

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

# CITY OF PORTLAND

SECTION

Please Read Application And Notes, if Any, Attached

## PERMIT

Permit Number 041359

This is to certify that Rodway & Horodyski /signature  
has permission to 13 SF sign

AT 30 City Ctr

provided that the person or persons, firm or corporation, as of the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Receiving this permit shall comply with all provisions of the City of Portland regulating 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 work in progress must be reported before this building or part thereof is closed-in. 24 HOUR 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



**PENALTY FOR REMOVING THIS CARD**

9/30/05

OK

AM

**City of Portland, Maine - Building or Use Permit Application**  
 189 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 04-1359	Issue Date:	CBL: 027 F023001
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30 City Ctr	Rodway & Horodyski	Po Box 874	Phone
Business Name:	Contractor Name: signary	Contractor Address: Portland	
	Phone:	Permit Type: Signs - Permanent	Zone: <b>B3</b>

Past Use: Antique Store	Proposed Use: Tea House and Foot Spa, 13 SF sign	Permit Fee: \$91.00	Cost of Work: \$91.00	CEO District: 1
Proposed Project Description: <i>legally under permit # 4-1006</i>		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION Use Group: <i>U</i> Type: <i>NA</i> <i>SIGN 9/21/04</i>	
		Signature:	Signature: <i>[Signature]</i>	

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)

Action:  Approved  Approved w/Conditions  Denied

Signature: *[Signature]* Date: *9/1*

Permit Taken By: dmartin	Date Applied For: 09/10/2004	<b>Zoning Approval</b>
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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 information may invalidate a building permit and stop all work..	<b>Special Zone or Reviews</b> <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>9/14/04</i>	<b>Zoning Appeal</b> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved Denied Date:	<b>Historic Preservation</b> <input checked="" type="checkbox"/> Not in District or Landmark <input checked="" 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>to DA</i> <i>D. Andrews</i> <i>9/21/04</i>
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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

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

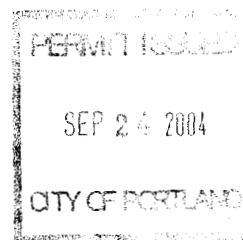
89 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

<b>Permit No:</b> 04-1359	<b>Date Applied For:</b> 09/10/2004	<b>CBL:</b> 027 F023001
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<b>Location of Construction:</b> 30 City Ctr	<b>Owner Name:</b> Rodway & Horodyski	<b>Owner Address:</b> Po Box 874	<b>Phone:</b>
<b>Business Name:</b>	<b>Contractor Name:</b> The Signery	<b>Contractor Address:</b> 299 Forest Avenue Portland	<b>Phone:</b> (207) 879-7700
<b>Tenant/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Signs - Permanent	

<b>Proposed Use:</b> Tea House and Foot Spa, 13 SF sign	<b>Proposed Project Description:</b> 13 SF sign
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<b>Dept:</b> Zoning	<b>Status:</b> Approved	<b>Reviewer:</b> Marge Schmuckal	<b>Approval Date:</b> 09/14/2004	<b>Ok to Issue:</b> <input type="checkbox"/>
<b>Note:</b>				
<b>Dept:</b> Building	<b>Status:</b> Approved	<b>Reviewer:</b> Mike Nugent	<b>Approval Date:</b> 09/24/2004	<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
<b>Note:</b>				
<b>Dept:</b> Planning	<b>Status:</b> Approved with Conditions	<b>Reviewer:</b> Ethan Macomber	<b>Approval Date:</b> 09/14/2004	<b>Ok to Issue:</b> <input type="checkbox"/>
<b>Note:</b>				
1) Sign armature lag bolts shall be mounted to brick mortar. No drilling into brick or granite faces.				



