



# 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>144 Fore St.</u>		
Tax Assessor's Chart, Block & Lot Chart# <u>19</u> Block# <u>A</u> Lot# <u>008</u>	Owner: <u>Jackrabbit, LLC</u>	Telephone:
Lessee/Buyer's Name (If Applicable) <u>Dept. of Veterans Affairs</u>	Contractor name, address & telephone: <u>Bailey Sign, Inc.</u> <u>9 Thomas Dr.</u> <u>Westbrook, ME</u> <u>04092</u>	Total s.f. of signage x \$2.00 Per s.f. plus \$30.00/\$65.00 For H.D. signage= Total Fee: \$ <u>94</u> Awning Fee= cost of work _____ Total Fee: \$ _____
Who should we contact when the permit is ready: <u>Deanna@BaileySign</u> phone: <u>(207) 774-2843 x115</u>		
Tenant/allocated building space frontage (feet): Length: <u>130'</u> Height: <u>22'</u> Lot Frontage (feet) _____ Single Tenant or Multi Tenant Lot: <u>Multi</u>		
Current Specific use: <u>Vacant</u> If vacant, what was prior use: <u>Copy Center</u> Proposed Use: <u>Veterans Center</u>		
Information on proposed sign(s): Freestanding (e.g., pole) sign? Yes _____ No <input checked="" type="checkbox"/> Dimensions proposed: _____ Height from grade: _____ Bldg. wall sign? (attached to bldg) Yes <input checked="" type="checkbox"/> No _____ Dimensions proposed: <u>4'x8' = 32 sq ft.</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 _____ Dimensions: _____ Bldg. wall sign? (attached to bldg) Yes _____ No _____ Dimensions: _____ Awning? Yes _____ No _____ 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](http://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: Deanna Emany/Bailey Sign Inc. Date: 12-3-10

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



## Signage/Awning Permit Application Checklist

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 to expedite the permitting process.

- 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.
- 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. Please 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 façade dimensions for any signage attached to the building.
- 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.
- Certificate of flammability required for awning or canopy.
- A UL# is required for lighted signs at the time of final inspection.
- Pre-application questionnaire completed and attached.
- Photos of existing signage
- Details for sign fastening, attachment or mounting in the ground.

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, \$10.00 per additional \$1,000.00 of cost.

Base application fee for any Historic District signage is \$65.00.

WRITTEN CONSENT AND AGREEMENT relating to a certain sign(s) proposed to be erected at/on a

building located at 144 Fore Street in Portland, ME.  
(Street Address) (City & State)

Jackrabbit LLC being the owner of the premises hereby  
(Property Owner)

gives consent to the erection of a certain sign(s) by Bailey Sign, Inc. of Westbrook, ME.

In witness whereof, the owner of said premises has signed this consent and agreement this

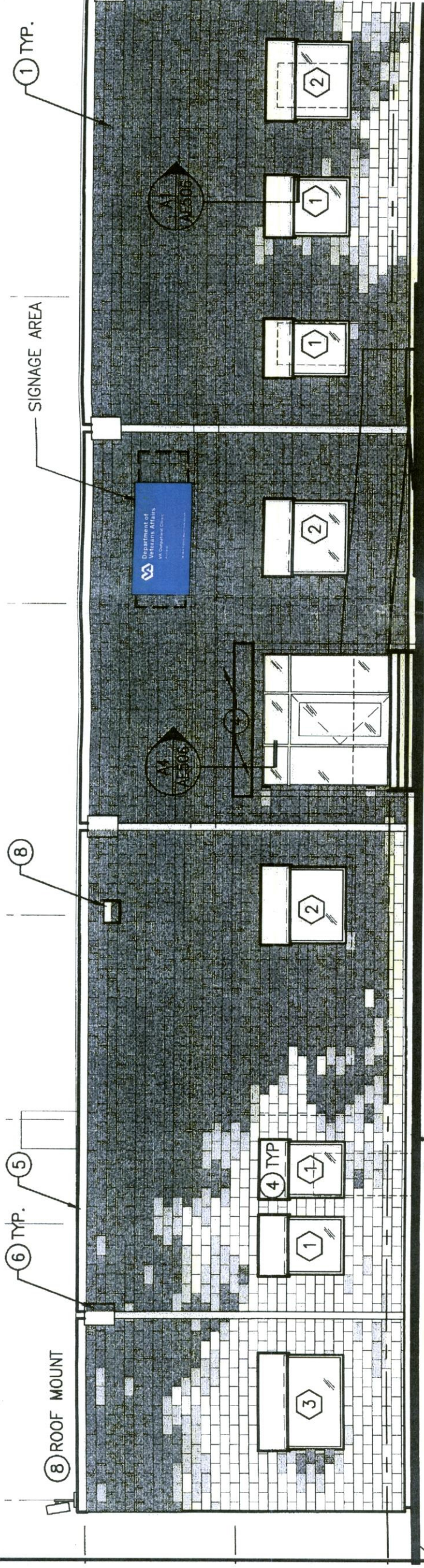
30 day of November, 2010.  
(Day) (Month) (Year)

