

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

BUILDING INSPECTION

PERMIT

Permit Number: 030273

Please Read Application And Notes, If Any, Attached

This is to certify that Sawyer Jane N/The Signery

has permission to Install Two Signs: 18"x 84" and 2"x 30"

AT 247 Congress St 021 F009001

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification inspection must given and when permit in process before this building or part thereof is occupied or services moved-in. HOUR NOT REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS

Fire Dept. _____

Health Dept. _____

Appeal Board _____

Other _____

Department Name

[Handwritten Signature] 4/30/08
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 03-0273	Issue Date:	CBL: 021 F009001
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Location of Construction: 247 Congress St	Owner Name: Sawyer Jane N	Owner Address: Po Box 7225	Phone: 772-6579
Business Name:	Contractor Name: The Signery	Contractor Address: 299 Forest Avenue Portland	Phone: 2078797700
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	Zone: B2b R-6 at rear lot

Past Use: Retail Space	Proposed Use: Retail Space/Gift Shop with two signs attached to building (28"x84", 12"x30")	Permit Fee: \$42.00	Cost of Work: \$30.00	CEO District: 1
		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: <i>Urgent</i> Type: <i>R/A</i> <i>4/15/03</i>	

Proposed Project Description: Install Two Signs: 18" x 84" and 12" x 30"	Signature:	Signature:
PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)		
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied		
Signature:	Date:	

Permit Taken By: gad	Date Applied For: 04/01/2003	Zoning Approval	
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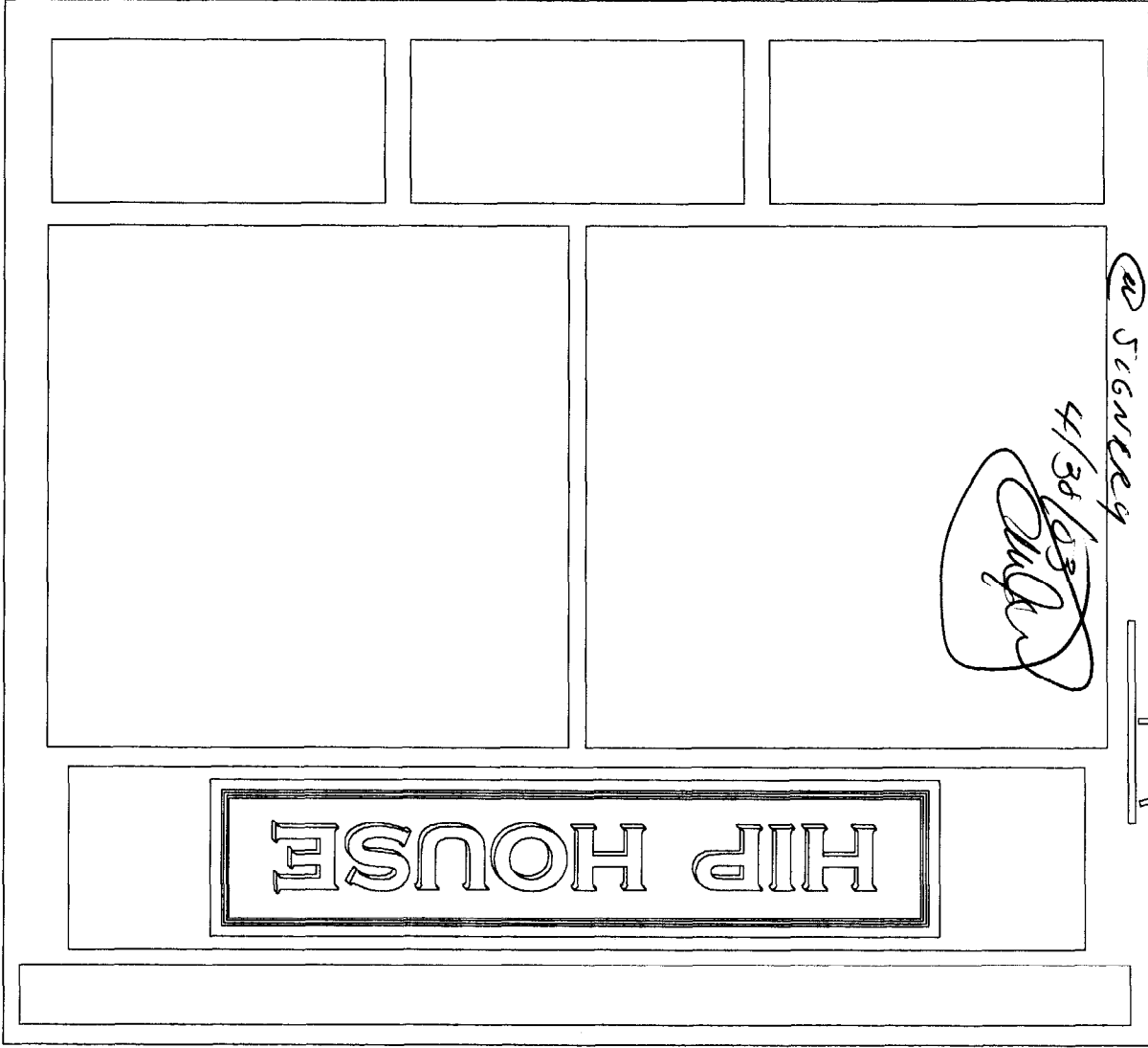
<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..</p>	<p>Special Zone or Reviews</p> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date: <i>4/18/03</i>	<p>Zoning Appeal</p> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	<p>Historic Preservation</p> <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date:
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CERTIFICATION

