s): Freestanding (e.g., pole) sign? Yes ___ No <input checked="" type="checkbox"/> Bldg. wall sign? (attached to bldg) Yes <input checked="" type="checkbox"/> No ___ Dimensions proposed: _____ Height from grade: _____ Dimensions proposed: <u>24" x 36"</u> <u>2 x 3</u> <u>6 x 2 + 30</u>		
Proposed awning? Yes ___ No <input checked="" type="checkbox"/> Is awning backlit? Yes ___ No ___ Height of awning: _____ Length of awning: _____ Depth: _____ Is there any communication, message, trademark or symbol on it? Yes ___ No ___ If yes, total s.f. of panels w/communications, message, trademark or symbol: _____ s.f.		
Information on existing and previously permitted sign(s): Freestanding (e.g., pole) sign? Yes ___ No <input checked="" type="checkbox"/> Bldg. wall sign? (attached to bldg) Yes ___ No <input checked="" type="checkbox"/> Awning? Yes ___ No <input checked="" type="checkbox"/> Sq. ft. area of awning w/communication: _____		
A site sketch and building sketch showing exactly where existing and new signage is located must be provided. Sketches and/or pictures of proposed signage and existing building are also required.		

Please submit all of the information outlined in the Sign/Awning Application Checklist. Failure to do so may result in the automatic denial of your permit.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information visit us on-line at www.portlandmaine.gov, stop by the Building Inspections office, room 315 City Hall or call 874-8703.

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.

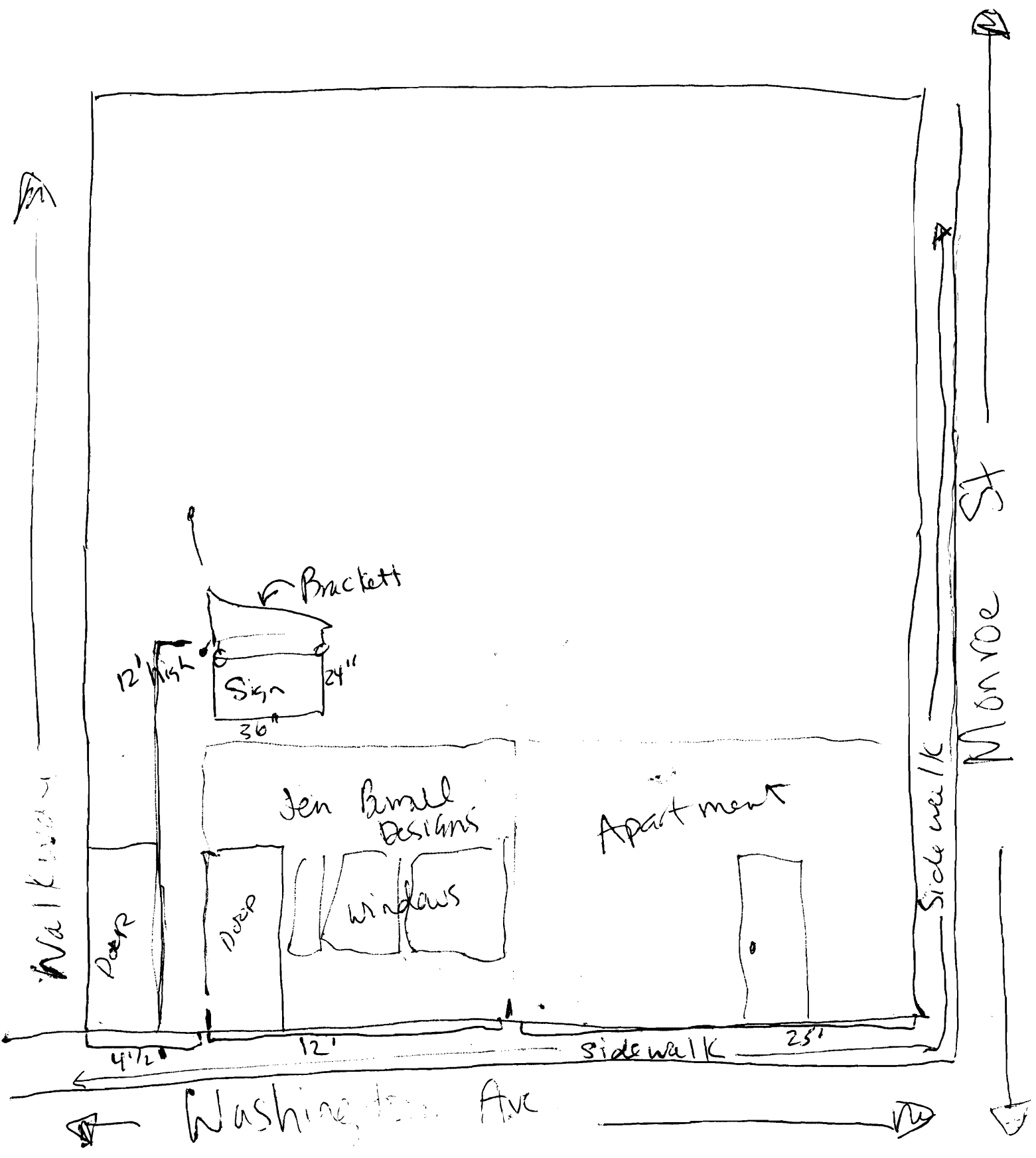
Signature of applicant: <u>[Signature]</u>	Date: <u>10/22/07</u>
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This is not a permit; you may not commence ANY work until the permit is issued.

