



# Signage / Awning Permit Application

If you or the property owner owes real estate or personal property taxes or any other charges on any property within the City, payment arrangement MUST be made before permits are accepted.

<b>Location/Address:</b> 59 Washington Avenue, Suite 1-E, Portland, ME 04101		
<b>Tax Assessor's Chart/Block/Lot (CBL)</b> Chart: 013 Block: I043 Lot:	<b>OWNER Name/Address:</b> Name: Cotton Street Holdings LLC Address: 75 Washington Ave, Ste 2H Portland, ME 04101	<b>Telephone:</b> (207) 653-8262 <b>E-Mail:</b> jed@n-a-prop.com
<b>LEASSEE/BUYER Info (if Applicable)</b> Milae Spirit Works LLC dba Hardshore Distilling Co. 59 Washington Ave, Ste 1E Portland, ME 04101	<b>CONTRACTOR</b> Name: Northeast Electric Address: 6 Day Rd Gorham, ME 04038 Phone: (207) 466-7862 E-Mail: ethan@northeastelectric.com	Total S.F. signage \$ 40 (Sq Ft = 20 x \$2.00) SF + \$30 Fee: \$ 30 Historic (\$75): \$ - Awning Fee: \$ - <b>TOTAL FEE: \$ 70</b>
Awning Fee = Cost of Work: \$ (\$25/first \$1000; \$15 each additional \$1000)		

**Who should we contact when the permit is ready:** Name: Jordan Milne Phone: (315) 750-8278  
 Address: 215 Pope Rd, Windham, ME 04101 E-Mail: jmilne@hardshoredistilling.com

**Tenant/allocated building space frontage (in feet):** Length: 21' Height: 20'  
 Lot frontage (in feet): 21' Single Tenant or Multi-Tenant Lot: Single

**Current Specific Use:** Wine house  
 If vacant, what was prior use: \_\_\_\_\_  
 Proposed Use: Distillery, tasting room, wine house

**Information on proposed sign(s)**  
 Freestanding (e.g. pole) sign? YES  NO  Dimensions proposed: \_\_\_\_\_ Height from grade: \_\_\_\_\_  
 BLDG Wall Sign (attached to bldg.)? YES  NO  Dimensions proposed: 65" x 45"

**Proposed Awning:** YES  NO  If yes, is awning backlit? YES  NO   
 Height of awning \_\_\_\_\_ Length of awning \_\_\_\_\_ Depth of awning \_\_\_\_\_  
 Is there any communication, message, trademark or symbol on it? YES  NO   
 If yes, total square footage of panels with communication, message, trademark or symbol on it: \_\_\_\_\_ sf

**Information on existing and previously permitted signage:**  
 Freestanding (e.g. pole) sign? YES  NO  Dimensions existing: \_\_\_\_\_ X \_\_\_\_\_ Height from grade: \_\_\_\_\_  
 BLDG Wall Sign (attached to bldg.)? YES  NO  Dimensions existing: \_\_\_\_\_ X \_\_\_\_\_  
 Awning? YES \_\_\_\_\_ NO  total sq. ft. of panels with communication on it: \_\_\_\_\_ sf

**A site sketch and building sketch showing exactly where existing and proposed signage is located MUST be provided. Sketches and/or pictures of proposed signage and existing building are also required.**

**Please submit all information outlined in the Sign/Awning Application Checklist. Failure to do so may result in the 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](http://WWW.PORTLANDMAINE.GOV), stop by the Building Inspections Office, room 315 City Hall, or call 207-874-8703.

I hereby certify 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: [Signature] Date: 4/27/2016

**This is NOT a permit; you may not commence ANY work until the permit is issued**



## Department of Permitting and Inspections

### Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding that this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the selections below.

1. Once the complete application package has been received by us, and entered into the system
2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options:

- provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment
- call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone
- hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall
- deliver a payment method through the U.S. Postal Service, at the following address:

**City of Portland  
Department of Permitting and Inspections  
389 Congress Street, Room 315  
Portland, Maine 04101**

By signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. **No work shall be started until I have received my permit.**

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

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

4/27/16

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

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

4/27/16

NOTE: All electronic paperwork must be delivered to [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov) or by physical means ie; a thumb drive or CD to the office.