[Signature]  
(Property Owner)

[Signature]  
(Witness)

Diane D Rollins  
print

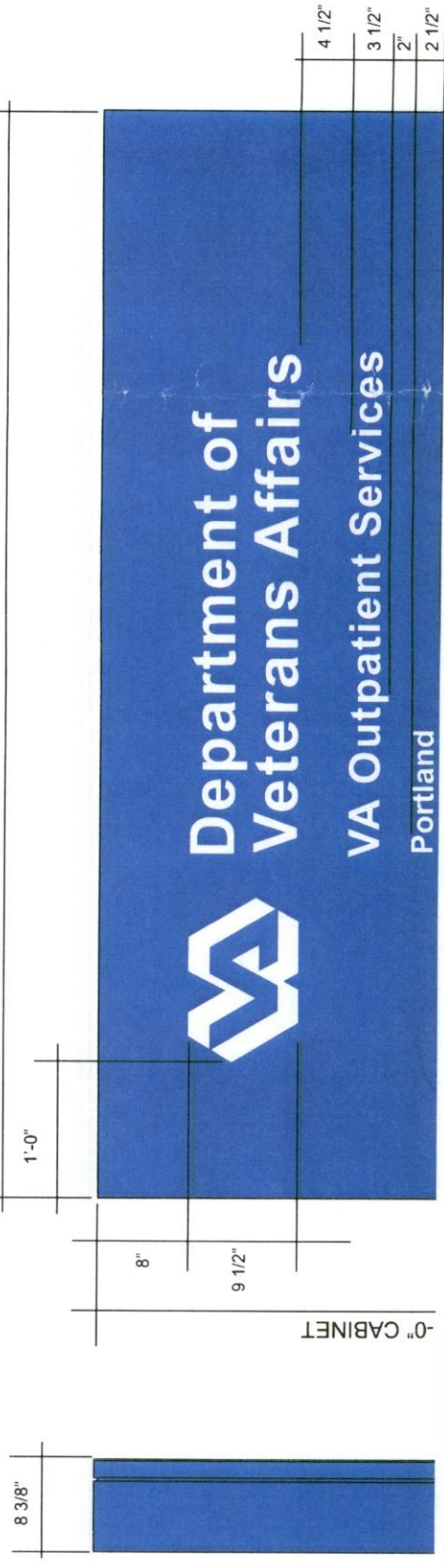
STEPHEN THOMAS  
print



**Single Face**

**SINGLE FACE BUILDING SIGN** Manufacture and Install: (1) Fabricated Metal Cabinet with Fabricated Metal Face, Internally Illuminated with 800 M.A. H.O. T-12 Fluorescent Lamps, Prime and Paint with Matthews Acrylic Polyurethane Finish - Intense Blue MP 11740 (\*Verify Pantone 301) Faces to have Routed-Out Copy with F.C.O. Flush/Push-Thru # 7328 White Plexiglas Letters, Small Copy to be Non-Illuminated, First Surface, White Vinyl

