

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND

# BUILDING PERMIT

This is to certify that ONE MONUMENT WAY, LLC

Located At 1 MONUMENT WAY

Job ID: 2012-08-4678-SIGN

CBL: 027- F-011-001

has permission to install a 27" x 27" hanging sign

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 the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

N/A

**Fire Prevention Officer**

  
**Code Enforcement Officer / Plan Reviewer**

8/31/12

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY  
PENALTY FOR REMOVING THIS CARD**

## BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

### Final Inspection

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • [www.portlandmaine.gov](http://www.portlandmaine.gov)*

Director of Planning and Urban Development  
Jeff Levine

Job ID: 2012-08-4678-SIGN

Located At: 1 MONUMENT WAY CBL: 027- F-011-001

## **Conditions of Approval:**

### **Zoning**

1. ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District.

### **Building**

1. Signage and Awning Installation to comply with Chapters 16 (Structural Loads), 31 (Materials) & 32 (ROW Height & Encroachments) of the IBC 2009 building code.

**City of Portland, Maine - Building or Use Permit Application**

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

Job No: 2012-08-4678-SIGN	Date Applied: 8/10/2012	CBL: 027- F-011-001	
Location of Construction: 1 MONUMENT WAY – 11 Free St	Owner Name: ONE MONUMENT WAY, LLC (Paragon Management)	Owner Address: ONE MONUMENT WAY PORTLAND, ME 04101	Phone: 207-221-2359
Business Name: Roost House of Juice	Contractor Name: Ryan Wallace – installing Made by Creative Imaging Co.	Contractor Address: 37 Maine Ave., Portland ME	Phone:
Lessee/Buyer's Name: Jeanette Richelson	Phone: 207-899-4275	Permit Type: SIGN - PERM - Signage - Permanent	Zone: B-3
Past Use: Restaurant (juice bar)	Proposed Use: Same – restaurant – install 27” x 27” hanging sign	Cost of Work:	CEO District:
Proposed Project Description: hanging sign – 27” x 27”		Fire Dept: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input checked="" type="checkbox"/> N/A Signature:	Inspection: Use Group: Type: Signature: 8/31/12
Permit Taken By: Brad		Pedestrian Activities District (P.A.D.)	

Special Zone or Reviews		Zoning Appeal	Historic Preservation
1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building Permits do not include plumbing, septic or electrical work. 3. Building permits are void if work is not started within six (6) months of the date of issuance. False informatin may invalidate a building permit and stop all work.	<input type="checkbox"/> Shoreland <input type="checkbox"/> Wetlands <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan  <input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM Date: 8/22/12 ARB	<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:	yes <input type="checkbox"/> Not in Dist or Landmark <input type="checkbox"/> Does not Require Review <input checked="" type="checkbox"/> Requires Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: 8/31/12 D. Andrews

**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 appication 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



B-3  
Historic

# Signage/Awning Permit Application

August 8/10/12

(15)

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.

# 2012 - 08 - 4678 - SIGN

Location/Address of Construction: <u>One Monument Way, LLC 11 Free St Portland</u>		
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <u>007      F011</u>	Owner: <u>One Monument Way LLC One Monument Way Lucy and Mike Casey</u>	Telephone: <u>207 653 5807</u>
Lessee/Buyer's Name (If Applicable) <u>Jeanette Richelson Kathleen Flanagan</u>	Contractor name, address & telephone: <u>Ryan Wallace 37 Maine Ave 04101</u>	Total s.f. of signage x \$2.00 <u>18.00</u> Per s.f. plus \$30.00 <u>30.00</u> For H.D. signage \$75.00 <u>75.00</u> Fee: \$ _____ Awning Fee = cost of work _____ Total Fee: <u>\$123.00</u>
Who should we contact when the permit is ready: <u>Jeanette Richelson</u> phone: <u>307 899 4275</u> <u>(cell) 617 645 6757</u>		
Tenant/allocated building space frontage (feet): Length: <u>20 FT</u> Height: <u>15 FT</u> <u>ceiling</u> Lot Frontage (feet) <u>see tax assessor sheet</u> Single Tenant or Multi Tenant Lot _____		
Current Specific use: <u>Roost House of Juice</u> If vacant, what was prior use: _____ Proposed Use: <u>juice bar</u>		
Information on proposed sign(s): Freestanding (e.g., pole) sign? Yes <input checked="" type="checkbox"/> No _____ Dimensions proposed: <u>3x5</u> Height from grade: <u>7'9"</u> Bldg. wall sign? (attached to bldg) Yes <input checked="" type="checkbox"/> No _____ Dimensions proposed: <u>27x27</u>		
Proposed awning? Yes _____ No <input checked="" type="checkbox"/> Is awning backlit? Yes _____ No _____ Height of awning: _____ Length of awning: _____ Depth: _____ Is there any communication, message, trademark or symbol on it? Yes _____ No _____ If yes, total s.f. of panels w/communications, message, trademark or symbol: _____ s.f.		
Information on existing and previously permitted sign(s): Freestanding (e.g., pole) sign? Yes _____ No _____ Dimensions: _____ <u>don't know</u> Bldg. wall sign? (attached to bldg) Yes _____ No _____ Dimensions: _____ <u>don't know</u> Awning? Yes _____ No <input checked="" type="checkbox"/> Sq. ft. area of awning w/communication: _____		
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 and existing building are also required.		