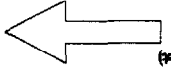
I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
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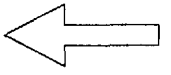
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE	DATE	PHONE
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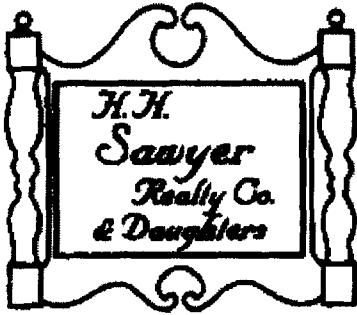
@ Signage



Branched Sign (36" Branch)
 3/4" Turquoise MDO
 12" x 30"
 Double Sided
 Attached to Branch w/Titan-Bolts Sign Clips
 HP Rod & Yellow Graphics



3/4" Turquoise MDO
 18 X 84
 HP Rod & Yellow Graphics
 Bolted to Bldg



395 Fore Street
P.O. Box 7225
Portland, ME 04112
Tel: (207) 772-6579
Fax: (207) 773-0680
sawyerrealty@earthlink.com

March 26, 2003

Jessica Keteyan
247 Congress Street Store B
Portland, ME 04101

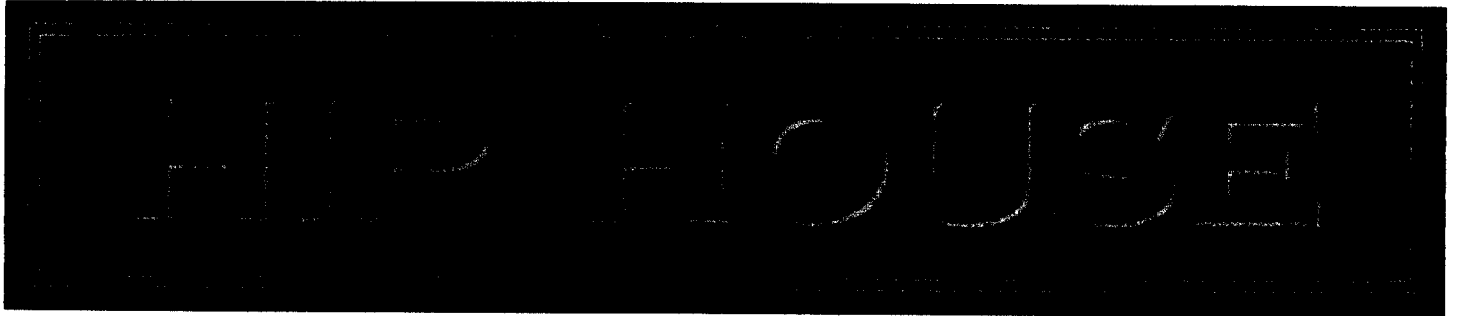
Dear Jessica,

Please be advised that we give you permission to have signage for your business located at 247 Congress Street, Store B, Portland, Maine. The sign must be located above your store and/or a sidewalk sign that stands on the sidewalk and can be taken inside during non-business hours.

