

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

BUILDING & INSPECTION

PERMIT

Please Read Application And Notes, If Any, Attached

Permit Number: 051015
PERMIT ISSUED
AUG - 5 2005
CITY OF PORTLAND

This is to certify that MCCURTAIN BRADLEY Co Applicant

has permission to 2 x 3 sidewalk sign

AT 16 MONUMENT SQ

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 of inspection must be given and when permission is procured before this building or part thereof is laid or closed-in. HEAVY NOTICE IS 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 and date 8/4/05
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:	Issue Date:	CBL:
05-1015	AUG - 5 2005	027 F006001

Location of Construction: 16 MONUMENT SQ	Owner Name: MCCURTAIN BRADLEY C	Owner Address: 15 MONUMENT SQ CITY OF PORTLAND	Phone:
Business Name:	Contractor Name: Applicant	Contractor Address: Portland	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Side Walk	Zone: B3
Past Use: Commercial	Proposed Use: Commercial/ 2 x 3 sidewalk sign	Permit Fee: \$42.00	Cost of Work: \$42.00
		CEO District: 1	
Proposed Project Description: 2 x 3 sidewalk sign		FIREDEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <i>N/A</i>	INSPECTION: Use Group <i>V</i> Type: <i>Sign</i> <i>IBC 2003</i> Signature: <i>[Signature]</i>
		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: Idobson	Date Applied For: 07/22/2005	Zoning Approval
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<ol style="list-style-type: none"> This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. Building permits do not include plumbing, septic or electrical work. 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.. 	Special Zone or Reviews <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>07/23/05</i>	Zoning Appeal <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: _____	Historic Preservation <input type="checkbox"/> Not in District or Landmar <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

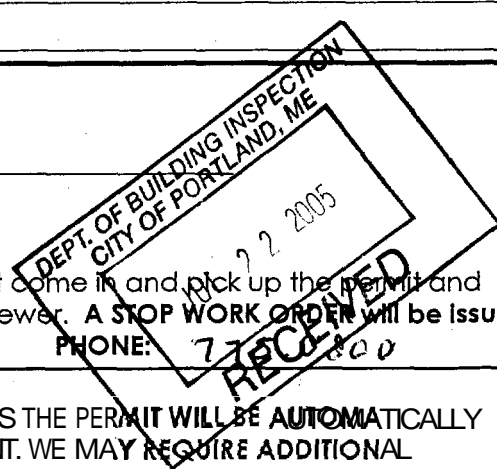
I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, 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
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

Signage/Awning Permit Application

If you or the properly 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>15 Monument Square</u>		
Total Square Footage of Proposed Structure <u>857</u>	Square Footage of Lot	
<u>F</u>	Owner: <u>Bredby C McCurtain</u>	
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>Others!</u>	Totals.f. of signage x \$2.00 per s.f. plus \$30.00/\$65.00 for H.D. signage = Total Fee: \$ Awning Fee = Cost Of Work \$ Total Fee: \$ <u>92</u>
Current use: <u>VACANT</u>		
If the location is currently vacant, what was prior use: <u>Professional office</u>		
Approximately how long has it been vacant: <u>30 days</u>		
Proposed use: <u>coffee ice cream s' related food</u>		
Project description: <u>coffee ice cream, etc. eat in and take out</u> <u>Sidewalk Sign</u>		
Contractor's name, address & telephone: <u>self</u>		
Whom should we contact when the permit is ready:		
Mailing address:		
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>777-2005</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>B. McCurtain</u>	Date: <u>7/2/05</u>
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This is NOT a permit, you may not commence ANY work until the permit is issued.