# Signage/Awning 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>30 City Center, PTC, ME 04101</u>		
Total Square Footage of Proposed Structure <u>ATTACHED</u>	Square Footage of Lot	
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot#	Owner: <u>BLDG. (RODWAY + HORODYSKI)</u> <u>Business owner: ROBERTA ALEXANDER</u>	Telephone: <u>207-772-0890</u>
Lessee/Buyer's Name (If Applicable) <u>RAIN Mgt LLC</u> <u>d/b/a SOAK</u> <u>Foot Sanctuary</u> <u>TEAHOUSE</u>	Applicant name, address & telephone: <u>ROBERTA ALEXANDER</u> <u>30 City Center</u> <u>PTC, ME 04101</u>	Total s.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: \$ _____
Current use: _____		
If the location is currently vacant, what was prior use: <u>Antique Store</u>		
Approximately how long has it been vacant: <u>- 10 mths</u>		
Proposed use: <u>TEAHOUSE + FOOT SPA</u>		
Project description: <u>SIGNAGE - wood structure</u> <u>Design shows (attached)</u>		
Contractor's name, address & telephone: <u>Signary (Installer)</u>		
Whom should we contact when the permit is ready: <u>ETA ALEXANDER</u>		
Mailing address: <u>102 BERKSHIRE RD, PTC, ME 04103</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 <b>STOP WORK ORDER</b> will be issued and a \$100.00 fee if any work starts before the permit is ticked ut). <b>PHONE: 772-0890</b>		

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>Robert Alexander</u>	Date: <u>9-10-2004</u>
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**This is NOT a permit, you may not commence ANY work until the permit is issued.**

PLEASE NOTE - ORIGINAL PERMIT REQUEST FOR APPLICATION AWNING WAS ~~RECEIVED~~ BY ~~ETAL~~ (with permission) by ETAL - NEW DESIGN - SUBMITTED HERE IN - HISTORIC PRESERVATION - 10/11. NOW PREVAIL - I AM FOR

# SIGNAGE/AWNING PRE-APPLICATION QUESTIONNAIRE

PLEASE COMPLETE ALL INFORMATION

ADDRESS: 30 City Center, PTD, ME 04101 ZONE: B-3

CBL: \_\_\_\_\_

SINGLE TENANT LOT? YES \_\_\_\_\_ NO  MULTITENANT LOT? YES  NO \_\_\_\_\_

MORE THAN ONE SIGN TOTAL WITH PROPOSED SIGN? YES \_\_\_\_\_ NO \_\_\_\_\_

## TENANT/ALLOCATED BUILDING SPACE FRONTAGE (FEET):

Length: 18 Feet Height: 1<sup>st</sup> Story of 3 Floor Bldg. 12'H

## INFORMATION ON PROPOSED SIGN(S):

FREESTANDING (e.g., pole) SIGN? YES \_\_\_\_\_ NO  DIMENSIONS PROPOSED: 3' W x 11' H (13 sq. ft.)  
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 THERE 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: [Signature] DATE: 9-10-2004

tenant length 2 \*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*  
18 x 2 = 36 sq ft MAX

# 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.
- Letter of permission from the owner indicating the permissions granted and the tenant/space building frontage.
- Photos*  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.*
- Certificate of Flammability required for awning or canopy at time of application.
- UL#*  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

