Inspections Division
Date: 02/03/14

# 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.***

**Location/Address:** 100 Congress Street

**Tax Assessor's Chart/Block/Lot (CBL)**
Chart: 16 Block: D Lot: 1

**OWNER Name/Address:**
Name: Fixed Gear, LLC
Address: 12 Atlantic Street
Portland, ME 04101

**Telephone:** 207.415.7447
**E-Mail:** stella5@mac.com

**LEASEE/BUYER Info (if Applicable)**
Hilltop Coffee Shop
(Three Little Birds, LLC)
100 Congress Street
Portland, ME 04101

**CONTRACTOR**
Name: Welch Signage
Address: 7 Lincoln Avenue
Scarborough, ME 04074
Phone: 207.883.6200 E-Mail: john@welchusa.com

Total S.F. signage $ 10.67
(Sq Ft = ___ x $2.00)
SF + $30 Fee: $ 30
Historic ($75): $ ___
Awning Fee: $ ___
Awning Fee = Cost of Work: $ ___ ($30/first $1000; $10 each additional $1000)
**TOTAL FEE: $** 40.67

**Who should we contact when the permit is ready**: Name: Stella Hernandez Phone: 207.415.7447
Address 12 Atlantic Street, Portland, ME 04101 E-Mail: info@hilltopcoffeeshop.com

**Tenant/allocated building space frontage** (in feet): Length: 24' Height: 10'-6"
Lot frontage (in feet): 38' Single Tenant or Multi-Tenant Lot: multi

**Current Specific Use:** Coffee Shop
If vacant, what was prior use: ___
Proposed Use: Coffee Shop

**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: 24 " high x 32" wide

**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: 24 X 36 (removed)
Awning? YES ☑ NO ☐ total sq ft of panels with communication on it: 0 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, 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:* 1.28.14

Revised 06/2012 **This is NOT a permit; you may not commence ANY work until the permit is issued**

Inspections Division
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# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov*

Jeff Levine, AICP, Director
Director of Planning and Urban Development

Tammy Munson
Director, Inspections Division

## ***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 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 opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are ***paid in full*** to the Inspections Office, City of Portland Maine by method noted below:

- [x] Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- [ ] Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.
- [ ] I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature: Date: 1.28.14

I have provided digital copies and sent them on: Date: 1.28.14

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

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## *CHECK LIST*

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help expedite the permitting process.

- [x] 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.
- [x] Letter of permission from the property owner indicating the specific permissions granted and the tenant/space building frontage.
- [x] A sketch plan of the lot indicating location of buildings, driveways, any abutting streets or rights of way, lengths of building frontages, street frontages and all existing setbacks. Please indicate, on the plan, all existing and proposed signage with their dimensions and specific locations. Be sure to include distance from the ground and building façade dimensions for any signage attached to the building.
- [x] A sketch or photo of any proposed sign(s) indicating content, dimensions, materials, source of illumination, construction method as well as specifics of installation/attachment.
- n/a [ ] Certificate of flammability is required for awnings, canopies or banners.
- n/a [ ] A UL# is required for lighted signs at the time of final inspection
- [x] Photos of existing signage
- [x] Details for sign fastening, attachment or mounting in the ground.

***FEES***

Permit fee for signage or awning with signage: $30 plus $2 per square foot of sign (per sign)

Permit fee for awning-without-signage is based on cost of work:
$30 for the first $1000 of cost of work; $10 for each additional $1000 of cost of work

Application fee for any signage in a ***Historic District*** is an additional $75



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