Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 05/04/16

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: 15 Monument Square (right side of building)

Tax Assessor's Chart/Block/Lot (CBL)
Chart: Block: Lot:

OWNER Name/Address:
Name: Michaela McVetty
Address: 15 Monument Square
Portland ME 04101

Telephone: 329-8773
E-Mail: michaela@sistersgourmetdeli.com

LEASEE/BUYER Info (if Applicable)

CONTRACTOR
Name: Nu Image Awnings
Address: 101 Merrow Rd
Auburn, ME 04210
Phone: 577-7629 E-Mail: joe@nuimageofmaine.com

Total S.F. signage $ 60
(Sq Ft = 30 x $2.00)
SF + $30 Fee: $ 30
Historic ($75): $ 75
Awning Fee: $ 50(?)
Awning Fee = Cost of Work: $ 2089 ($30/first $1000; $10 each additional $1000)
TOTAL FEE: $ ~~[illegible]~~ (?) 215

Who should we contact when the permit is ready: Name: Michaela McVetty Phone: 329-8773
Address 15 Monument Square Portland ME 04101 E-Mail: michaela@sistersgourmetdeli.com

Tenant/allocated building space frontage (in feet): Length: 12' Height: 20'
Lot frontage (in feet): _____ Single Tenant or Multi-Tenant Lot: Single

Current Specific Use: See below
If vacant, what was prior use: Wannawaf waffle shop
Proposed Use: Sandwich shop

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: 10' x 3'
Just awnings

Proposed Awning: YES ☒ NO ☐ If yes, is awning backlit? YES ☐ NO ☒
Height of awning 3' Length of awning 10' Depth of awning 18"
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: 13'6" sf

Information on *existing and previously permitted* signage: NA
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: Michaela McVetty *Date:* 3/30/16

Revised 06/2012 **This is NOT a permit; you may not commence ANY work until the permit is issued**

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Portland, Maine — Yes. Life's good here.

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:

○ 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: Michaela McVeigh Date: 3/30/16

I have provided digital copies and sent them on: 3/30/16 Date: 3/30/16

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