

City of Portland, Maine - Building or Use Permit Application

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

Permit No: 05-0136	Issue Date: PERMIT ISSUED FEB 18 2005	013 E018001
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Location of Construction: 32 Washington Ave	Owner Name: Anthony John Llc	Owner Address: 21 Ardmore St	Phone:
Business Name:	Contractor Name: Owner	Contractor Address: Portland	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	Zone: B2b

Past Use: Commercial /Art studio	Proposed Use: Art Studio / install a 3' x 31/2' sign	Permit Fee: \$54.00	Cost of Work: \$54.00	CEO District: 1
<i>legal use on permit # 05-0063</i>		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: Type: <i>sign</i> <i>IBC-2003</i> Signature: <i>JMB 2/17/05</i>	
Proposed Project Description: install a 3' x 31/2' sign		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: 02/03/2005	Zoning Approval
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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"/> Date: <i>2/8/05</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 Landmar <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:
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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

9/26/05

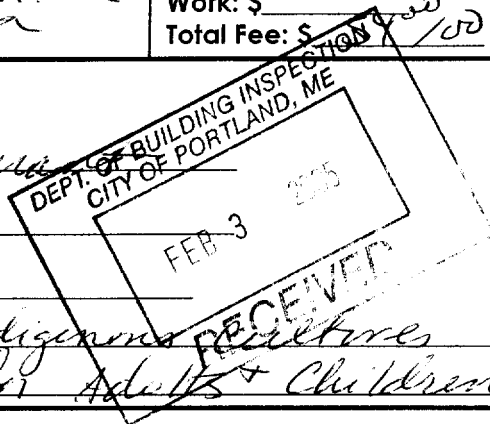
Completed

A

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>34 Washington Ave, Portland</u>	
Total Square Footage of Proposed Structure	Square Footage of Lot
Tax Assessor's Chart, Block & Lot Chart# <u>13</u> Block# <u>E</u> Lot# <u>18</u>	Owner: <u>S. Rachelle McKenzie</u> Telephone: <u>978-957</u> <u>SARAH Sorenson Coppin</u> <u>512-95865412</u>
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>SARAH Sorenson Coppin</u> <u>34 Washington Ave</u> <u>Portland</u> <u>978 512-9580</u>
	Total s.f. of signage x <u>(2.00)</u> per s.f. plus <u>\$30.00</u> / \$45.00 for H.D. signage = Total Fee: \$ <u>24 + 30 = 54</u> Awning Fee = Cost Of Work: \$ Total Fee: \$ <u>54.00</u>
Current use: <u>N/A</u>	
If the location is currently vacant, what was prior use: <u>Restaurant</u>	
Approximately how long has it been vacant: <u>2 Days</u>	
Proposed use: <u>Retail</u>	
Project description: <u>- Selling Art from indigenous cultures</u> <u>& having workshops for Adults + Children</u>	
Contractor's name, address & telephone:	
Whom should we contact when the permit is ready: <u>SARAH Sorenson Coppin</u>	
Mailing address: <u>34 Washington Ave Portland Me</u> <u>04101</u>	
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A STOP WORK ORDER will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: <u>978-512-9580</u>	



IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT. WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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>Sarah Sorenson Coppin</u>	Date: <u>1/4/05</u>
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SIGNAGE/AWNING PRE-APPLICATION QUESTIONNAIRE

PLEASE COMPLETE ALL INFORMATION

ADDRESS: 34 Washington Ave ZONE: B2B

CBL: _____

SINGLE TENANT LOT? YES _____ NO MULTITENANT LOT? YES _____ NO _____

MORE THAN ONE SIGN TOTAL WITH PROPOSED SIGN? YES _____ NO

TENANT/ALLOCATED BUILDING SPACE FRONTAGE (FEET):

Length: 3 23' per sign Height: 34.5' feet

GAVE size of sign - not Bldg info

INFORMATION ON PROPOSED SIGN(S):