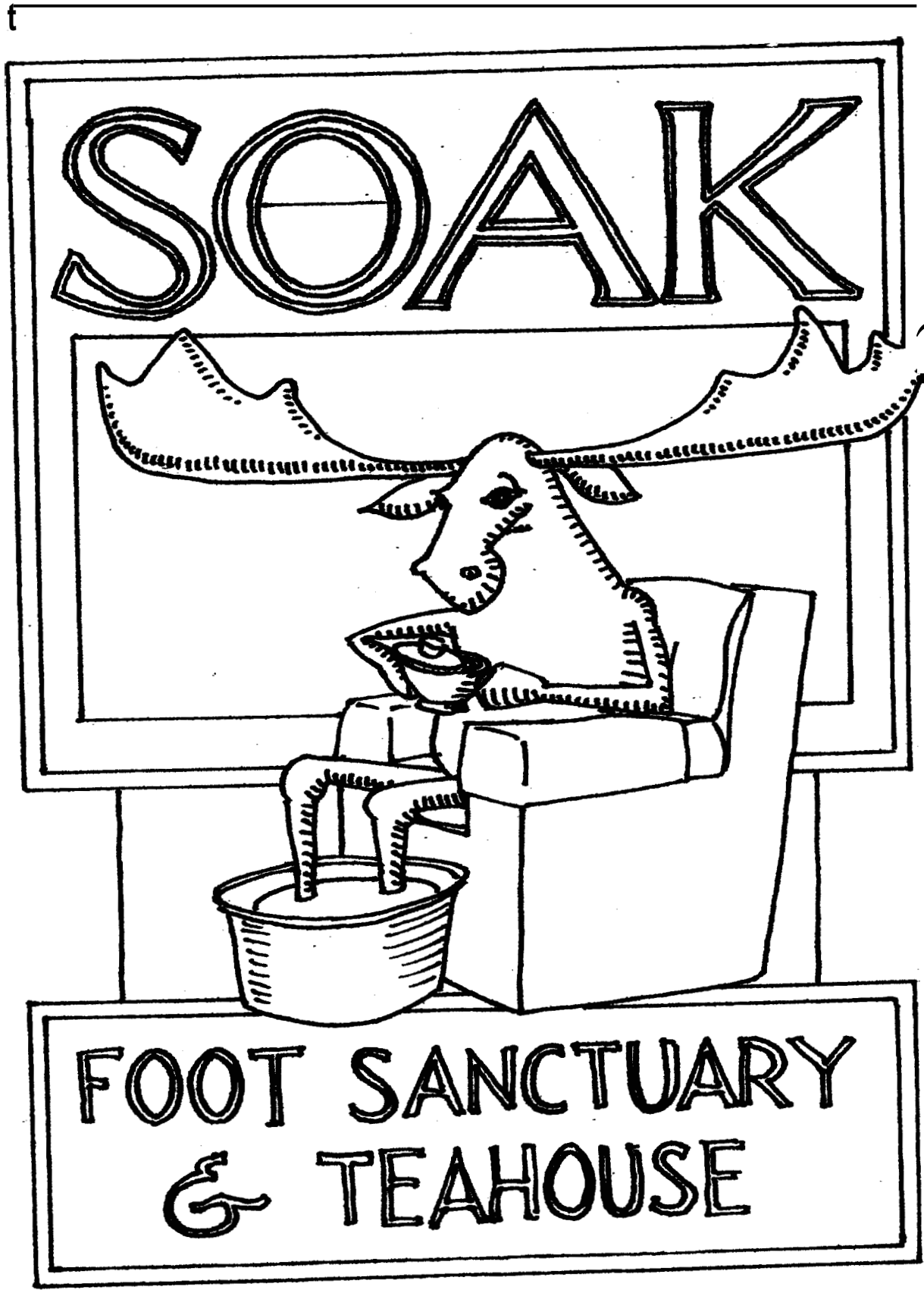
A sign may be removed after notice to the owner and the permit, if issued, may be revoked if the sign does not conform to the standards herein.

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. Pd PREVIOUSLY-
- Complete application with pre-application questionnaire and checklist completed.