ME  
04101

RECEIVED  
AUG 10 2012

Dept. of Building Inspections  
City of Portland Maine

Please submit all of the information outlined in the Sign/Awning Application Checklist. Failure to do so may result in the automatic 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](http://www.portlandmaine.gov), stop by the Building Inspections office, room 315 City Hall or call 874-8703.

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: Jeanette Rich Date: 8/10/12

This is not a permit; you may not commence ANY work until the permit is issued.

\* sign being made by Creative Imaging Company.

B-3 grand floor, 20x2=40sf

proposed 27"x27"=5.14



# PORTLAND MAINE

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## Receipts Details:

**Tender Information:** Check , Check Number: 537300

**Tender Amount:** 123.00

## Receipt Header:

**Cashier Id:** bsaucier

**Receipt Date:** 8/10/2012

**Receipt Number:** 46953

## Receipt Details:

Referance ID:	7587	Fee Type:	BP-Signs
Receipt Number:	0	Payment Date:	
Transaction Amount:	48.00	Charge Amount:	48.00
Job ID: Job ID: 2012-08-4678-SIGN - Bldg wall sign 9' sq			
Additional Comments: 1 Monument Way			

Referance ID:	7588	Fee Type:	BP-SignsHist
Receipt Number:	0	Payment Date:	
Transaction Amount:	75.00	Charge Amount:	75.00
Job ID: Job ID: 2012-08-4678-SIGN - Bldg wall sign 9' sq			

**Ann Machado - Street Sign Application Roost House of Juice**

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**From:** Jeanette Richelson <jeanette\_livityhealthcoaching@yahoo.com>  
**To:** Ann Machado <amachado@portlandmaine.gov>  
**Date:** 8/10/2012 1:44 PM  
**Subject:** Street Sign Application Roost House of Juice  
**CC:** Kathleen Flanagan <kathleenmflanagan@gmail.com>

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Hi Ann! Hope you are having a great day!

I just dropped off a sign application to Brad at Building Inspections, and he mentioned that we may need a certificate of flammability if we choose to do a flag in addition to our sign. However, since it is only 3x5 and not a banner, like he said, he thought you may know whether we would need one, or if it is not required.

We have submitted our application for just our sign, but if the flag does not require a certificate of flammability, then we will go ahead with applying for that too because the information is on the app. If it does, we will submit another application soon for the flag.

Also, we believe when we had submitted our building permit app that we were not in historic; however, Brad believes we are. Do you know the answer to this? We are at 11 Free Street (One Monument Way).

Thank you for you time.

All the best,  
Jeanette & Kathleen

**Jeanette Richelson**  
[www.roosthouseofjuice.com](http://www.roosthouseofjuice.com)

**Certified Holistic Health Coach**  
**Certified Childlight Yoga Instructor and Vinyasa Yoga Teacher**  
**Livity Health Coaching**  
[www.livityhealthcoaching.com](http://www.livityhealthcoaching.com)



## Signage/Awning Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

- 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.
- Letter of permission from the owner indicating the permissions granted and the tenant/space building frontage.
- 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. Please 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 façade dimensions for any signage attached to the building.
- A sketch or photo of any proposed sign(s) indicating content, dimensions, materials, source of illumination, construction method as well as specifics of installation/attachment.
- n/a  Certificate of flammability required for awning, canopy or banner.
- n/a  A UL# is required for lighted signs at the time of final inspection.
- n/a  Photos of existing signage
- n/a  Details for sign fastening, attachment or mounting in the ground.