FREESTANDING (e.g., pole) SIGN? YES _____ NO _____ DIMENSIONS PROPOSED: _____

BLDG. WALL SIGN? (attached to bldg) YES NO _____ DIMENSIONS PROPOSED: _____

INFORMATION ON ALREADY EXISTING AND PERMITTED SIGN(S):

FREESTANDING (e.g., pole) SIGN? YES _____ NO _____ DIMENSIONS: _____

BLDG. WALL SIGN(attached to bldg)? YES NO _____ DIMENSIONS: 3x3.5 feet

AWNING? YES _____ NO DIMENSIONS: _____

LOT FRONTAGE (FEET): _____

3x3.5 - 10.5 ft

AWNING YES _____ NO _____ IS AWNING BACKLIT? YES _____ NO _____

HEIGHT OF AWNING: _____ LENGTH OF AWNING: _____ DEPTH: _____

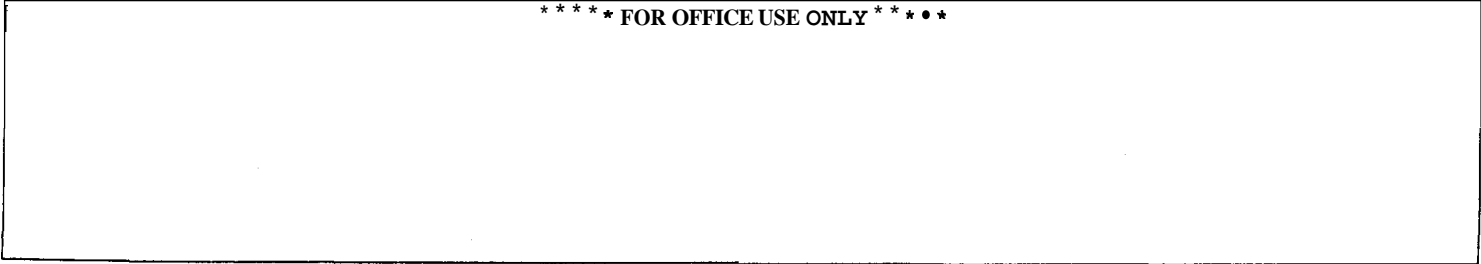
IS THERE ANY COMMUNICATION, MESSAGE, TRADEMARK OR SYMBOL ON IT? YES _____ NO _____

IF YES, TOTAL S.F. OF PANELS WITH COMMUNICATIONS/MESSAGE/TRADEMARK/SYMBOL? _____ s.f.

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 ARE ALSO REQUIRED.

SIGNATURE OF APPLICANT: Paul Johnson DATE: 1/04/05

***** FOR OFFICE USE ONLY *****



CHECKLIST FOR SIGN/AWNING APPLICATION

Applicants for a sign or awning permit are required to submit the following information to the Code Enforcement Office at the time of application:

- Certificate of Liability listing the City as additional insured if any portion of the sign abuts or encroaches on any public right of way, or can fall into any public right of way. Amount must equal \$400,000.00.
- Letter of permission from the owner indicating the permissions granted and the tenant/space building frontage.
- A sketch plan of lot, indicating location of buildings, driveways, and any abutting streets or rights of way, lengths of building frontages, street frontages, and all existing setbacks. Indicate on the plan all existing and proposed signs with their dimensions and specific locations. Be sure to include distance from the ground and building facade dimensions for any signage attached to a building.
- A sketch or photo of any proposed sign(s) indicating *content, dimensions, materials, source of illumination, and construction method, as well as specifics of installation/attachment.*
- Certificate of Flammability required for awning or canopy at time of application.
- UL# required for lighted signs at the time of Final Inspection. Failure to provide this information will invalidate the Sign Permit.
- Pre-Application Questionnaire completed and attached. Photos of existing signage attached.