Sincerely,

A handwritten signature in cursive script that reads "Stacy Moore".

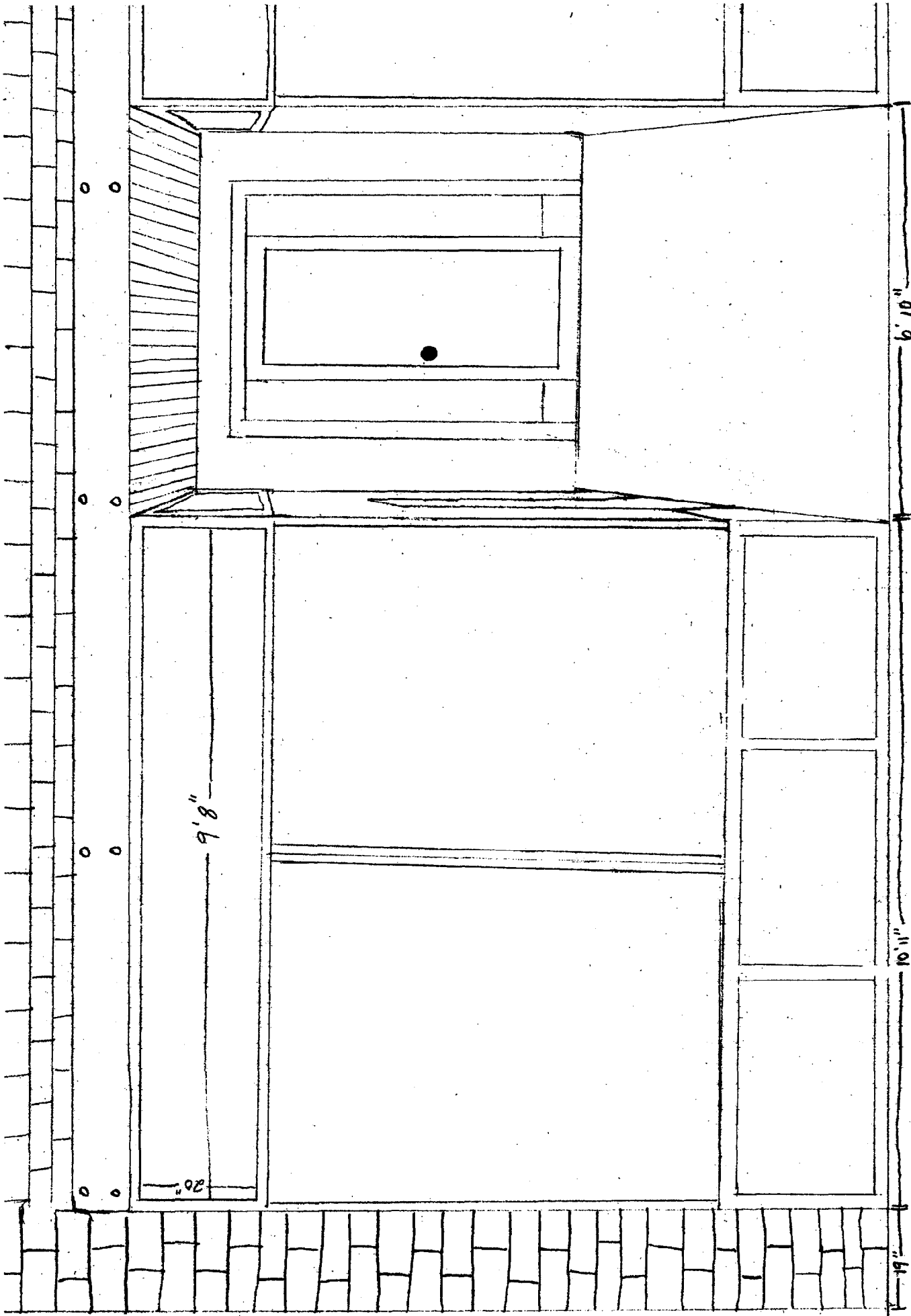
Stacy Moore
H.H. SAWYER REALTY COMPANY



3/4" Turquoise MDO
18 X 84
HP Red & Yellow Graphics
Bolted to Bldg



Bracketed Sign (36" Bracket)
Bolted to Bldg
3/4" Turquoise MDO
12" x 30"
Double Sided
Attached to Bracket w/Thru-Bolted Sign Clips
HP Red & Yellow Graphics



