



* SEE "City of Portland Department of Public Services" Banner Application for Details (ENCLOSED)
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: <u>389 Congress St. (Hung BETWEEN CITY HALL & 400 Congress St.)</u>			OWNER Name/Address: <u>City of Portland</u>	Telephone: <u>(207) 874-58703</u>
Tax Assessor's Chart/Block/Lot (CBL): Chart: <u>027</u> Block: <u>C012</u> Lot: <u>001</u>	Name: <u>City of Portland</u>		Address: <u>389 Congress St. Portland, ME 04101</u>	
LEASEE/BUYER Info (if Applicable)			CONTRACTOR	
Business Name: _____			Business Name: _____	
Owner Name: _____			Contact: _____	
Address: _____			Address: _____	
Phone: _____ E-Mail: _____			Phone: _____ E-Mail: _____	
Awning Fee = Cost of Work: \$ _____ (\$25/first \$1000; \$11 each additional \$1000)			TOTAL FEE: \$ _____	
LEASEE/BUYER Info (if Applicable)			Total S.F. signage _____	
Business Name: _____			(Sq Ft = _____ x \$2.00) \$ _____	
Owner Name: _____			SF + \$25 Fee: \$ <u>25</u>	
Address: _____			Historic (\$75): \$ _____	
Phone: _____ E-Mail: _____			Awning Fee: \$ _____	

Who should we contact when the permit is ready: Name: Sharon Roberts Phone: (207) 874-1000
 Address: _____ E-Mail: sroberts@unitedwaygp.org

Tenant/allocated building space frontage (in feet): Length: 30' Height: 3'
 Lot frontage (in feet): _____ Single Tenant or Multi-Tenant Lot: _____

Current Specific Use: _____
 If vacant, what was prior use: _____

Proposed Use: Install a 30' x 3' (90SF) temporary banner across Congress St. (GIVE, ADVOCATE, VOLUNTEER, LIVE UNITED)

Information on proposed sign(s)
 Freestanding (e.g. pole) sign? YES NO Dimensions: _____ ft X _____ ft; Height from grade: _____ feet
 BLDG Wall Sign (attached to bldg.)? YES NO Dimensions: _____ ft X _____ ft

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: _____ ft X _____ ft; Height from grade: _____ feet
 BLDG Wall Sign (attached to bldg.)? YES NO Dimensions: _____ ft X _____ ft
 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: Sharon Roberts Date: 7/24/15
 Revised 04-01-2015 **This is NOT a permit; you may not commence ANY work until the permit is issued**