



Department of Permitting and Inspections

Signage / Awning Permit Application

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.

- 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 property owner indicating the specific permissions granted and the tenant/space building frontage.
- 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.
- 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 is required for awnings, canopies or banners. A UL# is required for lighted signs at the time of final inspection
- Photos of existing signage
- Details for sign fastening, attachment or mounting in the ground.
Fasten to building, sign on a channel way.

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:

\$25 for the first \$1000 of cost of work; \$15 for each additional \$1000 of cost of work

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



Department of Permitting and Inspections

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

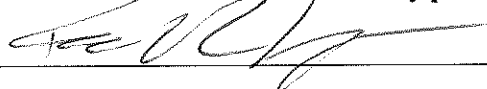
By digitally signing the attached document(s), you are signifying your understanding that this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the selections below.

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:

- 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:  Date: 11-25-16

I have provided digital copies and sent them on: Date: 11-25-16

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



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: 277 Marginal Way		Sleep Hollow
Tax Assessor's Chart/Block/Lot (CBL)		OWNER Name/Address:
Chart:	Block:	Lot:
Name: _____		Telephone: _____
Address: _____		E-Mail: _____
LEASEE/BUYER Info (if Applicable)		CONTRACTOR
Name: _____		Name: Sundance Sign Co
Address: _____		Address: 89 Oak St
Phone: _____		Dover NH 03820
E-Mail: _____		Phone: 603-742-1517
E-Mail: _____		E-Mail: _____
Awning Fee = Cost of Work: \$ _____		Total S.F. signage \$ _____
(\$25/first \$1000; \$15 each additional \$1000)		(Sq Ft = _____ x \$2.00)
TOTAL FEE: \$ _____		SF + \$30 Fee: \$ 30
		Historic (\$75): \$ N/A
		Awning Fee: \$ N/A

Who should we contact when the permit is ready: Name: Paul Lajoie Phone: 775-2439
 Address: 277 Marginal Way E-Mail: plajoie@portcityfloor.com

Tenant/allocated building space frontage (in feet): Length: 60' Height: 16'
 Lot frontage (in feet): _____ Single Tenant or Multi-Tenant Lot: Multi

Current Specific Use: updating sign in same space
 If vacant, what was prior use: _____
 Proposed Use: _____
 playoie@portcityflooring.com

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: _____

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: _____ X _____
 Awning? YES NO total sq. ft. of panels with communication on it: _____ 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: _____ Date: _____

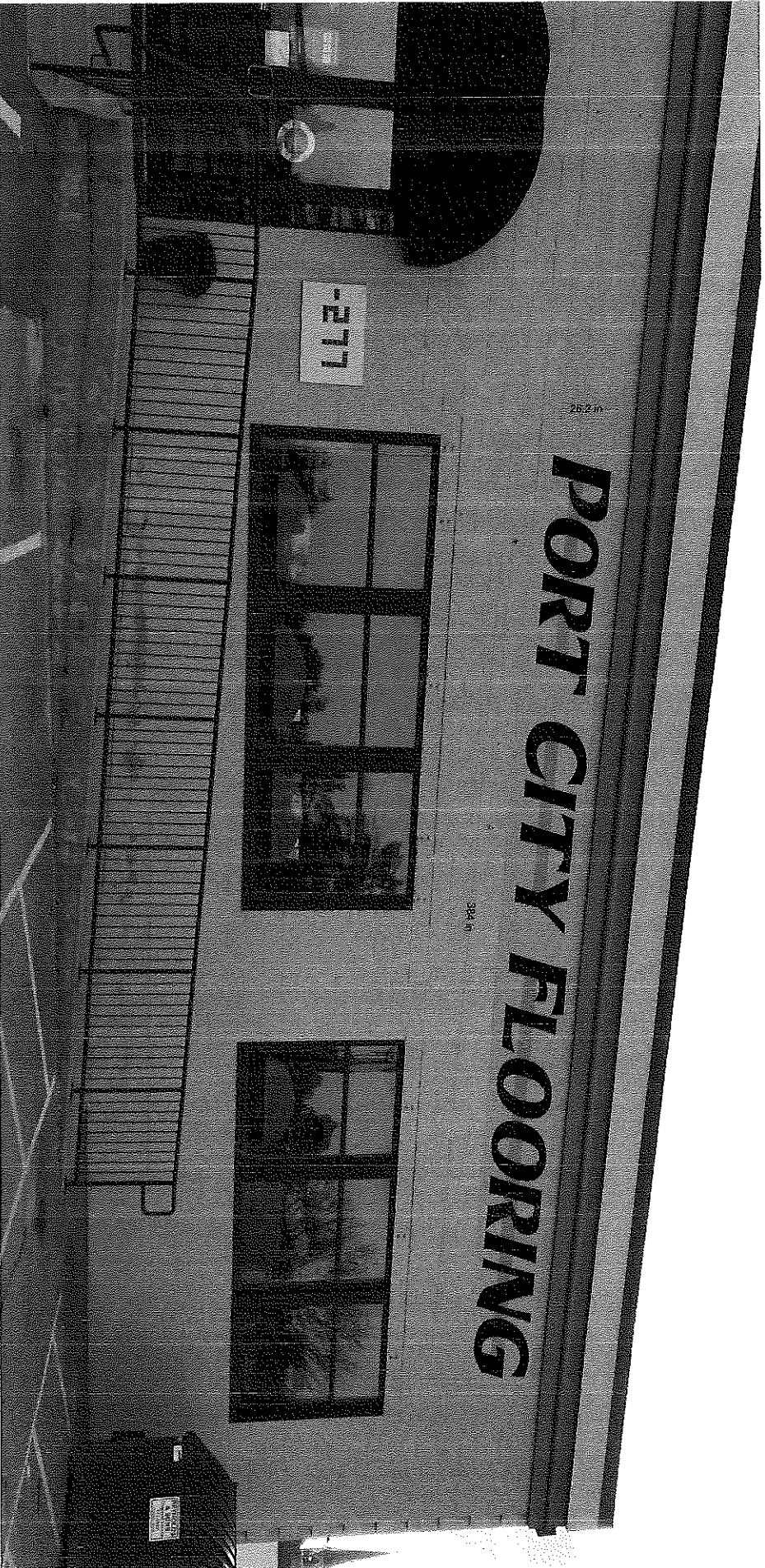
This is NOT a permit; you may not commence ANY work until the permit is issued

