



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:	
Tax Assessor's Chart/Block/Lot (CBL)	Chart: _____ Block: _____ Lot: _____
OWNER Name/Address:	Name: <u>Leah Properties LLC</u> Address: <u>100 Commercial St.</u> Portland ME 04101
LEASEE/BUYER Info (if Applicable)	Name: <u>Anthony</u> Address: <u>60 River St</u> Portland ME 04101 Phone: _____ E-Mail: _____
CONTRACTOR	Name: <u>Burr Signs</u> Address: <u>404 Main St Libby St</u> Scarborough ME 04174 Phone: <u>396-6111</u> E-Mail: <u>Mason@burrsigns.com</u>
Awning Fee = Cost of Work: \$ _____ (\$25/first \$1000; \$11 each additional \$1000)	
Total S.F. signage \$ <u>410.6</u> (Sq Ft = <u>233</u> x \$2.00)	
SF + \$30 Fee: \$ <u>30</u> Historic (\$75): \$ - Awning Fee: \$ -	
TOTAL FEE: \$ <u>76.6</u>	

Who should we contact when the permit is ready: Name: Burr Signs Phone: 396-6111 E-Mail: Mason@burrsigns.com
 Address: 404 Main Libby St Scarborough ME 04174
 Tenant/allocated building space frontage (in feet): Length: 67.5 Height: 18.6
 Lot frontage (in feet): 68.5 Single Tenant or Multi-Tenant Lot: Inv.

Current Specific Use: Vacant
 If vacant, what was prior use: retail
 Proposed Use: clothing store
 Information on proposed sign(s):
 Freestanding (e.g. pole sign)? YES NO
 BLDG Wall Sign (attached to bldg)? YES NO
 Dimensions proposed: (sf); Height from grade: _____ sf

Proposed Awning:
 Height of awning _____
 Length of awning _____
 Is there any communication, message, trademark or symbol on it? YES NO
 If yes, is awning backlit? YES NO
 If yes, total square footage of panels with communication, message, trademark or symbol on it: _____ sf

Information on existing and previously permitted signage:
 Freestanding (e.g. pole sign)? YES NO
 BLDG Wall Sign (attached to bldg)? YES NO
 Dimensions proposed: _____ ft X _____ ft; Height from grade: _____
 Dimensions proposed: 10" X 20ft-15ft and 1-11" X 3'
 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: _____
 Date: 10-10-14
 This is NOT a permit. You may not commence ANY work until the permit is issued. Revised 07/2014