



Portland
Maine | Yes, Google's good here.

Permitting and Inspections Department
Approved with Conditions

07/30/2018

Permitting and Inspections <buildinginspections@portlandmaine.gov>

Sign Permit Application

2 messages

Permitting and Inspections <buildinginspections@portlandmaine.gov>

Fri, Jun 22, 2018 at 12:03 PM

To: naphtali@mainelywraps.com

Hi Naphtali,

Happy Friday!

I know you're probably super busy, but I wanted to remind you what we need to get your sign permit application invoiced and moved on to our plan reviewer:

- Photo of *existing* signage, if any; and
- A drawing showing the location of the new sign(s) and information on how it/they will be attached.

You can upload this information to your portal or respond to this e-mail with your documents.

Have a great weekend,
Sarah
Permitting & Inspections

Mainely Wraps <mainelywraps@hotmail.com>

Mon, Jul 2, 2018 at 11:24 AM

To: Permitting and Inspections <buildinginspections@portlandmaine.gov>

Good morning, I just discovered this email in my SPAM folder. Attached, please find two photos of the existing signage. The new signs will be attached with mason screws. They are designed to fit exactly on top of the existing (lack of) signage which is displayed in the darker color on the photos of the existing signage. I'm including the design sheet from Sign Concepts. Please let me know when we are good to go. If you need to reach me directly, please call me at 207-219-3704.

Thanks!

Naphtali

From: Permitting and Inspections <buildinginspections@portlandmaine.gov>

Sent: Friday, June 22, 2018 12:03 PM

To: naphtali@mainelywraps.com

Subject: Sign Permit Application

[Quoted text hidden]

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.

3 attachments

existingsign1.jpg
215K



Portland, Maine



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

Signage /Awning Permit Application

Building Information:

Exterior Length of façade of tenant space (ft): 22 ft Height of exterior façade (ft): 30 ft
 Lot frontage on street (ft): 22 ft This is a (select one): Single Tenant Lot Multi-Tenant Lot
 If multi-tenant, this is a (select one): Ground floor unit Upper story unit
 Current specific use: Sandwich Shop If vacant, prior use: —
 Proposed use: Sandwich Shop

Information on EXISTING signs that will remain:

Type (i.e. awning, freestanding sign, attached building sign)	For awnings only:		Dimensions of awning or sign (include length, width, and height, as applicable)	Height of awning or sign above the ground to its highest point	For freestanding signs - setback of closest point of sign to the nearest property line(s)
	Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging)	Is awning backlit? (Y/N)			

Information on PROPOSED signs:

Type (i.e. awning, freestanding sign, attached building sign)	For awnings only:		Dimensions of awning or sign (include length, width, and height, as applicable)	Height of awning or sign above the ground to its highest point	For freestanding signs - setback of closest point of sign to the nearest property line(s)
	Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging)	Is awning backlit? (Y/N)			
<u>Attached Building</u>			2ft 8in x 11ft		
<u>Attached Building</u>			<u>2ft 8in x 11ft</u>	<u>30ft</u>	
<u>Attached Building</u>			<u>3ft 3'in x 6ft 10in</u>	<u>30ft</u>	

I hereby certify the following:

- I am the Owner of record of the named property, or the owner of record authorizes the proposed work and I have been authorized by the owner to make this application as his/her authorized agent.
- I assume responsibility for compliance with all applicable statutes, codes, ordinances, rules and regulations.
- I understand that this application will not be reviewed for code compliance, and I certify that the proposed sign will be installed in accordance with the IBC 2009.
- I understand that if a Code Official determines that the sign has been installed in violation of any statute, code, or ordinance, that I am responsible for remedying the violation.
- 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: N. Maynard

Date: 4/21/18

This is a legal document and your electronic signature is considered a legal signature per Maine state law.




CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/26/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER United Insurance - Portland 470 Forest Avenue Portland, ME 04101		CONTACT NAME: PHONE (A/C, No, Ext): (207) 797-9400	FAX (A/C, No): (207) 523-8057
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Liberty Mutual Ins Co	23043
INSURED Mainely Wraps 360 US Route 1 Scarborough, ME 04074		INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	


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COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>		BZA57367985	10/01/2016	10/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Location: 431 Congress Street, Portland, ME 04101

CERTIFICATE HOLDER City of Portland, Maine 389 Congress Street Portland, ME 04101	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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September 26th, 2017

To Whom it May Concern,

I, Kaitie Weir, act as the Commercial Management agent for Port Property Management. Port Property Management manages the office storefront at 431 Congress St, Portland, ME. Mainely Wraps is the current tenants at 431 Congress St. We give Mainely Wraps permission to install the approved signage to the building/windows. We have seen and approved the proof. Should you need any further information or documentation from me, please do not hesitate to contact me at 207-761-0832 x 1128 or at kaitie@portpropmgt.com.

Sincerely,

Kaitie Weir
Project Manager
Port Property Management
207-761-0832 x 1128
kaitie@portpropmgt.com

104 Grant St. Portland, Maine 04101 • Phone: 207-761-0832 • Fax: 207-761-8048 • www.portpropmgt.com