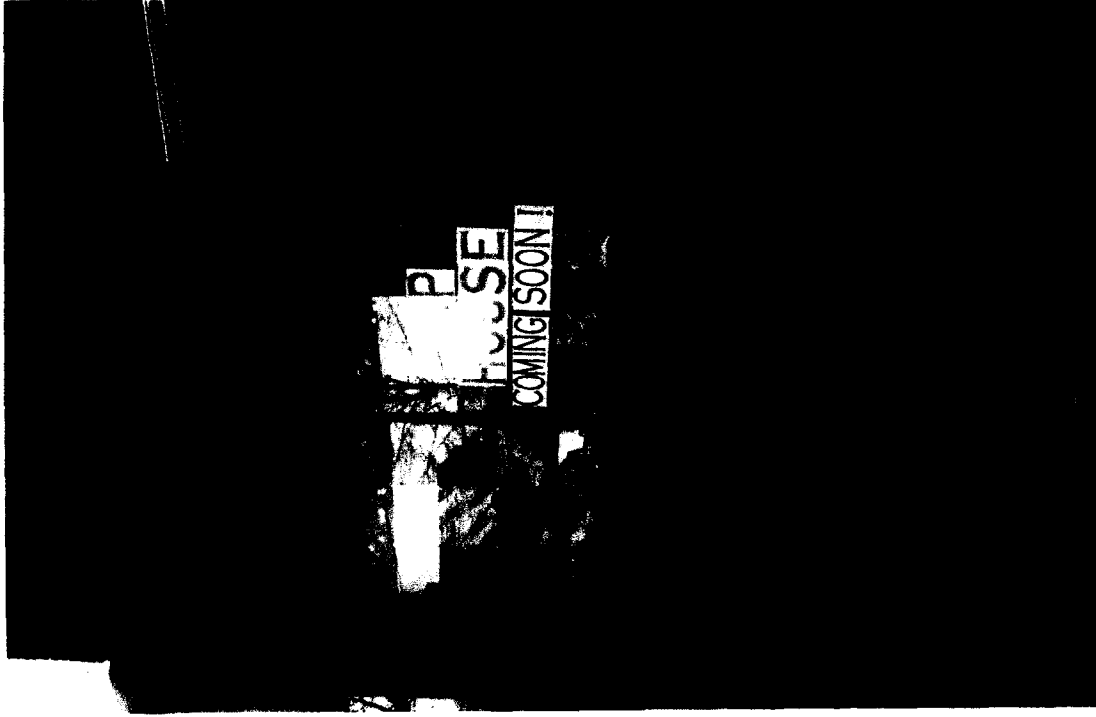
6'10"
 10'11"
 6'10"
 11' 7 1/2" 17'3"

12'5"
 70 CUPS

BIG SIGN WILL
BE HERE



BRACKET
WILL
ATTACH
HERE
FOR
BLADE
SIGN



247 B CONGRESS ST.

SIGNAGE/AWNING PRE-APPLICATION QUESTIONNAIRE

PLEASE ANSWER ALL QUESTIONS

ADDRESS: 247 B CONGRESS ST. ZONE: B-2

CBL: _____

SINGLE TENANT LOT? YES _____ NO _____ MULTI TENANT LOT? YES NO _____
MORE THAN ONE SIGN TOTAL WITH PROPOSED SIGN? YES NO _____

INFORMATION ON PROPOSED SIGN(S):

FREESTANDING (e.g., pole) SIGN? YES _____ NO DIMENSIONS PROPOSED: 1.5 x 7 = 10.5

BLDG. WALL SIGN? (attached to bldg) YES NO _____ DIMENSIONS PROPOSED: 18 IN. x 84 IN.