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, \$10.00 per additional \$1,000.00 of cost.

Base application fee for any Historic District signage is \$75.00.



Assessor's Office | 389 Congress Street | Portland, Maine 04101 | Room 115 | (707) 874-8486

City Home Departments City Council E-Services Calendar Jobs

This page contains a detailed description of the Parcel ID you selected. Press the **New Search** button at the bottom of the screen to submit a new query.

**Current Owner Information:**

**Services**

Applications

Doing Business

Maps

Tax Relief

Tax Roll

Q & A

browse city services a-z

browse facts and links a-z

**CBL** 027 F011001  
**Land Use Type** RETAIL & PERSONAL SERVICE  
**Property Location** 1 MONUMENT WAY  
**Owner Information** ONE MONUMENT WAY LLC  
 ONE MONUMENT WAY  
 PORTLAND ME 04101  
**Book and Page** 16873/336  
**Legal Description** 27-F-11-18  
 MONUMENT WAY 1  
 FREE ST 13-21 CITY CENTER PL 32-38  
 12738 SF  
**Acres** 0.348

**Current Assessed Valuation:**

<b>TAX ACCT NO,</b>	3742	<b>OWNER OF RECORD AS OF APRIL 2011</b> ONE MONUMENT WAY LLC
<b>LAND VALUE</b>	\$598,100.00	ONE MONUMENT WAY
<b>BUILDING VALUE</b>	\$2,859,700.00	PORTLAND ME 04101
<b>NET TAXABLE - REAL ESTATE</b>	\$3,457,800.00	
<b>TAX AMOUNT</b>	\$63,208.58	

Any information concerning tax payments should be directed to the Treasury office at 874-8490 or [e-mailed](mailto:treasury@portlandmaine.org).



Best viewed at 800x600, with Internet Explorer

**Building Information:**

**Building 1**  
**Year Built** 1926  
**Style/Structure Type** DOWNTOWN ROW  
**# Units** 1  
**Building Num/Name** 1 - MOUSSE CAFE  
**Square Feet** 47497

[View Sketch](#)

[View Map](#)

[View Picture](#)