PROPOSED

PORT CITY FLOORING

26.2 in

384 in



89 Oak St. Dover, NH 03820 • 603.742.1517

Job Description: Channel Letters

Date: 11.1.16

Proof #: 01

This is an original, unpublished drawing owned by Sundance Sign Company. This drawing is protected under the U. S. Copyright laws. It is being submitted for your viewing only, and is NOT to be shown to anyone outside of your organization. Any use, reproduction, copying or exhibiting this drawing without express written consent of Sundance Sign Company will constitute your agreement to incur all expenses involved with the creation of this drawing, and all legal costs to acquire those costs if required.

Existing

Bidding sketch on Reverse



89 Oak St. Dover, NH 03820 • 603.742.1517

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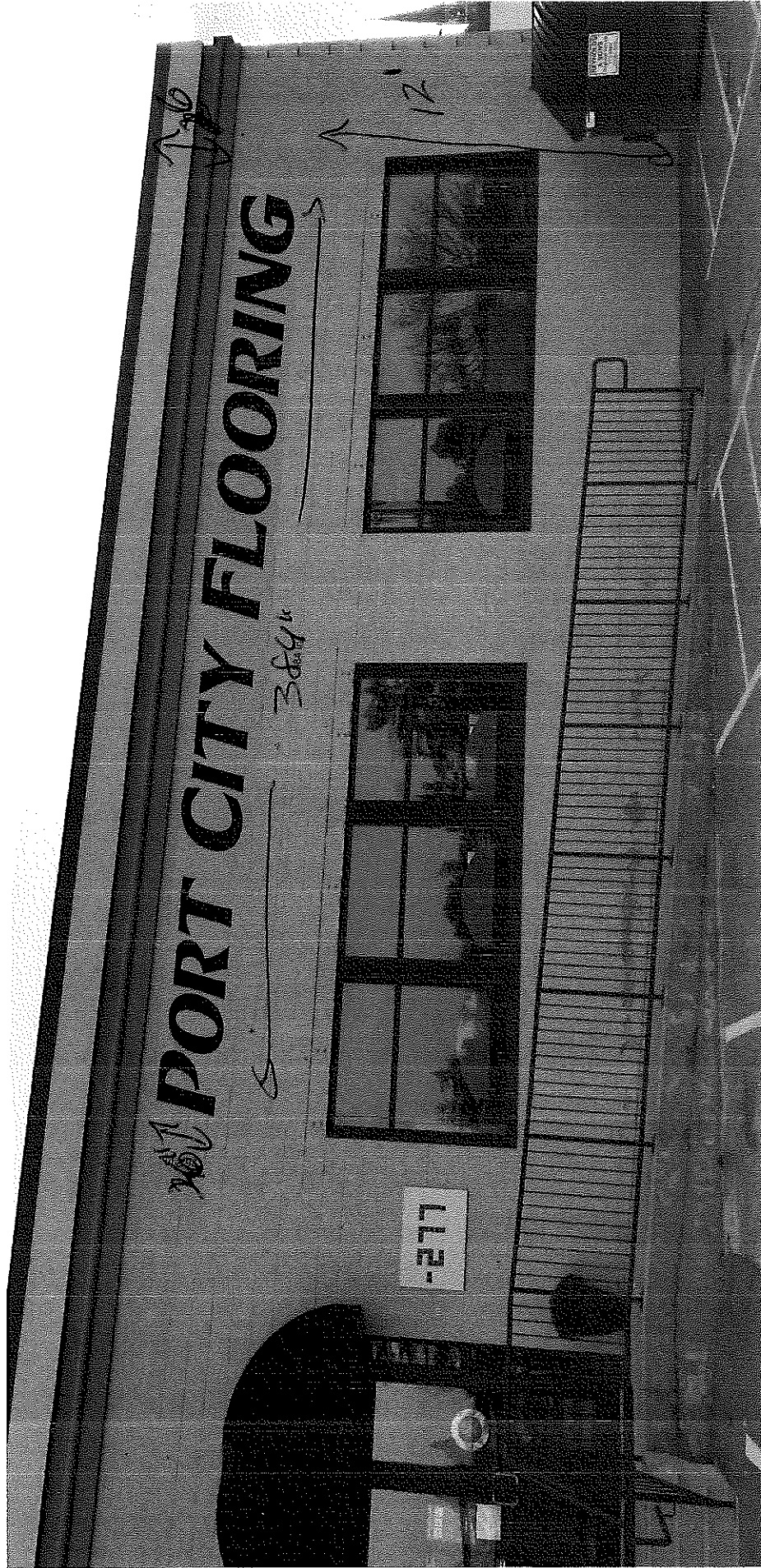
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Paul Lajoie