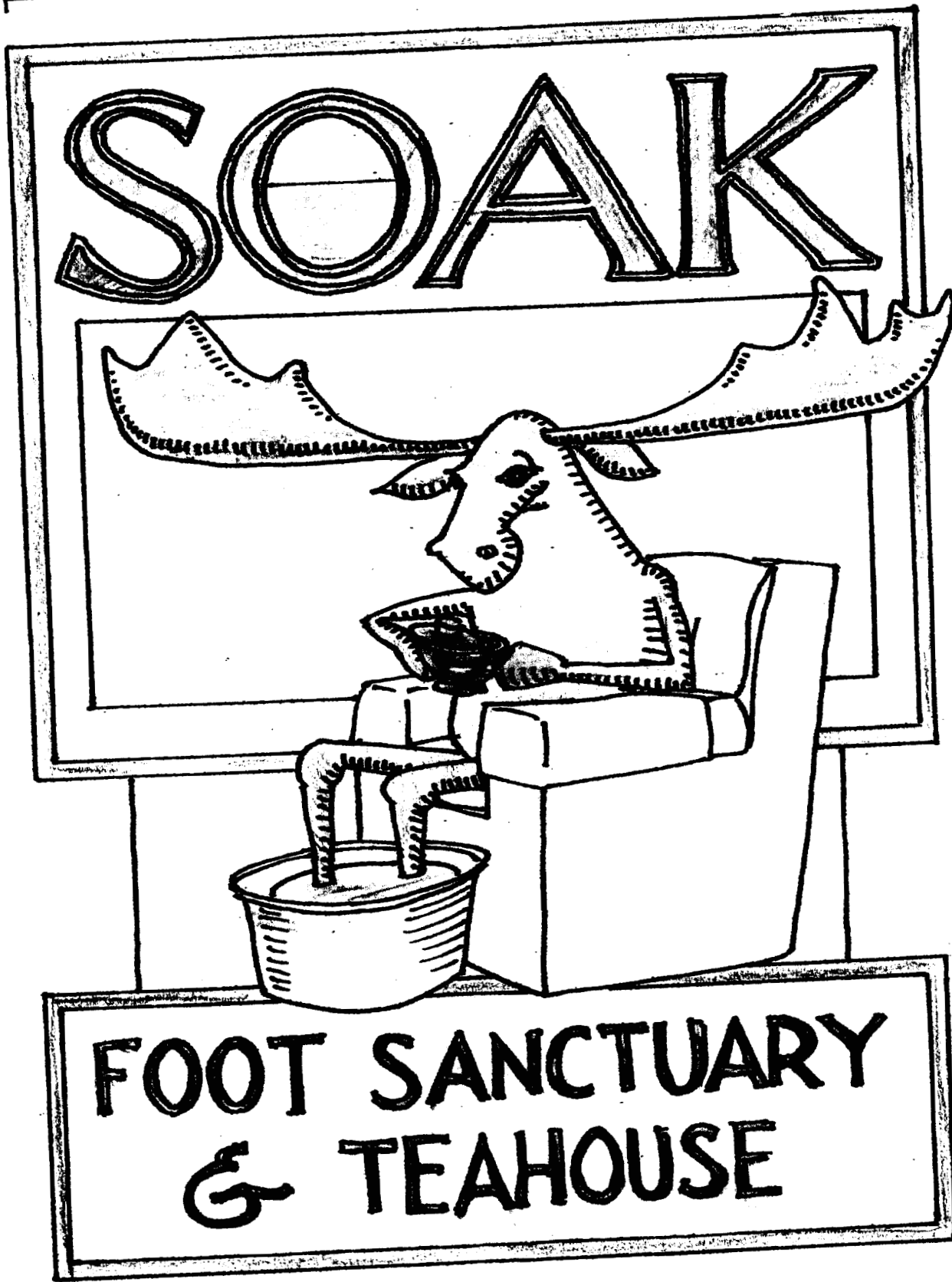
3 FT



1

4'4

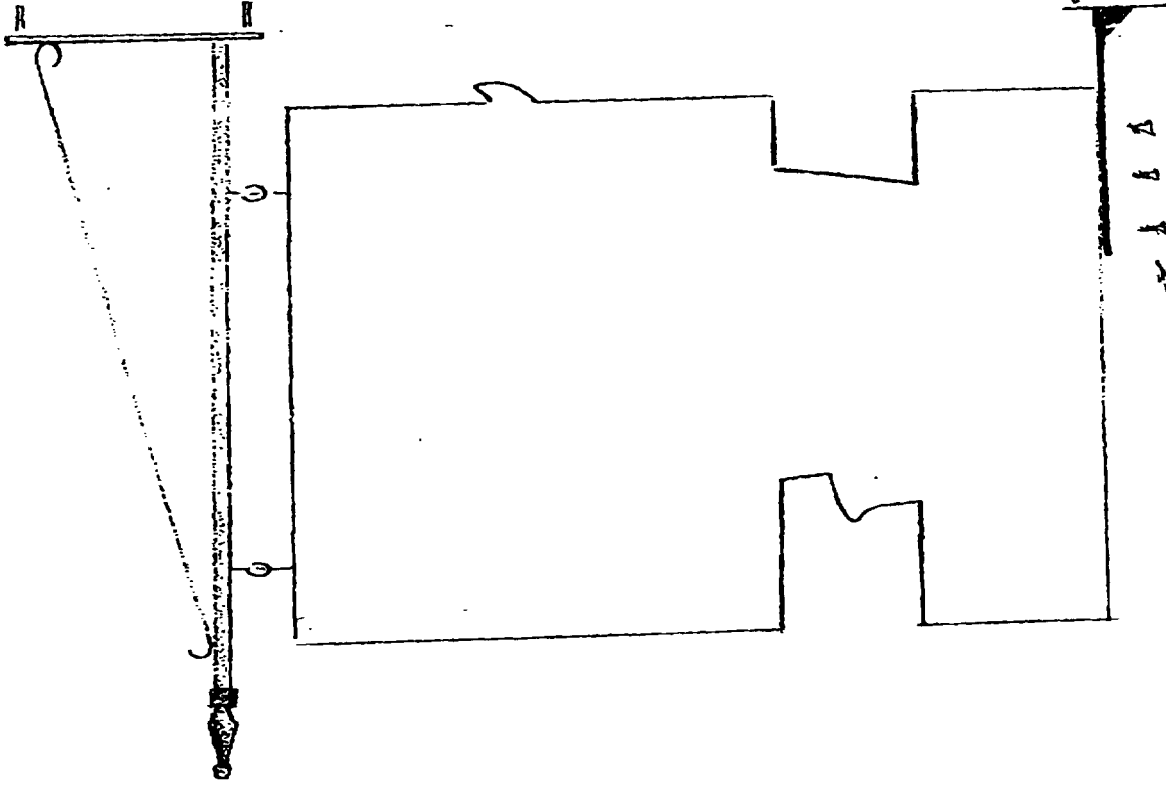
3 FT



4' 4"