**Permit Fee for signage or awning-with-signage:
\$30.00 plus \$2.00 per square foot of sign.**

**Permit Fee for awning-without-signage is based on cost of work:
\$30.00 for the first \$1,000.00, plus \$9.00 for each additional \$1,000.00.**

Base Application Fee for any Historic District signage is \$65.00 instead of \$30.00

Sidewalk Signs

Design, Location, and Construction Standards

Quantity

One sign per establishment for each street frontage having a public entrance, provided that all dimension and location standards are met. When standards would not otherwise permit a sign, a sign may consist of multiple listings.

Sign Dimensions

Single Listing: Maximum width is **24** inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major flows. Maximum height is 40 inches to top of sign in place. Minimum height is 30 inches to top of sign in place.

Multiple: Maximum width is 30 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major flows. Maximum height is 40 inches to top of sign in place. Minimum height is 30 inches to top of sign in place.

Location

Minimum distance between signs is 20 feet. Maximum distance of sign from public entrance of advertiser is 20 feet. The City may vary these distances for exceptional physical circumstances where public safety and streetscape aesthetics will be maintained. However, under no circumstances shall signs obstruct vehicular stops, benches, fire hydrants, or other street visual amenities. Signs shall be located near the curb rather than the building face.

Materials and Graphics

All signs shall be of an A-Frame type design, shall be constructed of durable, weather-resistant materials and finish, shall have no moving parts, and shall be non-electrified. All signs shall be maintained in a clean and original appearance. Sign materials, graphics, and finish shall be of a unified design and shall be compatible with the local streetscape. All signs shall have horizontal braces spanning each side of the sign to assure rigid support. Lettering shall be legible and consistent.

Sign Removal

All signs shall be removed when the business is closed or while any snow or ice exists on the walk within eight feet of the sign in any direction.

Insurance

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

-Business Ins.

Enforcement

A sign may be removed after notice to the owner and the permit, if issued, may be revoked if the sign does not conform to the standards herein.

For a sidewalk sign permit, come to City Hall, 389 Congress Street, Room 315, with:

- _____ Certificate of Liability Insurance
- _____ Drawing of sign showing dimensions and design work
- _____ Payment of \$30.00 plus \$2.00 per s.f. of signage.
- _____ Complete application with pre-application questionnaire and checklist completed.

January 14, 2005

To whom it may concern,

I have no objection to my tenant, Sarah Sorenson Coppi, hanging or displaying a sign for her business on the property at 34 Washington Ave, Portland, ME.

I have no restrictions to the dimensions or the location of the sign.

If you require additional information, I can be reached during the weekdays at 978-640-3415 or during the evenings at 978-957-5412.

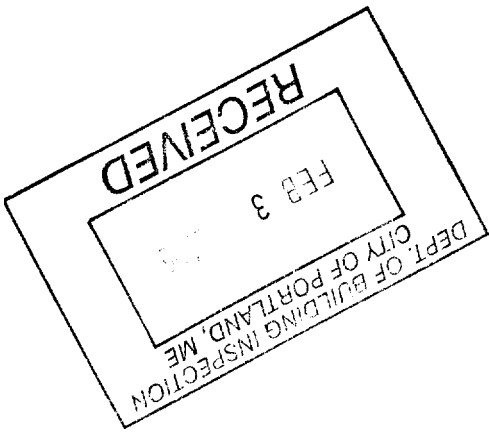
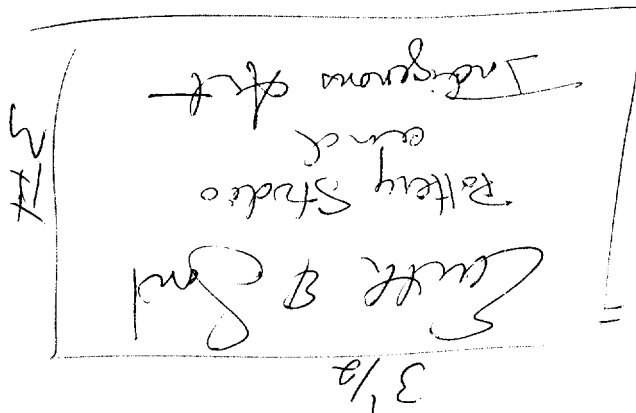
Regards,