BRACKETED SIGN: 12 IN. x 30 IN. 1' x 2.5' = 2.5

INFORMATION ON ALREADY EXISTING AND PERMITTED SIGN(S):

FREESTANDING (e.g., pole) SIGN? YES _____ NO DIMENSIONS: _____

BLDG. WALL SIGN(attached to bldg) ? YES _____ NO DIMENSIONS: _____

AWNING? YES _____ NO DIMENSIONS: _____

LOT FRONTAGE (FEET): 17'3" or 17.25 x 1.5 = 25.875 OK

TENANT/ALLOCATED BUILDING SPACE FRONTAGE (FEET): _____

AWNING YES _____ NO IS AWNING BACKLIT? YES _____ NO _____

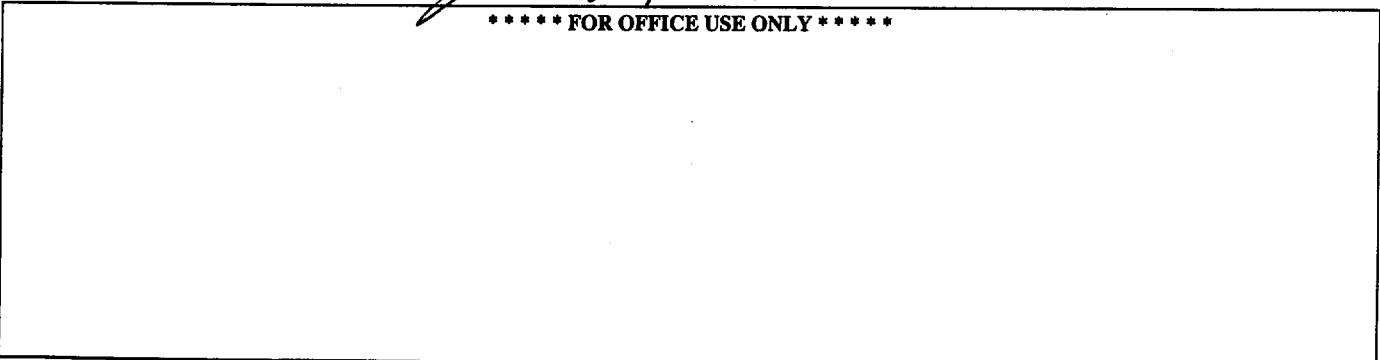
HEIGHT OF AWNING: _____ LENGTH OF AWNING: _____ DEPTH: _____

IS THERE ANY COMMUNICATION, MESSAGE, TRADEMARK OR SYMBOL ON IT? YES _____ NO _____

IF YES, TOTAL S.F. OF PANELS WITH COMMUNICATIONS/MESSAGE/TRADEMARK/SYMBOL? _____ s.f.

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 ARE ALSO REQUIRED.

SIGNATURE OF APPLICANT: [Signature] DATE: 3/31/03



CHECKLIST FOR SIGN/AWNING APPLICATION

Applicants for a sign or awning permit are required to submit the following information to the Code Enforcement Office at the time of application:

- 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. Amount must equal \$400,000.00.
- 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. Indicate on the plan all existing and proposed signs with their dimensions and specific locations.
- A sketch or photo of any proposed sign(s) indicating content, dimensions, materials, source of illumination, and construction method, as well as specifics of installation/attachment.
- Certificate of Flammability required for awning or canopy at time of application.
- UL# required for lighted signs at the time of Final Inspection. Failure to provide this information will invalidate the Sign Permit.
- Pre-Application Questionnaire completed and attached. Photos of existing signage attached.

**Permit Fee for signage or awning-with-signage:
\$30.00 plus \$1.00 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, plus \$7.00 for each additional \$1,000.000.**