SIGNAGE/AWNING PRE-APPLICATION QUESTIONNAIRE

PLEASE COMPLETE ALL INFORMATION

ADDRESS: 15 Monmouth Square ZONE: B-3
CBL: 2776-

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

TENANT/ALLOCATED BUILDING SPACE FRONTAGE (FEET):
Length: 20 Height: 10

INFORMATION ON PROPOSED SIGN(S):
FREESTANDING (e.g., pole) SIGN? YES NO DIMENSIONS PROPOSED: 2 x 3
BLDG. WALL SIGN? (attached to bldg) YES NO DIMENSIONS PROPOSED: _____

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): _____

AWNING YES NO IS AWNING BACKLIT? YES NO
HEIGHT OF AWNING: _____ LENGTH OF AWNING: _____ DEPTH: _____
IS **THEM** 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: BC Maclean DATE: 7/2/05

***** FOR OFFICE USE ONLY *****

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. *(a check on file for Name Securities Corp.)*
- Letter of permission from the owner indicating the permissions granted and the tenant/space building frontage. *see back page*
- 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. Be sure to include distance from the ground and building facade dimensions for any signage attached to a building.**
- 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. See back*
- 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 \$2.00 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 \$9.00 for each additional \$1,000.00.**

Base Application Fee for any Historic District signage is \$65.00 instead of \$30.00

Sidewalk Signs

Design, Location, and Construction Standards

Quantity

One sign per establishment for each street frontage having a public entrance, provided that all dimension and location standards are met. When standards would not otherwise permit a sign, a sign may consist of multiple listings.

Sign Dimensions

Single Listing: Maximum width is 24 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major flows. Maximum height is 40 inches to top of sign in place. Minimum height is 30 inches to top of sign in place.

Multiple: Maximum width is 30 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major flows. Maximum height is 40 inches to top of sign in place. Minimum height is 30 inches to top of sign in place.

Location

Minimum distance between signs is 20 feet. Maximum distance of sign from public entrance of advertiser is 20 feet. The City may vary these distances for exceptional physical circumstances where public safety and streetscape aesthetics will be maintained. However, under no circumstances shall signs obstruct vehicular stops, benches, fire hydrants, or other street visual amenities. Signs shall be located near the curb rather than the building face.

Materials and Graphics

All signs shall be of an A-Frame type design, shall be constructed of durable, weather-resistant materials and finish, shall have no moving parts, and shall be non-electrified. All signs shall be maintained in a clean and original appearance. Sign materials, graphics, and finish shall be of a unified design and shall be compatible with the local streetscape. All signs shall have horizontal braces spanning each side of the sign to assure **rigid** support. Lettering shall be legible and consistent.

Sign Removal

All signs shall be removed when the business is closed or while any snow or ice exists on the walk within eight feet of the sign in any direction.

Insurance

No permit shall be issued unless the applicant has posted in advance with the City a Certificate of Liability listing the City as additional insured in the amount of \$400,000.00.

Enforcement

A sign may be removed after notice to the owner and the permit, if issued, may be revoked if the sign does not conform to the standards herein.

For a sidewalk sign permit, come to City Hall, 389 Congress Street, Room 315, with:

- _____ Certificate of Liability Insurance
- _____ Drawing of sign showing dimensions and design work
- _____ Payment of \$30.00 plus \$2.00 per s.f. of signage.
- _____ Complete application with pre-application questionnaire and checklist completed.

City of Portland, Maine - Building or Use Permit Application

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

Permit No: 05-0311	Issue Date: PERMIT ISSUED APR 15 2005	CDL: 027 F005001
Owner Address: 15 Monument Sq	Phone: 207-775-0800	
Contractor Address: n/a Portland	CITY OF PORTLAND	
Permit Type:		Zone: <i>BC</i>

Location of Construction: 16 Monument Sq	Owner Name: Mccurtain Bradley C
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Business Name: rda	Contractor Name: n/a
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Lessee/Buyer's Name: n/a	Phone: n/a
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Current Use: Investment Brokerage	Proposed Use: Change of Use; from office to coffee and ice cream shop.
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Proposed Project Description: Change of Use; from office to coffee and ice cream shop.

