



## 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: 61 India St</b>		
<b>Tax Assessor's Chart/Block/Lot (CBL)</b> Chart: _____ Block: _____ Lot: _____	<b>OWNER Name/Address:</b> Name: Joe Reynolds Address: 198 Tuttle Rd Cumberland, Maine, 04021	<b>Telephone:</b> 3/18/14  <b>E-Mail:</b> 3/18/14
<b>Tessa O'Brien</b>		
<b>LEASSEE/BUYER Info (if Applicable)</b> Rob and Pam Hastings 47 India St Portland ME 04101	<b>CONTRACTOR</b> Name: Tessa O'Brien Address: 23 Cumberland Ave Portland ME 04101 Phone: 207-253-9633 E-Mail: <a href="mailto:tessagobrien@gmail.com">tessagobrien@gmail.com</a>	Total S.F. signage \$ 44.70 (Sq Ft = ___ x \$2.00) SF + \$30 Fee: <b>\$ 30</b> Historic (\$75): \$ _____ Awning Fee: \$ _____ <b>TOTAL FEE: \$ 74.70</b>
Awning Fee = Cost of Work: \$ _____ (\$30/first \$1000; \$10 each additional \$1000)		

**Who should we contact when the permit is ready:** Name: Tessa O'Brien Phone: 207-253-9633  
Address: \_\_\_\_\_ E-Mail: tessagobrien@gmail.com

**Tenant/allocated building space frontage (in feet):** Length: \_\_\_\_\_ Height: \_\_\_\_\_  
Lot frontage (in feet): \_\_\_\_\_ Single Tenant or Multi-Tenant Lot: multi-tenant lot

**Current Specific Use:** none  
If vacant, what was prior use: none  
Proposed Use: restaurant

**Information on proposed sign(s)**

Freestanding (e.g. pole) sign? YES  NO  Dimensions proposed: \_\_\_\_\_ Height from grade: 4'5", 9'7"  
BLDG Wall Sign (attached to bldg.)? YES  NO  Dimensions proposed: 23" x 40", 36" x 63"

**Proposed Awning:**

Height of awning \_\_\_\_\_ Length of awning \_\_\_\_\_ Depth of awning \_\_\_\_\_  
If yes, is awning backlit? YES  NO   
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: 16' X 2'  
Awning? YES  NO  total sq ft of panels with communication on it: 155 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:** Tessa O'Brien **Date:** 3/18/14

Revised 06/2012

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

Portland, Maine



Yes. Life's good here.

Jeff Levine, AICP, Director  
Planning & Urban Development Department

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:

- 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: Tessa O'Brien

Date: 3/18/14

I have provided digital copies and sent them on:

Date: 3/18/14

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.

389 Congress Street \* Portland Maine 04101-3509 \* Phone: (207) 874-8703 \* Fax: (207) 874-8716  
<http://www.portlandmaine.gov/planning/buildinsp.asp> \* E-Mail: [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)