**Exterior/Interior Information:**

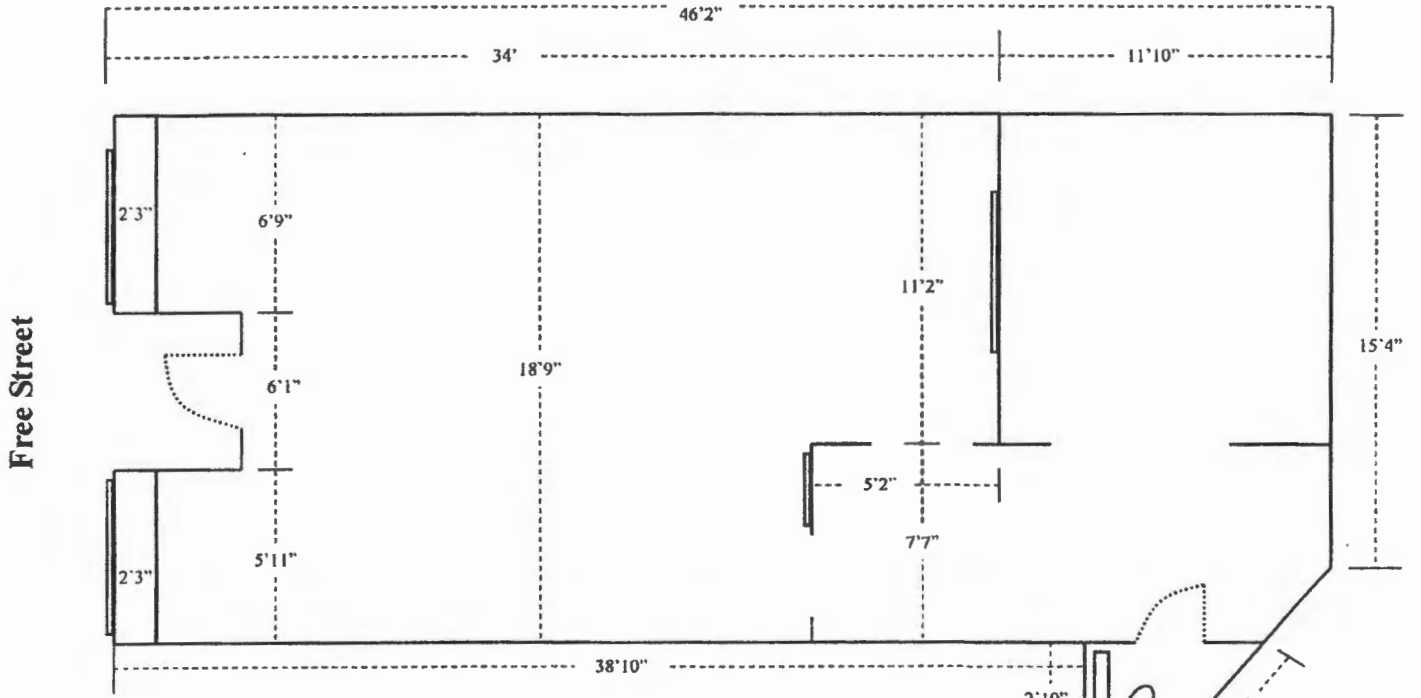
**Building 1**  
**Levels** 81/B1  
**Size** 6684  
**Use** SUPPORT AREA  
**Height** 10  
**Heating** HOT AIR  
**A/C** CENTRAL

**Building 1**  
**Levels** 01/01  
**Size** 8242  
**Use** RETAIL STORE  
**Height** 12  
**Walls** MASNRY/FRAME  
**Heating** HOT AIR  
**A/C** CENTRAL

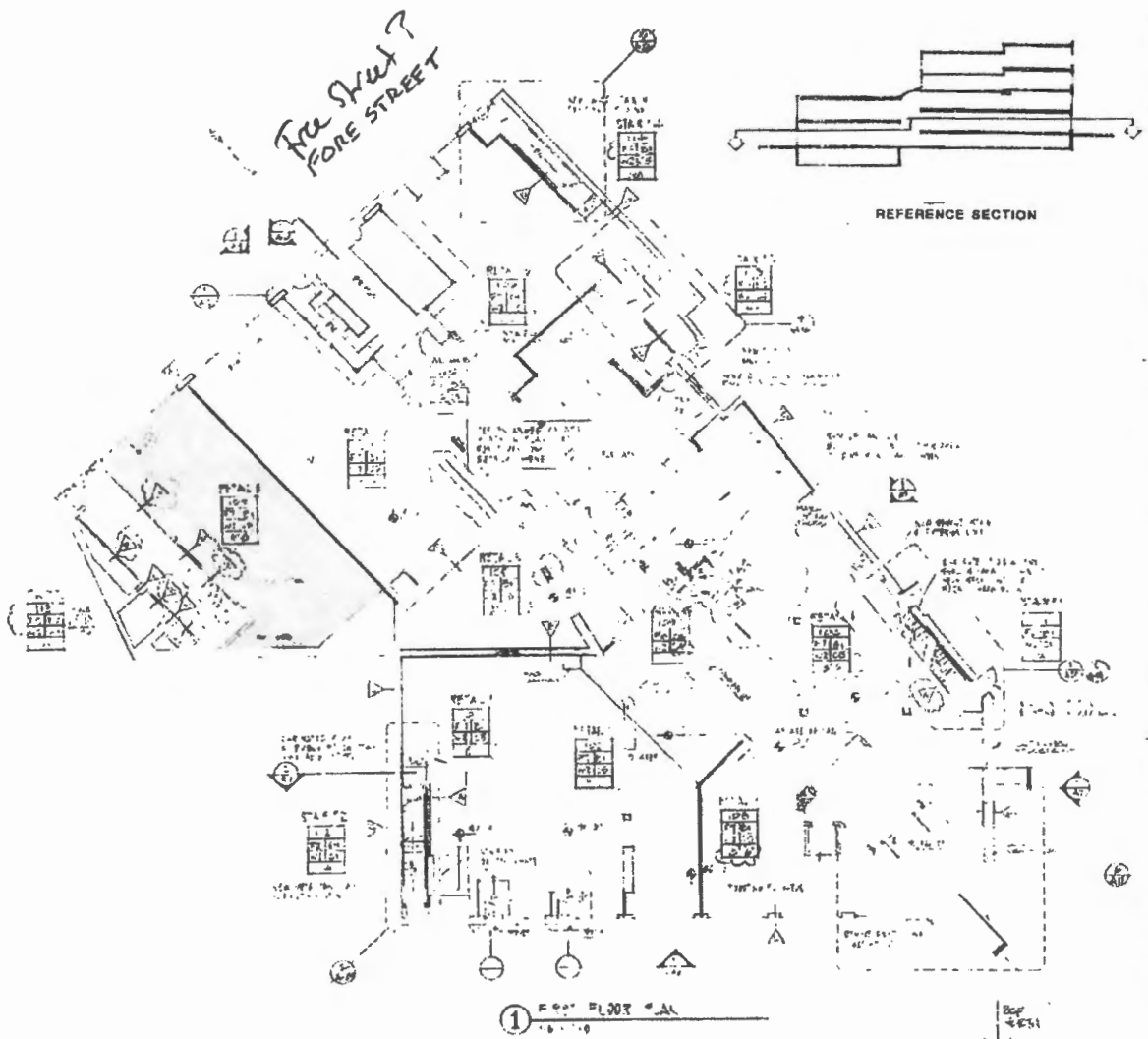
**Building 1**  
**Levels** 01/01  
**Size** 1776  
**Use** RESTAURANT  
**Height** 12  
**Walls** MASNRY/FRAME  
**Heating** HOT AIR  
**A/C** CENTRAL