Permit Fee: \$123.00	Cost of Work: \$2,800.00	CEO District: 1
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FIRE DEPT: Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/>	INSPECTION: Use Group: <i>B</i> Type: <i>IBL-2003</i> Signature: <i>DMB 4/12/05</i>
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PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) <i>w/cond</i>		
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied	Signature:	Date:

Permit Taken By: <i>gg</i>	Date Applied For: <i>0312812005</i>	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>9/4/05</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 checked="" type="checkbox"/> Denied Date:	<p>Historic Preservation</p> <input type="checkbox"/> Not in District or Landmar <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: <i>requires A</i> <i>Separate review and Approval</i>
	<p><i>OK with conditions</i></p>		

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
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

All Purpose Building 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.

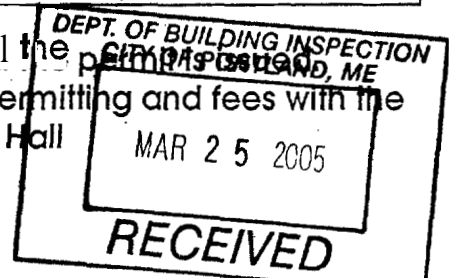
Location/Address of Construction: <u>15 Monument</u>		
Total Square Footage of Proposed Structure	Square Footage of Lot	
Tax Assessor's Chart, Block & Lot Chart# <u>027</u> Block: <u>F</u> Lot# <u>006</u>	Owner: <u>Bradley C McCurtain</u>	Telephone: <u>775.0800</u>
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>Same</u> <u>15 Monument Square</u>	cost Of Work: \$ <u>2800</u> Fee: \$ <u>48.00</u>
		<u>copy 75.00</u>
Approximately how long has it been vacant: <u>Change of use</u>		<u>Total</u>
Proposed use: <u>coffee and ice cream retail shop</u>		<u>\$ 123.00</u>
Project description: <u>owner Brad McCurtain owner 1982</u>		
Contractor's name, address & telephone:		
Who should we contact when the permit is ready: <u>owner</u>		
Mailing address: <u>15 Monument Square</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 0800</u> <u>22</u> <u>000</u>		

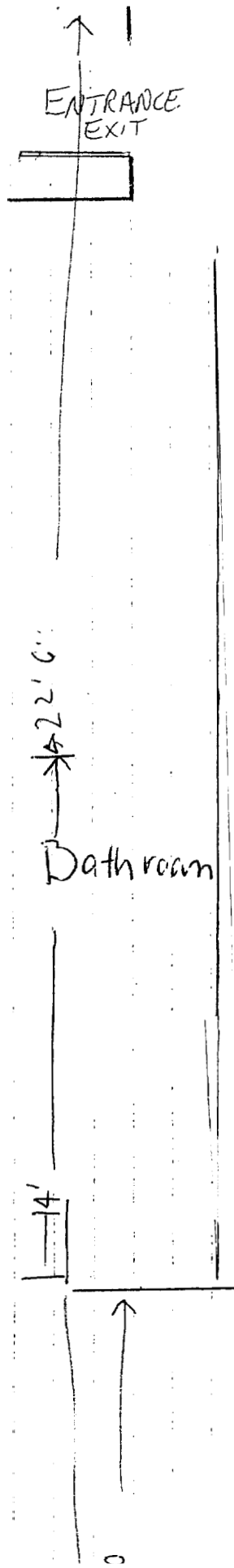
IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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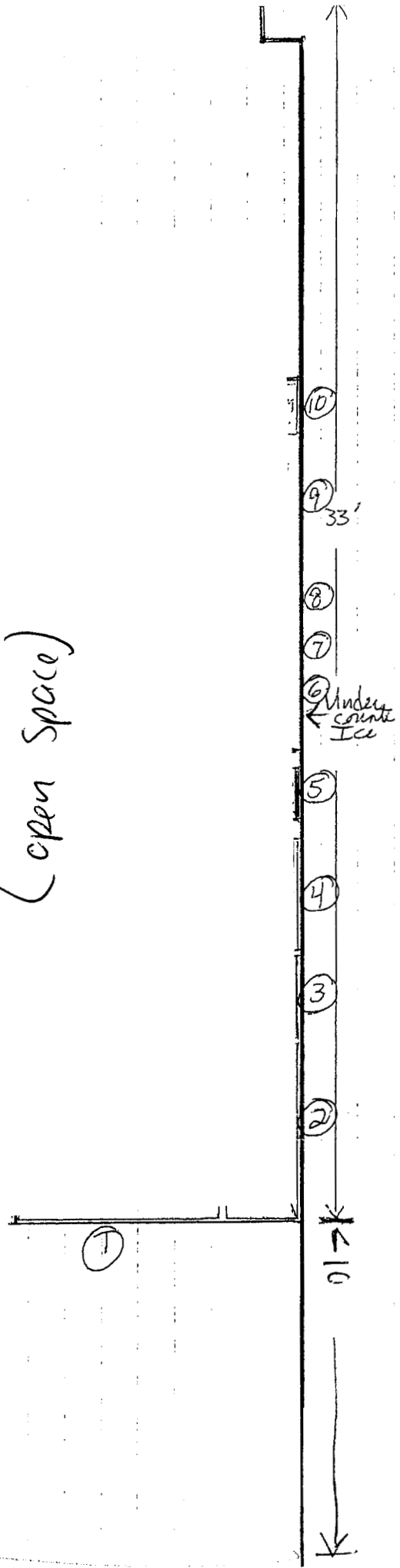
Signature of applicant: D McCurtain Date: 3/25/05

