



Sign 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>15 Monument Square</u>		
Tax Assessor's Chart/Block/Lot (CBL) Chart: _____ Block: _____ Lot: _____	OWNER Name/Address: <u>Brad McCurtain - landlord</u> <u>Michaela McVeety - tenant</u>	Telephone: <u>207 329 8773 tenant</u> <u>207 570 9000 - landlord</u> E-Mail: <u>michaela@</u> <u>sistersgourmetdeli.com</u>
LEASEE/BUYER Name (if Applicable)	CONTRACTOR name, address/phone	Total S.F. signage \$ <u>1.20</u> (SF= <u>10</u> x .20 for sidewalk) Sign Fee: \$ <u>25</u> (Sidewalk=\$25) <u>26.10</u>
_____	_____	
_____	_____	
_____	_____	
Square Foot (SF) fee + Sign Fee =		TOTAL FEE: \$ <u>26.10</u>

Who should we contact when the permit is ready: Name: Michaela McVeety Phone: 207 329 8773
 Address 15 Monument Sq Portland ME 04101 E-Mail: michaelamariem@yahoo.com

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

Current Property Specific Use: sandwich shop vacant
 If vacant, what was prior use: waffle shop
 Proposed Use: sandwich shop

Information on proposed sign(s)

Freestanding sidewalk sign? YES NO Dimensions proposed: 10 (sf); Height from grade: _____ 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: Michaela McVeety Date: 3/10/16



Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

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 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 opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

Handwritten note: "whichever you prefer" with arrows pointing to the first two radio button options.

Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.

Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.

I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature: *Michaella McWethy*

Date: *3/10/16*

I have provided digital copies and sent them on:

Date: *3/10/16*

*insurance should have sent over forms already.
Jodi*

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