1 hole to be used  
of Plate

Lags/shields,  
Top Bracket



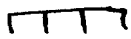
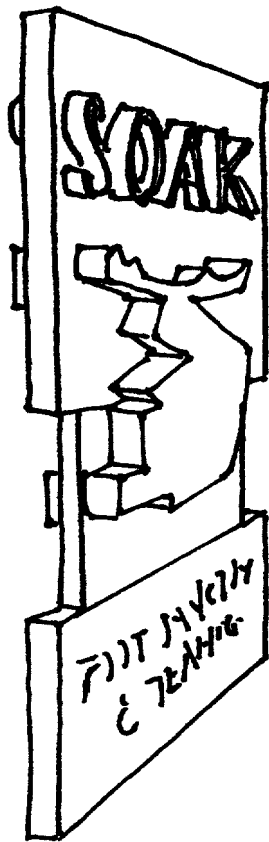
-15 JD

**JOB INFO**

DATE
OWNER
PROJECT
SCALE
DATE



288 FOREST AVE. SUITE 100 SAN ANTONIO, TX 78212



2 1/4"

3 LAYERS 3/4  
INCH BOARD



MING NOON

COMING SOON

Protecting  
(BLADE)  
minimum  
8' High





COMING  
SOON

**RODWAY & HORODYSKI, P.A.**  
ATTORNEYS AT LAW  
30 CITY CENTER  
PORTLAND, MAINE 04101

PETER E. RODWAY  
MAURA H. HORODYSKI

P.O. BOX 874  
PORTLAND, MAINE 04104  
(207) 773-8449  
FAX 773-8451

July 29, 2004

City Inspectors Office  
City of Portland  
389 Congress Street, 3<sup>rd</sup> Floor  
Portland, Maine 04101

Re: Rain Management, L.L.C. d/b/a SOAK

To Whom It May Concern:

This letter is to confirm that I ~~am~~ the owner of 30 City Center and I have given Roberta Alexander, owner and operator of Rain Management, L.L.C., permission to have awning signage display at 30 City Center.

Please feel free to contact me with any questions or concerns.

Very truly yours,

  
Peter E. Rodway

PER/kjw



# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/29/2004

PRODUCER (207)197-4900 FAX (207)797-3838  
Coastal Insurance Group  
4 Newton Street  
Portland, ME 04103

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED RAIN Management LLC  
C/O Roberta Alexander  
102 Berkshire Rd  
Portland, ME 04103

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Peerless Insurance	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

## COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY	CBP9865075	07/07/2004	07/07/2005	EACH OCCURRENCE	\$ 1,000,000
		<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000	
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	\$
		<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per person)	\$
		GARAGE LIABILITY				BODILY INJURY (Per accident)	\$
		<input type="checkbox"/> ANY AUTO				PROPERTY DAMAGE (Per accident)	\$
		EXCESS/UMBRELLA LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE RETENTION \$				OTHER THAN AUTO ONLY. EA ACC	\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				AGG	\$
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				EACH OCCURRENCE	\$
		OTHER				AGGREGATE	\$
						<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER	\$
						E.L. EACH ACCIDENT	\$
						F.I. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

## CERTIFICATE HOLDER

City of Portland as Additional insured  
389 Congress Street  
Portland, ME 04101

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \_\_\_\_\_ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

R. Christopher Maloney 

ACORD 25 (2001/08)

©ACORD CORPORATION 1988



# Signage/Awning Permit Application

If you or the property owner owes real estate or personal property taxes - user charges on any property within the City, payment arrangements must be made before permits any kind are accepted.