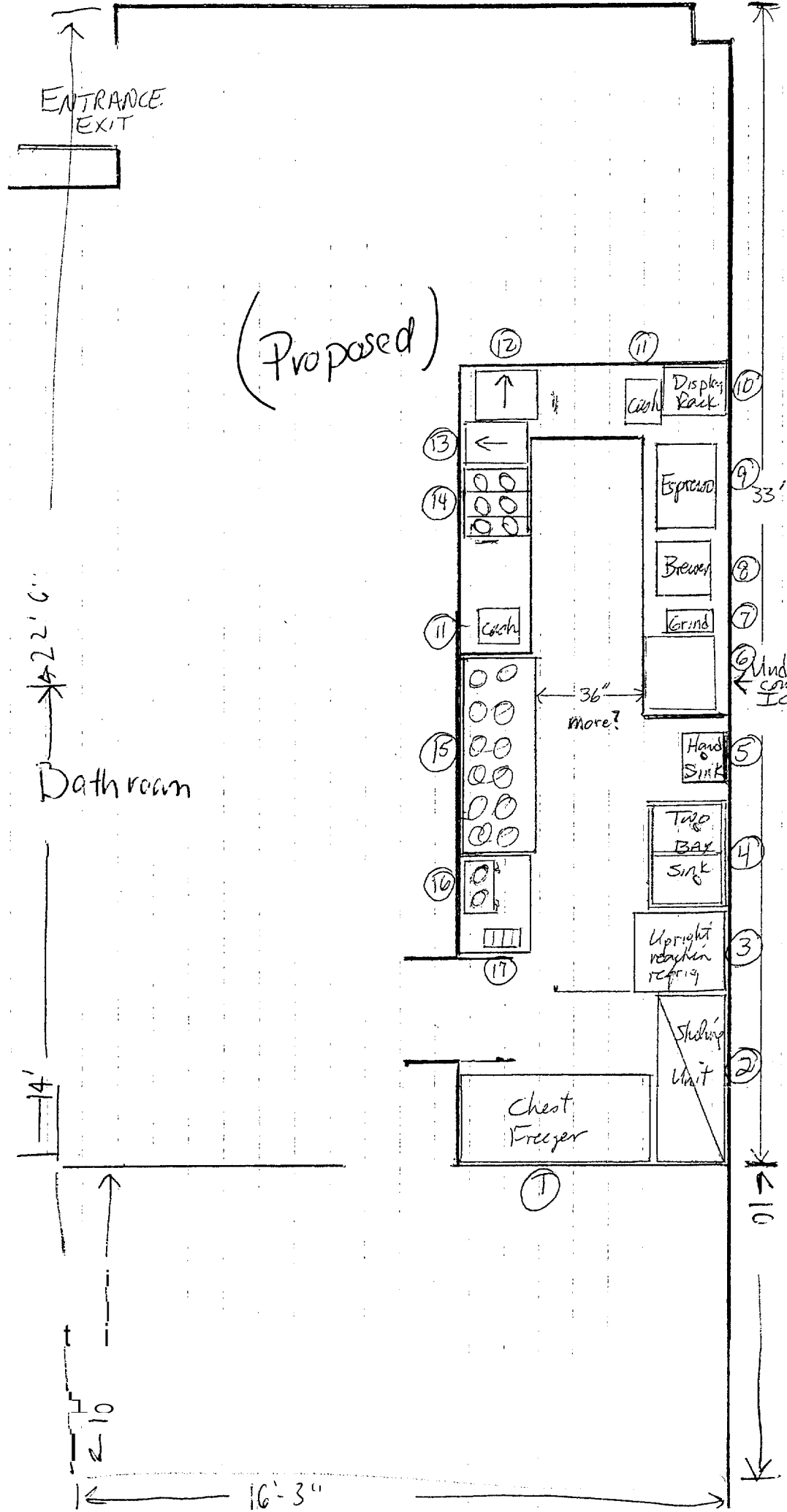
This is NOT a permit, you may not commence ANY work until the permit is issued. If you are in a Historic District you may be subject to additional permitting and fees with the Planning Department on the 4th floor of City Hall