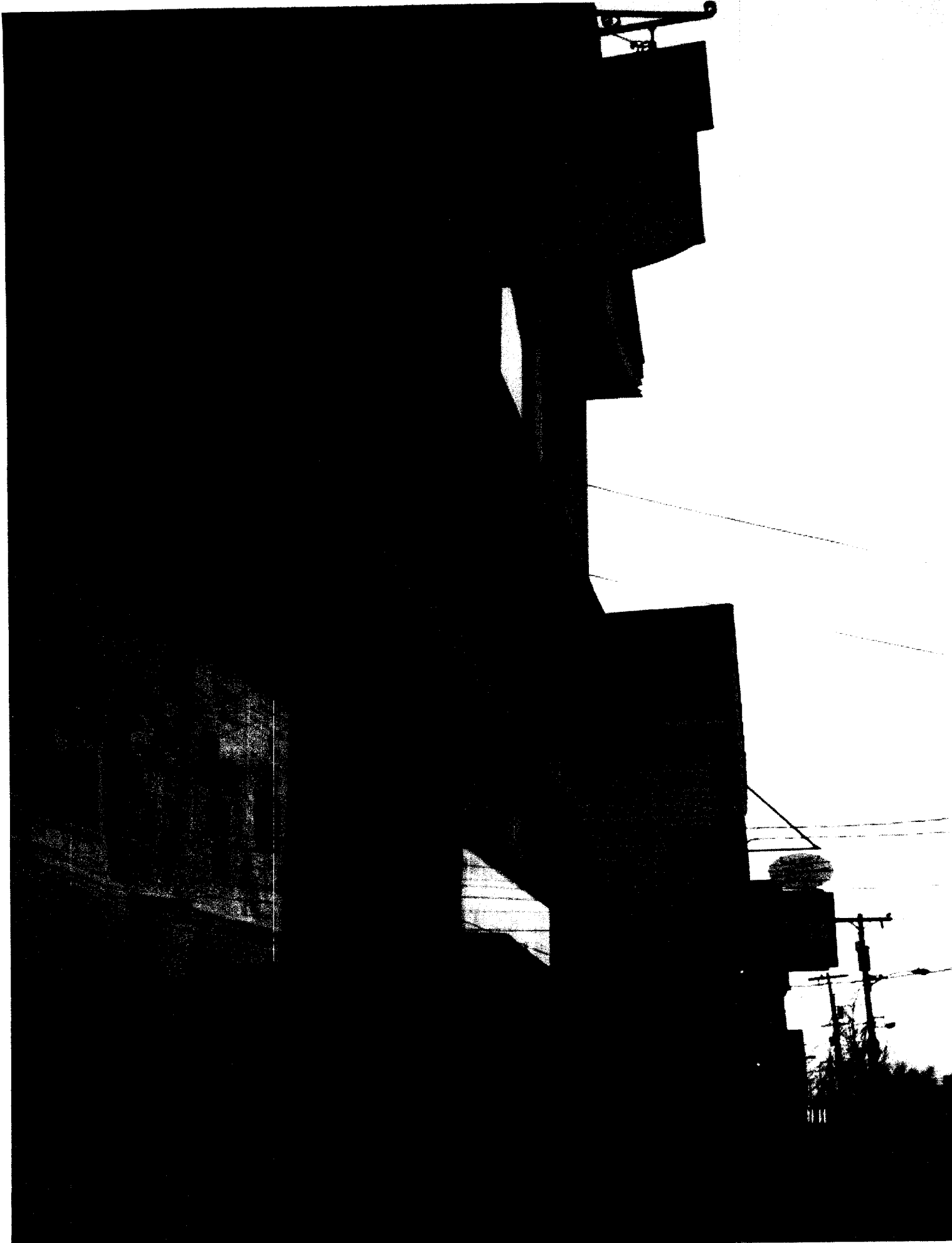
Rachelle T. McKenzie

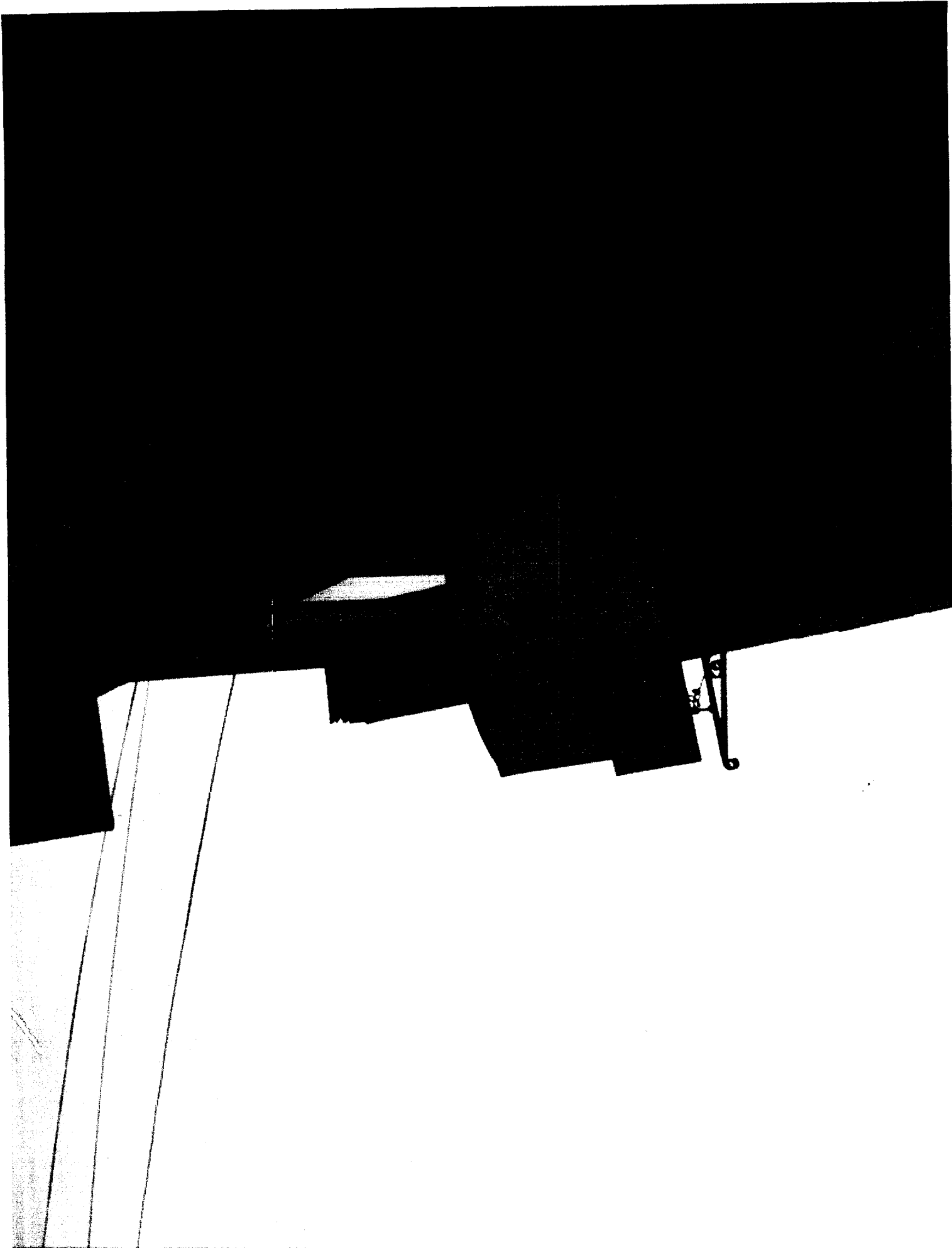
Rachelle T. McKenzie

Sign - 3' x 3' x 3' x 3' x 3'

Refrigerator







ACORD™

INSURANCE BINDER

OP ID CH

DATE
01/20/05

THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE

CONDITIONS SHOWN ON THE REVERSE SIDE OF THIS FORM.

