Sign Permit Application

Inspections Division
Date: 06/24/16

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: 118 Congress Streeet, Portland, Maine 04101

Tax Assessor's Chart/Block/Lot (CBL)
Chart: 16 Block: D Lot: 2

OWNER Name/Address:

Telephone: 207-780-6136

E-Mail: astein@urban-dwell.com

LEASEE/BUYER Name (if Applicable)
Tracy Davis, Urban Dwellings/Leasee
118 Condominiums LLC/Buyer
S.P. Newell

CONTRACTOR name, address/phone
Wright Ryan
10 Danforth Street
Portland, Maine 04101
207-773-3625

Total S.F. signage $ 232.40
(SF= 1162 x .20 for sidewalk)
Sign Fee: $ 25
(Sidewalk=$25)

Square Foot (SF) fee + Sign Fee = **TOTAL FEE: $** 257.40

Who should we contact when the permit is ready: Name: Amelia Stein Phone: 207-780-6136
Address 118 Congress Street, Portland, Maine 04101 E-Mail: astein@urban-dwell.com

Tenant/allocated building space frontage (in feet): Length: 8 Height: 8
Lot frontage (in feet): 64 Single Tenant or Multi-Tenant Lot: Single

Current Property Specific Use: Office/Retail space
If vacant, what was prior use: _____
Proposed Use: Office/Retail space

Information on proposed sign(s)
Freestanding sidewalk sign? YES [4] NO [ ] Dimensions proposed: 24" (sf); Height from grade: 30" 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: Tracy Davis *Date:* 05/25/16

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

Portland, Maine | Yes. Life's good here.

Inspections Division
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Department of Permitting and Inspections

Sign Permit Application

Sidewalk Sign Permit

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 Listings: 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.

Enforcement

If the sign does not conform to the standards outlined, the permit may be revoked and once the owner has been notified, the sign could be removed.

Checklist

To apply for a sign permit, provide documentation electronically according to directions on our website and include:

- ☐ **Certificate of liability insurance, naming The City of Portland as additionally insured**
- ☐ **Drawing/Mockup of sign showing dimensions and design work**
- ☐ **Plot plan or location plan showing structures, location of sign and dimensions around sign**
- ☐ **Permission from owner if applicable**
- ☐ **Payment of fees: twenty five dollars ($25.00) plus twenty cents (.20) per s.f. of signage**
- ☐ **Complete application with pre-application questionnaire and checklist complete**

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*389 Congress Street * Portland Maine 04101-3509 * Phone: (207) 874-8703 * Fax: (207) 874-8716*
http://www.portlandmaine.gov * E-Mail: buildinginspections@portlandmaine.gov

Portland, Maine | Yes. Life's good here.

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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:

[4] 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: Tracy Davis Date: 05/25/16

I have provided digital copies and sent them on: Date: Tracy Davis

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