

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: 290 Congress Street	
Tax Assessor's Chart/Block/Lot (CBL) OWNER Name/Address:	Telephone:
Chart: Block: Lot: Roman Catholic Bishop	z eseptione.
of Portland	E-Mail:
510 ocean Ave Portland, mE	
LEASEE/BUYER Name (if Applicable) CONTRACTOR name, address/phone	Total S.F. signage \$
Rite Aid Pharmacy Bailey Sign, Inc.	(SF='x \$2.00)
9 Thomas Dr.	Sign Fee: \$
Westbrook, ME 04092	(Sidewalk=\$25)
(201)774-2843	(Regular = \$30)
(S.F. fee + Sign F	ee) =TOTAL FEE: \$
Who should we contact when the permit is ready: Name: Deanna Charley Sigh Phone: 174-2843 x 115	
	1919h Phone: 114-2843 x 115
Address	E-Mail: 12 Mery@ Barloys
Tenant/allocated building space frontage (in feet): Length:95	Height: 18
Lot frontage (in feet): 23.10 Single Tenant or Multi-Tenant Lot: MUH	
Current Property Specific Use: Retail Store	
If vacant, what was prior use:	
Proposed Use: Same	
Information on proposed sign(s)	
Freestanding (e.g. pole) sign? YES NO Dimensions proposed:	(sf); Height from grade:sf
BLDG Wall Sign (attached to bldg.)? YES NO Dimensions proposed: 33	08 sf 24" x (1'6'/2"
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	
In order to be sure the City fully understands the full scope of the project, the Planning and Developinformation prior to the issuance of a permit. For further information, visit us on-line at <u>WWW.PC</u> Inspections Office, room 315 City Hall, or call 207-874-8703.	pment Department may request additional PRTLANDMAINE, GOV, stop by the Building
I hereby certify I am the Owner of record of the named property, or that the owner of record author authorized by the owner to make this application as his/her authorized agent. I agree to conform to addition, if a permit for work described in this application is issued, I certify that the Code Official authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions	o all applicable laws of this jurisdiction. In 's authorized representative shall have the
Signature of Applicant: Qlamalinen Balleysige	Date: 1-30-14



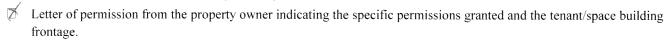
Signage / Awning Permit Application

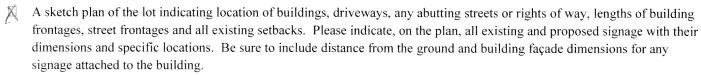
CHECK LIST

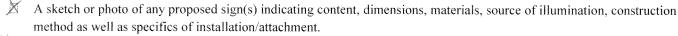
All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help expedite the permitting process.



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.

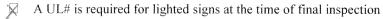








Certificate of flammability is required for awnings, canopies or banners.



- Photos of existing signage
- Details for sign fastening, attachment or mounting in the ground.

<u>FEES</u>

Permit fee for signage or awning with signage: \$30 plus \$2 per square foot of sign (per sign)

Permit fee for awning-without-signage is based on cost of work:

\$30 for the first \$1000 of cost of work; \$10 for each additional \$1000 of cost of work

Application fee for any signage in a *Historic District* is an additional \$75



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Jeff Levine, AICP, Director Director of Planning and Urban Development

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:

Date: 2-14-14

I have provided digital copies and sent them on:

Date: 2-14-14

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