**Building 1**  
**Levels** 01/01  
**Size** 2214  
**Use** COVERED MALL  
**Height** 12  
**Walls** MASNRY/FRAME

**11 Free Street**  
**Approximate Floor Plan**



Notes  
This plan is not to scale and measurements are approximate.



FIRST FLOOR PLANS	NO. 1000-1001	Project	MONUMENT SQUARE
	NO. 1000-1002	Client	STANDBY CORP.
	NO. 1000-1003	Architect	ARCHITELIC ARCHITECTS
	NO. 1000-1004	Address	MONUMENT SQUARE PORTLAND, MAINE
	NO. 1000-1005	City	PORTLAND, ME 04104

MONUMENT SQUARE



House of Juice

**JUICE . SMOOTHIES . FOOD . WINE**

organic | local | sustainable



**PARAGON**  
MANAGEMENT

August 9, 2012

Jeanette Richelson  
Roost House of Juice LLC  
11 Free Street  
Portland ME 04101

Re: Free Street Signage

Dear Jeanette:

Thank you for the information on signage for the Free Street blade sign.

Our understanding is that you will be using Creative Imaging Company to fabricate your sign.

The sign is to be 27" x 27" in size, will be fabricated from 19 mm Komatex and will be attached to the blade sign bracket with 3 drill holes.

Please accept this letter as Landlord's approval of the signage you provided and which we are attaching to this email.

Best wishes,



Drew E. Swenson, CPA, LLM  
Paragon Management

Enc.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/10/2012

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 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).

<b>PRODUCER</b> Chalmers Insurance Group - Gorham PO Box 10 65 Main Street Gorham ME 04038	<b>CONTACT NAME:</b> Amy Leonard <b>PHONE (A/C, No, Ext):</b> (207) 839-3371 <b>E-MAIL ADDRESS:</b>	<b>FAX (A/C, No):</b> (207) 839-7050													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A Acadia Insurance Company</td> <td>31325</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A Acadia Insurance Company	31325	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER F :															

**COVERAGES** CERTIFICATE NUMBER: CL1251007841 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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>			TBD BOP ACADIA	4/15/2012	4/15/2013	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>						AGGREGATE \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATU-TORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

City of Portland Portland, ME	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  Amy Leonard/AMYLEO 