PROFILE



0" CABINET

S.F. INTERNALLY ILLUM SIGN CABINET

FLUSH MOUNT METAL FACE

JIGGED OUT COPY  
BACKED UP & PUSH THRU ACRYLIC

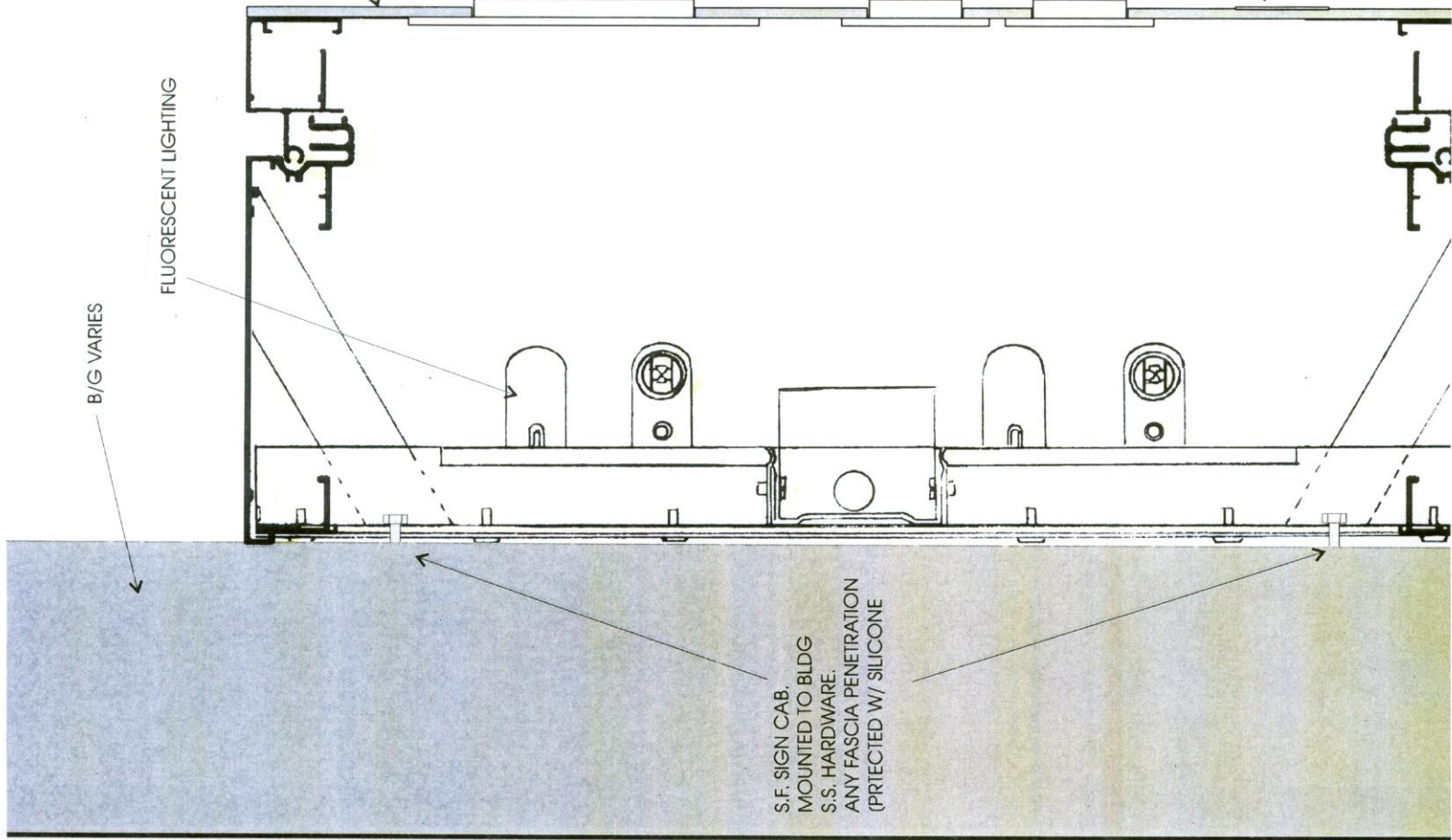
JIGGED OUT COPY  
BACKED UP & PUSH THRU ACRYLIC