Location/Address of Construction: <u>30 City Center, PTD, ME 04101</u>			
Total Square Footage of Proposed Structure <u>ATTACHED</u>		Square Footage of Lot	
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot#		Owner: <u>RODWAY &amp; HOROPHYKI</u> <u>BUSINESS OWNER:</u> <u>ROBERTA ALEXANDER</u>	Telephone: <u>207-772-0890</u>
Lessee/Buyer's Name (If Applicable) <u>RAIN MAT. LLC</u> <u>dba Soaks Foot Sanctuary &amp; TEAHOUSE</u>	Applicant name, address & telephone: <u>ROBERTA ALEXANDER</u> <u>30 City Center</u> <u>PTD, ME 04101</u>		Total s.f. of signage x \$2.00 ----- x \$2.00 = \$15.00 for H.D. signage = Total Fee: \$ _____ Awning Fee = Cost Of Work: \$ _____ Total Fee: \$ <u>106.-</u>
Current use: <u>TEAHOUSE</u>			
If the location is currently vacant, what was prior use: <u>Antique store</u>			
Approximately how long has it been vacant: <u>6-8 months.</u>			
Proposed use: <u>TEAHOUSE &amp; FOOT SPA</u>			
Project description: <u>AWNING WITH NAME &amp; LOGO</u>			
Contractor's name, address & telephone: <u>CARL TRICKETT, LEAVITT &amp; PARRIS, INC.</u> <u>256 TREAD ST, PTD, ME 04103</u>			
Whom should we contact when the permit is ready: <u>CARL TRICKETT 207-797-0100</u>			
Mailing address: <u>LEAVITT &amp; PARRIS, INC.</u> <u>256 TREAD ST.</u> <u>PORTLAND, ME 04103</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>797-0100 OR</u> <u>ROBERTA ALEXANDER 772-0890</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: Roberta Alexander      Date: 7-27-04

**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: 30 City Center, PTD, MD 04101 ZONE: \_\_\_\_\_

CBL: \_\_\_\_\_

SINGLE TENANT LOT? YES \_\_\_\_\_ NO \_\_\_\_\_ MULTITENANT LOT? YES  NO \_\_\_\_\_

MORE THAN ONE SIGN TOTAL WITH PROPOSED SIGN? YES \_\_\_\_\_ NO

## TENANT/ALLOCATED BUILDING SPACE FRONTAGE (FEET):

Length: 18 FEET Height: 1<sup>st</sup> Story of 3 Floor Bldg, 12' H

## INFORMATION ON PROPOSED SIGN(S):

FREESTANDING (e.g., pole) SIGN? YES \_\_\_\_\_ NO  DIMENSIONS PROPOSED: \* EXTENSION SIGN \*  
3' W X 4.4' H  
BLDG. WALL SIGN? (attached to bldg) YES  NO \_\_\_\_\_ DIMENSIONS PROPOSED: 7' x 3'6" (side)  
(FRONT) (side)

## 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): 18 1/2"

\* turned down \* AWNING YES  NO  IS AWNING BACKLIT? YES \_\_\_\_\_ NO \_\_\_\_\_ changed design to wood extension w/parm  
HEIGHT OF AWNING: 18" (4') LENGTH OF AWNING: 7' DEPTH: 3'6" 385.F.

IS THERE ANY COMMUNICATION, MESSAGE, TRADEMARK OR SYMBOL ON IT? YES  NO \_\_\_\_\_

IF YES, TOTAL SF 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: Rakita Mendon DATE: 7-27-04



# 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.
- 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. 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 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.*
- 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**

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/29/2004

PRODUCER (207) 797-4900 FAX (207) 797-3838  
 Coastal Insurance Group  
 4 Newton Street  
 Portland, ME 04103

INSURED RAIN Management LLC  
 C/O Roberta Alexander  
 102 Berkshire Rd  
 Portland, ME 04103

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Peerless Insurance	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

## COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	CBP9865075	07/07/2004	07/07/2005	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Per accident) \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS				AUTO ONLY, SA ACCIDENT \$
	<input type="checkbox"/> NON-OWNED AUTOS				OTHER THAN AUTO ONLY, AGG \$
	GARAGE LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> ANY AUTO				AGGREGATE \$
	EXCESS/UMBRELLA LIABILITY				\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				\$
	DEDUCTIBLE				\$
	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT \$
	If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$
	OTHER				E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS | LOCATIONS | VEHICLES | EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER	CANCELLATION
City of Portland as Additional insured 389 Congress Street Portland, ME 04101	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE R. Christopher Maloney 