PRODUCER
PHONE (A/C, No, Ext): 207-775-6000
207-775-0339

COMPANY
BINDER # 59832

Morse, Payson & Noyes
P.O. Box 406
Portland ME 04112-0406
Cheri L. Hobbs, CPCU

EFFECTIVE DATE: 02/01/05
TIME: AM
EXPIRATION DATE: 03/03/05
TIME: 12:01 AM NOON

AGENCY CUSTOMER ID: EARTH-7

THIS BINDER IS ISSUED TO EXTEND COVERAGE IN THE ABOVE NAMED COMPANY PER EXPIRING POLICY # BINDERBOP

INSURED
Earth & Soul
Sarah Sorensen-Coppi
34 Washington Ave.
Portland ME 04101

DESCRIPTION OF OPERATIONS/VEHICLES/PROPERTY (Including Location)
art gallery and pottery

COVERAGES

LIMITS

TYPE OF INSURANCE	COVERAGUFORMS	DEDUCTIBLE	COINS %	AMOUNT
PROPERTY CAUSES OF LOSS <input type="checkbox"/> BASIC <input type="checkbox"/> BROAD <input checked="" type="checkbox"/> SPEC	Business Personal Property	500.	-	\$10,000.
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR	RETRO DATE FOR CLAIMS MADE	EACH OCCURRENCE		\$1,000,000.
		FIRE DAMAGE (Any one fire)		\$100,000.
		MED EXP (Any one person)		\$5,000.
		PERSONAL & ADV INJURY		\$1,000,000.
		GENERAL AGGREGATE		\$2,000,000.
		PRODUCTS - COMP/OP AGG		\$2,000,000.
		COMBINED SINGLE LIMIT		\$
		BODILY INJURY (Per person)		\$
		BODILY INJURY (Per accident)		\$
		PROPERTY DAMAGE		\$
	MEDICAL PAYMENTS		\$	
	PERSONAL INJURY PROT		\$	
	UNINSURED MOTORIST		5	
			\$	
AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS				
AUTO PHYSICAL DAMAGE DEDUCTIBLE COLLISION OTHER THAN COL	ALL VEHICLES <input type="checkbox"/> SCHEDULED VEHICLES		ACTUAL CASH VALUE	
			STATED AMOUNT	\$
			OTHER	
GARAGE LIABILITY ANY AUTO			AUTO ONLY - EA ACCIDENT	\$
			OTHER THAN AUTO ONLY	
			EACH ACCIDENT	\$
			AGGREGATE	\$
EXCESS LIABILITY UMBRELLA FORM OTHER THAN UMBRELLA FORM	RETRO DATE FOR CLAIMS MADE		EACH OCCURRENCE	\$
			AGGREGATE	\$
			SELF-INSURED RETENTION	\$
			WC STATUTORY LIMITS	
WORKER'S COMPENSATION AND EMPLOYERS LIABILITY				
			E.L. DISEASE - POLICY LIMIT	\$
SPECIAL CONDITIONS/ OTHER COVERAGES			TAXES	\$
			ESTIMATED TOTAL PREMIUM	\$

NAME & ADDRESS

CITYPOR City of Portland 389 Congress Street Portland ME 04101	MORTGAGEE <input type="checkbox"/>	<input checked="" type="checkbox"/> ADDITIONAL INSURED
	LOSS PAYEE <input type="checkbox"/>	
LOAN#		
AUTHORIZED REPRESENTATIVE <i>Cheri L. Hobbs</i> Cheri L. Hobbs, CPCU		

132 18

CONDITIONS

This Company binds the kind(s) of insurance stipulated on the reverse side. The Insurance is subject to the terms, conditions and limitations of the policy(ies) in current use by the Company.