From: Wayne Berzinis [wayne@indrain.com]
Sent: Tuesday, November 15, 2016 10:17 AM
To: Paul Lajoie
Subject: Re: letter of permission
Attachments: image001.jpg

Categories: Red Category

Paul:

We give you permission to have a new sign installed at 281 Marginal Way, Portland, ME for your business Port City Flooring. You or your sign company will be responsible for any permits that are needed from the City of Portland, Maine. Any questions, please let me know.

Thanks,

Wayne Berzinis
Vice President
Sleepy Hollow Development

From: Paul Lajoie
Sent: Wednesday, November 09, 2016 10:11 AM
To: wayne@indrain.com
Subject: letter of permission

Wayne,

I know this has taken a few weeks, when you have a moment can I have a letter of permission to apply for new signage to the city of Portland.

Paul R. Lajoie



PORT CITY FLOORING
277 Marginal Way
Portland, ME 04101
207.775.2434

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2016.0.7859 / Virus Database: 4664/13414 - Release Date: 11/15/16



Permitting and Inspections Department
Michael A. Russell, MS, Director

**FAST TRACK ELIGIBLE PROJECTS
SCHEDULE C**

Type of Work:

- One/two family garage, addition, or dormer with stamped plans
- Home occupation other than day care
- Commercial sign or awning
- Commercial exterior propane tank
- Retaining walls higher than 4 feet with stamped plans by a structural engineer
- Site work only (with approved site plan or does not trigger site plan review)

Zone: B5

- | | | |
|-------------------------|---------------------------|-------------------------------------|
| Shoreland zone? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Stream protection zone? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Historic district? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |
| Flood zone (if known)? | <input type="radio"/> Yes | <input checked="" type="radio"/> No |

This information may be found on the city's online map portal at <http://click.portlandmaine.gov/gisportal/>

1. Setbacks to project:

- a. Front
- b. Rear
- c. Left side
- d. Right side
- e. Side street
- f. Other structures (for pools only)

Proposed Project	Ordinance Requirement

N/A

- 2. Lot coverage or impervious surface coverage (total after project):
- 3. Landscaped open space (R-6 zone only):
- 4. Height of structure:

I certify that:

- I have sufficient right, title and interest in the property.
- I will schedule my inspections, and the inspector may require changes to my structure if it does not meet local ordinances and state regulations.

Initials
[Signature]

Project Address: 277 Marginal Way
Print Name: Paul Lajoie Date: 12-12-16

Notice: The following activities under this schedule may require Site Plan review by the Planning & Urban Development Department:

- Commercial structural expansions, including concrete or other impervious pads
- Residential or commercial retaining walls
- Site work located in the shoreland zone or site work, such as grading, filling or clearing which requires Site Plan Review.

For more information, please contact planning@portlandmaine.gov or (207)874-8719.