NON-ILLUMINATED VINYL SURFACE COPY

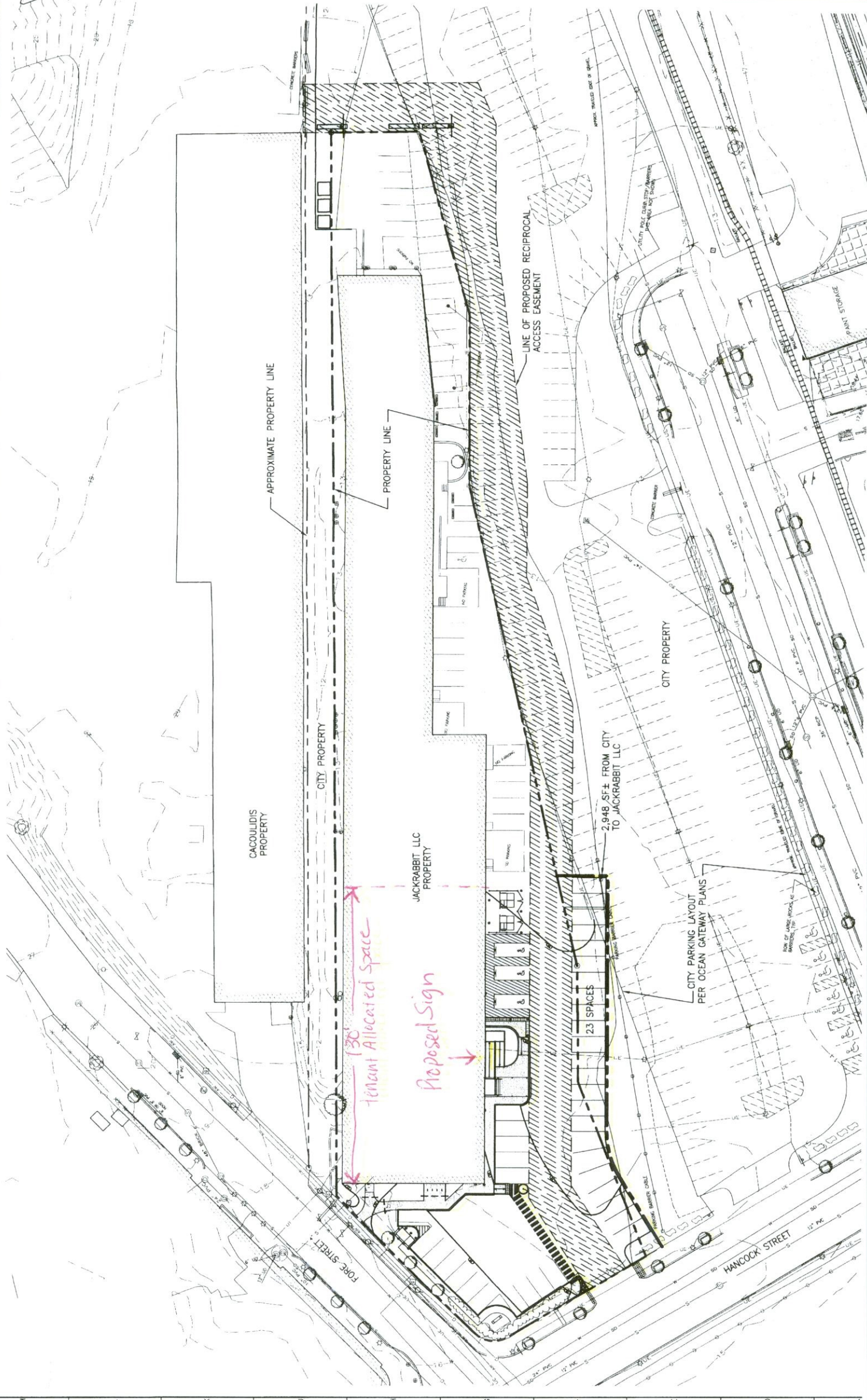
FLUORESCENT LIGHTING

B/G VARIES

S.F. SIGN CAB.  
MOUNTED TO BLDG  
S.S. HARDWARE  
ANY FASCIA PENETRATION  
(PRICTED W/ SILICONE)



13  
12  
11  
10  
9  
8  
7  
6  
5  
4  
3  
2



APPROXIMATE PROPERTY LINE

PROPERTY LINE

LINE OF PROPOSED RECIPROCAL ACCESS EASEMENT

CACOULIDIS PROPERTY

CITY PROPERTY

JACKRABBIT LLC PROPERTY

2,948 SF± FROM CITY TO JACKRABBIT LLC

CITY PROPERTY

130  
Tenant Allocated Space

Proposed Sign

23 SPACES

CITY PARKING LAYOUT PER OCEAN GATEWAY PLANS

FORE STREET

HANCOCK STREET

PAINT STORAGE