03-0273

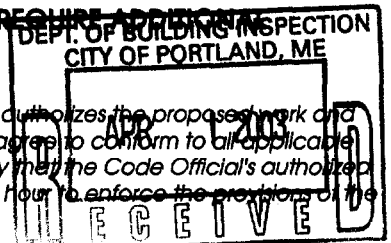
Signage/Awning Permit Application

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>247 B CONGRESS ST.</u>		
Total Square Footage of Proposed Structure	Square Footage of Lot	
Tax Assessor's Chart, Block & Lot Chart# <u>021</u> Block# <u>E009</u> Lot# <u>001</u>	Owner: <u>H. H. SAWYER</u>	Telephone: <u>772-6579</u>
Lessee/Buyer's Name (If Applicable) <u>JESSICA L. KETEYIAN</u> <u>DBA HIP HOUSE</u>	Applicant name, address & telephone: <u>JESSICA L. KETEYIAN</u> <u>247 B CONGRESS ST</u> <u>PORTLAND ME 04101</u>	Total s.f. of signage x \$1.00 per s.f. plus \$30.00 = Total Fee: <u>\$ 42.00</u> Awning Fee = Cost Of Work: \$ _____ Total Fee: \$ _____
Current use: <u>RETAIL</u>		
If the location is currently vacant, what was prior use: <u>RETAIL</u>		
Approximately how long has it been vacant: _____		
Proposed use: <u>RETAIL</u>		
Project description: <u>GIFT SHOP</u>		
Contractor's name, address & telephone: <u>THE SIGNERY, PORTLAND 207 879-7700</u>		
Who should we contact when the permit is ready: <u>JESSICA KETEYIAN</u>		
Mailing address: <u>247 B CONGRESS ST</u> <u>775-2324</u> <u>PORTLAND 04101</u>		
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: <u>775-2324</u>		

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT. WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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: <u>[Handwritten Signature]</u>	Date: <u>3/31/03</u>
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This is NOT a permit, you may not commence ANY work until the permit is issued.

THE Signery

229 FOREST AVENUE
PORTLAND, ME 04101
TEL: 879-7700
FAX: 879-1570

TO: CITY OF PORTLAND - CODE ENFORCEMENT
ATTN: MIKE NUGENT
FROM: DON WRIGHT
DATE: 4/30
FAX: 874-8716
PHONE: REGARDING HIP HOUSE - CONGRESS ST.

NOW OFFERING:

CALL TO FIND OUT ABOUT OUR NEW CAPABILITIES...

UNIQUE DIMENSIONAL SIGNS

ELECTRIFIED SIGNAGE

LARGE FORMAT PRINTING
CARVING AND GOLD LEAFING

ARCHITECTURAL LETTERS

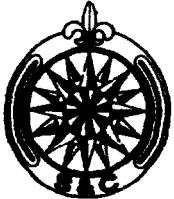
Hi Mike -

THIS FAX WILL CONFIRM THAT THE SMALLER HIP HOUSE SIGN (12" x 30" x 3/4" WEIGHING 5#) WILL HANG FROM A .36" WELDED STEEL BRACKET (BUILT TO SUPPORT 150#+) THAT WILL BE AFFIXED TO THE BUILDING WITH 3/8" x 2 1/2" GALVANIZED BOLTS

THE LARGER SIGN (18" x 84" x 3/4" WEIGHING 21#) WILL BE AFFIXED FLAT AGAINST THE FACE OF THE WOODEN BUILDING USING CUSTOM PAINTED STEEL L BRACKETS (THREE TOP, THREE BOTTOM). THE L BRACKETS WILL BE SCREWED TO THE BUILDING AND THE SIGN WITH STAINLESS STEEL #10 x 1 1/2" SCREWS.

SHOULD YOU NEED ANYTHING FURTHER ON THIS MIKE, PLEASE CALL ME

THANK YOU
Don



Smithwick & Clarke Insurance, Inc.
Local Knowledge • Experience Worldwide™

400 Commercial Street
Portland, ME 04101

Telephone: 207-761-1636
Facsimile: 207-761-2045
Toll Free: 1-800-370-1883

January 17, 2003

Jessica Keteyian
DbA *Cozy Hip House*
247B Congress Street
Portland, ME. 04101

Dear Jessica,

We are pleased to enclose your Business Owner's policy issued by Middlesex Mutual effective 12/31/2002 to 12/31/2003. The policy premium will be invoiced directly by the insurance company with installments available.


Your policy provides \$29,000 of business contents while located at 247B Congress Street in Portland, ME. You also purchased the Broadening endorsement, which includes several additional coverages such as \$10,000 for outdoor signs, etc... Please consider if the limits are adequate to replace your property in the event of a loss and if any other locations/buildings should be insured.