B2b - multi-tenant.
15' x 12 = 180 max

2 x 3 = 60

OK



THE SIGNERY

Client: Jen Burrall Designs
Job Number: 3714
Folder: 2007>Jen Burrall Designs
>Est. 3714-Jen Burrall Designs MDO

This proof may reflect color shifts due to the color conversions from ink to paper or vinyl. Also, PMS colors will be approximated to the best of our ability. If we are working with files (if applicable) they will be used as is and the Signery will not be responsible for any faults in the design (300 dpi required). Please check the following for accuracy: graphics and logos, size, fonts/typeface, single or double

Jessica Moore

Please SIGN this form, if approved, and fax to (207) 510.0043 to continue the job progress.

**By signing below, you are confirming that you have checked and approved of all details of this project, as represented on this proof.*



Sign will be installed with a steel arm bracket attached to the building with either Galvanized Lags or Lead Anchors depending if there is wood or Concrete behind the siding. There will also be guide wires from the bracket to the building as well



Install Info

Contact: Jen Burrall

Phone Number: 772-1902

Location Name: Jen Burrall De

Location Address: 76 Washington Ave, Portland

(1) 3/4" MDO Painted pms 4975
24" x 36"

(2) Orjet Prints w/ Lam
Sign is Double Sided
Style A arm Bracket

Approved By: Jen Burrall

Date: 10/19/07

Once proof is signed, production of the job begins. Basic jobs/signs that require no painting, routing and/or fabrication take approx. 7-10 business days to produce. Any job/sign that requires custom fabrication, painting, and/or routing, takes approx. 4 weeks to produce. Please understand, these are approx. time our goal is to provide quality work while keeping production time minimal. We will do our best to produce your sign as quick as possible. By signing this proof, you are acknowledging that you have read and understand the guidelines for the production times.

Production Use Only

Production Due Date: _____ Install Date: _____

Digital Vinyl Fabrication Install Sewing Painting

Notes:

Sherwood Properties LLC

P.O. Box 11182
Portland, Maine 04104

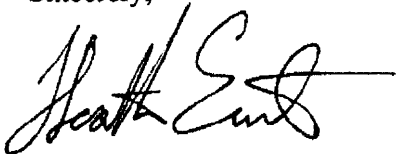
October 17, 2007

Ms Burrall
76 Washington Ave
Unit #7
Portland, Maine 04101

Dear Jennifer Burrall,

Please accept this letter as confirmation of my permission to install a small hanging sign on the exterior of 76 Washington Ave. The sign should be hung within the 30 ft of tenant space shop frontage. I understand the sign will be advertising your jewelry design store and the sign frame will remain on the building in the event of your departure from the property. Please obtain all necessary permits through the City of Portland with regards to the sign installation. I am sure the sign will attract more customers for you as anticipated.

Sincerely,

A handwritten signature in black ink, appearing to read "Heather Ernst", with a long horizontal flourish extending to the right.

Heather Ernst
Manager/Co-owner
Sherwood Properties LLC

CERTIFICATE OF INSURANCE

This certifies that

- STATE FARM FIRE AND CASUALTY COMPANY, Bloomington, Illinois
- STATE FARM GENERAL INSURANCE COMPANY, Bloomington, Illinois
- STATE FARM FIRE AND CASUALTY COMPANY, Scarborough, Ontario
- STATE FARM FLORIDA INSURANCE COMPANY, Winter Haven, Florida
- STATE FARM LLOYDS, Dallas, Texas

insures the following policyholder for the coverages indicated below:

Name of policyholder: Jen Burrall Designs

Address of policyholder: PO Box 10775 Portland Maine 04104

Location of operations: 76 Washington Ave Unit 7 Portland Maine 04101

Description of operations: Jewlery Design and Sales

The policies listed below have been issued to the policyholder for the policy periods shown. The insurance described in these policies is subject to all the terms, exclusions, and conditions of those policies. The limits of liability shown may have been reduced by any paid claims.

POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY (at beginning of policy period)
		Effective Date	Expiration Date	
99-BQ-9223-0	Comprehensive Business Liability	08-01-2007	08-01-2008	BODILY INJURY AND PROPERTY DAMAGE
This insurance includes:				
<input checked="" type="checkbox"/> Products - Completed Operations <input checked="" type="checkbox"/> Contractual Liability <input type="checkbox"/> Underground Hazard Coverage <input type="checkbox"/> Personal Injury <input type="checkbox"/> Advertising Injury <input type="checkbox"/> Explosion Hazard Coverage <input type="checkbox"/> Collapse Hazard Coverage <input type="checkbox"/> <input type="checkbox"/>				Each Occurrence \$ 500000 General Aggregate \$ 1000000 Products - Completed Operations Aggregate \$ 1000000
	EXCESS LIABILITY	POLICY PERIOD		BODILY INJURY AND PROPERTY DAMAGE (Combined Single Limit)
	<input type="checkbox"/> Umbrella <input type="checkbox"/> Other	Effective Date	Expiration Date	Each Occurrence \$ Aggregate \$
	Workers' Compensation and Employers Liability			Part 1 STATUTORY Part 2 BODILY INJURY Each Accident \$ Disease Each Employee \$ Disease - Policy Limit \$
POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY (at beginning of policy period)
		Effective Date	Expiration Date	

THE CERTIFICATE OF INSURANCE IS NOT A CONTRACT OF INSURANCE AND NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS, EXTENDS OR ALTERS THE COVERAGE APPROVED BY ANY POLICY DESCRIBED HEREIN.

If any of the described policies are canceled before its expiration date, State Farm will try to mail a written notice to the certificate holder 30 days before cancellation. If however, we fail to mail such notice, no obligation or liability will be imposed on State Farm or its agents or representatives.

Name and Address of Certificate Holder

City of Portland Maine
389 Congress Street
Portland ME 04101

[Signature]
Signature of Authorized Representative

ISA-5 10-22-2007
Title Date

Agent's Code Stamp

D. NEWMAN (INC) 1089
MAINE F874