This binder may be cancelled by the Insured by surrender of this binder or by written notice to the Company stating when cancellation will be effective. This binder may be cancelled by the Company by notice to the Insured in accordance with the policy conditions. This binder is cancelled when replaced by a policy. If this binder is not replaced by a policy, the Company is entitled to charge a premium for the binder according to the Rules and Rates in use by the Company.

Applicable in California

When this form is used to provide insurance in the amount of one million dollars (\$1,000,000) or more, the title of the form is changed from "Insurance Binder" to "Cover Note".

Applicable in Delaware

The mortgagee or Obligee of any mortgage or other instrument given for the purpose of creating a lien on real property shall accept as evidence of insurance a written binder issued by an authorized insurer or its agent if the binder includes or is accompanied by: the name and address of the borrower; the name and address of the lender as **loss** payee; a description of the insured real property; a provision that the binder may not be canceled within the term of the binder unless the lender and the insured borrower receive written notice of the cancellation at least ten (10) days prior to the cancellation; except in the case of a renewal of a policy subsequent to the closing of the loan, a paid receipt of the full amount of the applicable premium, and the amount of insurance coverage.

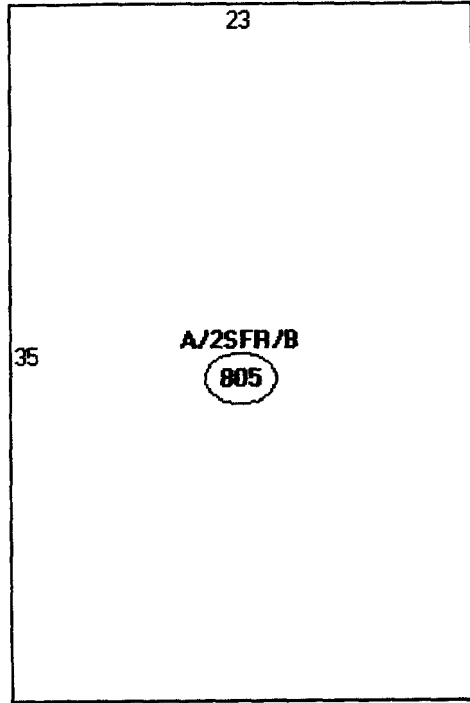
Chapter 21 Title 25 Paragraph 2119

Applicable in Florida

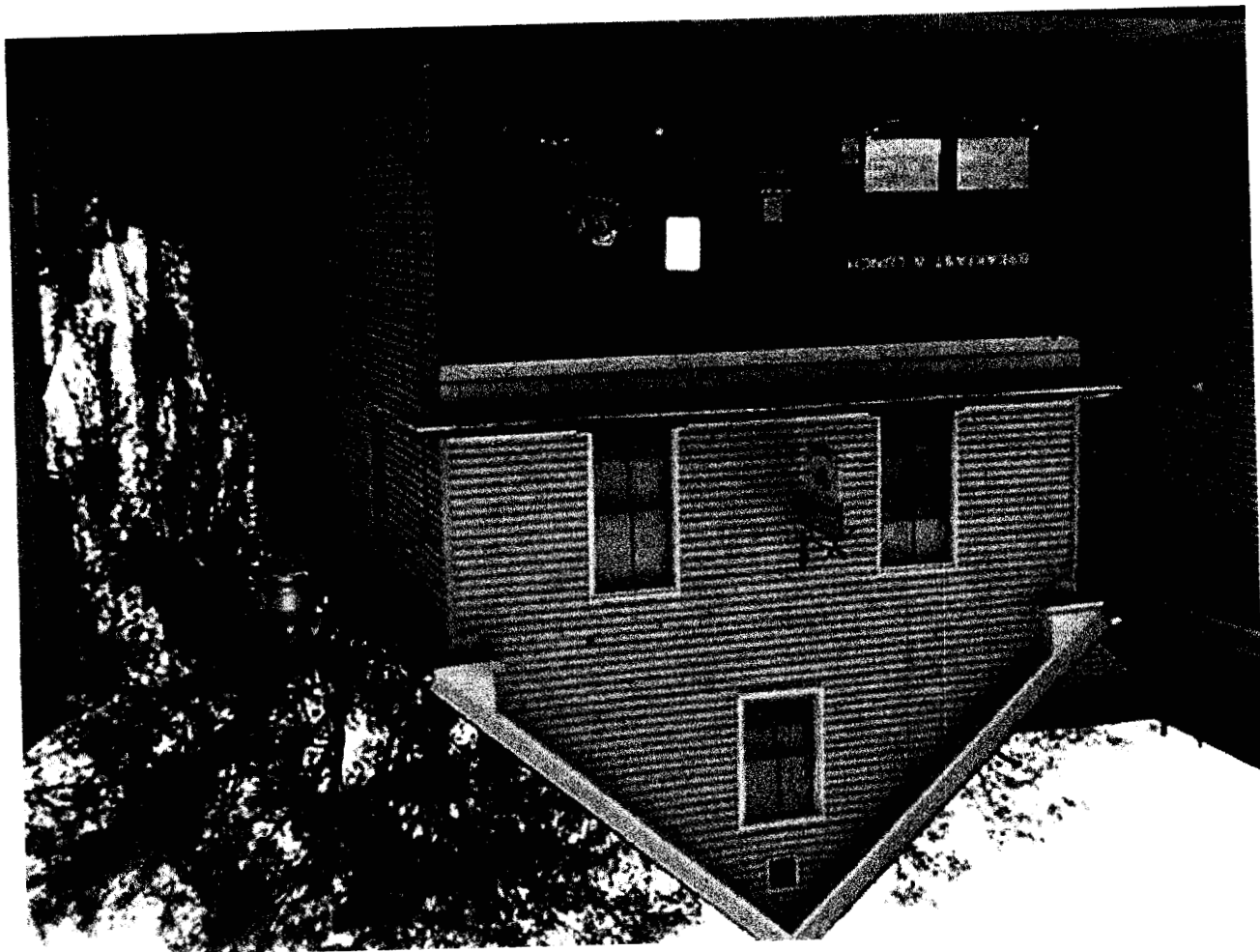