Please contact our office if you employ any help so we may provide you with a quote for Worker's Compensation coverage, which is required of employers by the State of Maine.

If you have any questions concerning your policy or wish to make any changes, please contact our office.

We appreciate your business and hope we can assist you on all your insurance needs such as personal/business auto, homeowners/renters, health and life insurance. Good luck in your new venture.

Sincerely,


Suzanne Veilleux

MIDDLESEX MUTUAL ASSURANCE CO.

BUSINESSOWNERS POLICY DECLARATIONS

Insured's Name and Mailing Address

JESSICA KETAYIAN DBA
COZY
247B CONGRESS STREET
PORTLAND, ME 04101

Policy

No. CB0100010949

INCEPTION (Mo. Day Yr.)(12:01 AM Standard Time at your mailing address)

12/31/2002

EXPIRATION (Mo. Day Yr.)

12/31/2003

'X' IF SUPPLEMENTAL DECLARATION

SUPPLEMENTAL DECLARATION

RENEWAL OR REWRITE OF NO.

NEW

Business Description:
GIFT SHOP

Form of Business

Individual Partnership Other
 Corporation Joint Venture

In return for the payment of the premium and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.

DESCRIBED PREMISES

Premises No. Bldg. No. Location

SEE ATTACHED SUPPLEMENTAL DECLARATIONS

Forms Applicable:

Standard Special

Mortgage Holder Name and Address

SEE ATTACHED SCHEDULE

PROPERTY

PREM. NO.	BLDG. NO.	PREM. NO.	BLDG. NO.	PREM. NO.	BLDG. NO.
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SEE ATTACHED SUPPLEMENTAL DECLARATIONS

Deductible \$

SEE ATTACHED SUPPLEMENTAL DECLARATIONS

OPTIONAL COVERAGES

SEE ATTACHED SUPPLEMENTAL DECLARATIONS

LIABILITY AND MEDICAL PAYMENTS

Except for Fire Legal Liability, each paid claim for the following coverages reduces the amount of insurance we provide during the applicable annual period. Please refer to paragraph D.4. of the Businessowners Liability Coverage Form.

Limits of Insurance

Liability and Medical Expenses	\$ 1,000,000
Medical Expenses	\$ 5,000 per person
Fire Legal Liability	\$ 100,000 any one fire or explosion

TOTAL PREMIUM

\$ 350

FORMS AND ENDORSEMENTS: SEE ATTACHED SCHEDULE

COUNTERSIGNATURE DATE 01/08/2003	AGENCY AT 400 COMMERCIAL ST PORTLAND, ME 04101	AGENT AND NUMBER SMITHWICK & CLARKE INS INC & 0641 <i>Suzanne J. Mayo</i>
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THESE DECLARATIONS, TOGETHER WITH THE COVERAGE FORM(S), COMMON POLICY CONDITIONS AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

MIDDLESEX MUTUAL ASSURANCE CO.

POLICY SCHEDULE

Policy Number: CB0100010949
Named Insured: JESSICA KETEYIAN DBA
COZY

Page 1 of 1

DESCRIPTION OF PREMISES - ADDRESSES

Premis. No.	Bldg. No.	Address		
001	001	247B CONGRESS STREET	PORTLAND	ME 04101

DESCRIPTION OF PREMISES - OCCUPANCY

Premis. No.	Bldg. No.	Occupancy	Construction	Protection
001	001	GIFT SHOPS	JOISTED MASONRY	02

COVERAGES PROVIDED

Premis. No.	Bldg. No.	Coverage	Limit of Insurance	Inflation Guard	Deductible	Replacement Cost
001	001	BUSINESS PERSONAL PROPERTY	\$ 29,000		\$ 250	X

OPTIONAL COVERAGES DEDUCTIBLE - \$250

OPTIONAL COVERAGES

Premis. No.	Bldg. No.	Coverage	Limits
001	001	MONEY & SECURITY - ON PREMISES	\$ 10,000
001	001	MONEY & SECURITY - OFF PREMISES	\$ 5,000
001	001	EMPLOYEE DISHONESTY	\$ 10,000

MORTGAGE HOLDERS - NONE

CB 01/08/2003