Before
(open space)





(Proposed)

ENTRANCE
EXIT

22'6"
Bathroom

- 12 ↑
- 11 Cash Display Rack
- 10
- 13 ←
- 14 ○ ○
- 14 ○ ○
- 14 ○ ○
- 11 Cash
- 15 ○ ○
- 15 ○ ○
- 15 ○ ○
- 15 ○ ○
- 15 ○ ○
- 15 ○ ○
- 16 ○ ○
- 16 ○ ○
- 17
- 11
- 10
- 9 Espresso
- 8 Brewer
- 7 Grind
- 6 Under counter Ice
- 5 Hand Sink
- 4 Two BAK sink
- 3 Upright reach-in ref
- 2 Sliding Unit
- 1 Chest Freezer

36"
more?

14'

10'

16'3"

33'10"

City of Portland, Maine - Building or Use Permit

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

Permit No: 05-0311	Date Applied For: 03/28/2005	CBL: 027 F006001
Location of Construction: 16 Monument Sq	Owner Name: Mccurtain Bradley C	Owner Address: 15 Monument Sq
Business Name: n/a	Contractor Name: n/a	Contractor Address: n/a Portland
Lessee/Buyer's Name: n/a	Phone: n/a	Permit Type: Change of Use - Commercial

Location of Construction: 16 Monument Sq	Owner Name: Mccurtain Bradley C	Owner Address: 15 Monument Sq	Phone: 207-775-0800
Business Name: n/a	Contractor Name: n/a	Contractor Address: n/a Portland	Phone:
Lessee/Buyer's Name: n/a	Phone: n/a	Permit Type: Change of Use - Commercial	

Change of Use; from office to coffee and ice cream shop.	Change of Use; from office to coffee and ice cream shop.
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Dept: Zoning **Status:** -Approved with Conditions **Reviewer:** Marge Schmuckal **Approval Date:** 04/01/2005
Note: **Ok to Issue:**

- 1) Separate permits shall be required for any new signage.
- 2) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.

Dept: Building **Status:** Approved with Conditions **Reviewer:** Jeanine Bourke **Approval Date:** 04/12/2005
Note: 4/12/05 spoke w/Brad M. About work, just counters & cabinets. Advised of separate electrical & plumbing permits. Discussed # of seats, for bathroom requirements, question if outdoor seating counts in the total, advised to speak w/ A. Rowe. **Ok to Issue:**

- 1) Outdoor seating requires a separate permit approval
- 2) This permit approves the change of use, per the owner, there are no new walls or structures being built accept for cabinets & counters. A health inspection and Certificate of Occupancy is required before opening.
- 3) Separate permits are required for any electrical, plumbing, or heating.

Dept: Fire **Status:** Approved **Reviewer:** Jay Kelley **Approval Date:** 04/11/2005
Note: **Ok to Issue:**