Except for Auto Insurance coverage, no notice of cancellation or nonrenewal of a binder is required unless the duration of the binder exceeds 60 days. For auto insurance, the insurer must give 5 days prior notice, unless the binder is replaced by a policy or another binder in the same company.

Applicable in Nevada

Any person who refuses to accept a binder which provides coverage of less than \$1,000,000.00 when proof is required: (A) Shall be fined not more than \$500.00, and (B) is liable to the party presenting the binder as proof of insurance for actual damages sustained therefrom.



Descriptor/Area
A:A/2SFR/B
805 sqft



City of Portland, Maine - Building or Use Permit

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

Permit No: 05-0136	Date Applied For: 0210312005	CBL: 013 E018001
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Location of Construction: 32 Washington Ave	Owner Name: Anthony John Llc	Owner Address: 21 Ardmore St	Phone:
Business Name:	Contractor Name:	Contractor Address: Portland	Phone:
Lessee/Buyer's Name Sarah sorenson Coppi	Phone:	Permit Type: Signs - Permanent	

Proposed Use: Art Studio / install a 3' x 3 -1/2' sign	Proposed Project Description: install a 3' x 3 -112' sign
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Dept: Zoning **Status:** Approved **Reviewer:** Marge Schmuckal **Approval Date:** 0210812005
Note: **Ok to Issue:**

Dept: Building **Status:** Approved **Reviewer:** Jeanine Bourke **Approval Date:** 02/17/2005
Note: 2/14/05 left vm w/owners to call, need to know if using existing bracket. **Ok to Issue:**
2/17 Sarah called to verify the use of the existing bracket and hardware, **ok** to issue

1) Signage Installation to comply with Chapter 31 of the IBC 2003 building code.