

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND

# BUILDING PERMIT

This is to certify that 123 LLC

Located At 119 MIDDLE STREET

Job ID: 2011-06-1485-SIGN

CBL: 028 - - M - 005 - 001 - - - - -

has permission to erect a 2' x 3' sign

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues 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 occupaney is required, it must be

N/A

*Mayer Schmutz* 8/4/11  
Code Enforcement Officer / Plan Reviewer

Fire Prevention Officer

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

# FLOOR PLAN



## 119 Middle Street

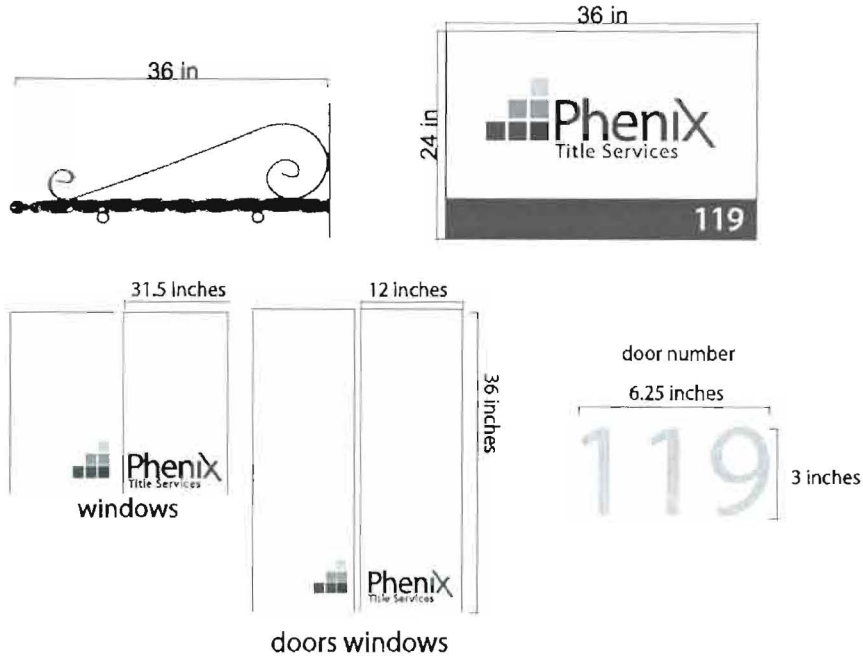
Currently configured with:

- 2 offices
- 2 conference rooms
- Reception
- Open work area & counter
- 4 storage closets
- Data room
- 2 bathrooms

High ceilings  
 Large windows throughout  
 Lots of natural light  
 Quality finishes & trim

*Prop. Sign Location*

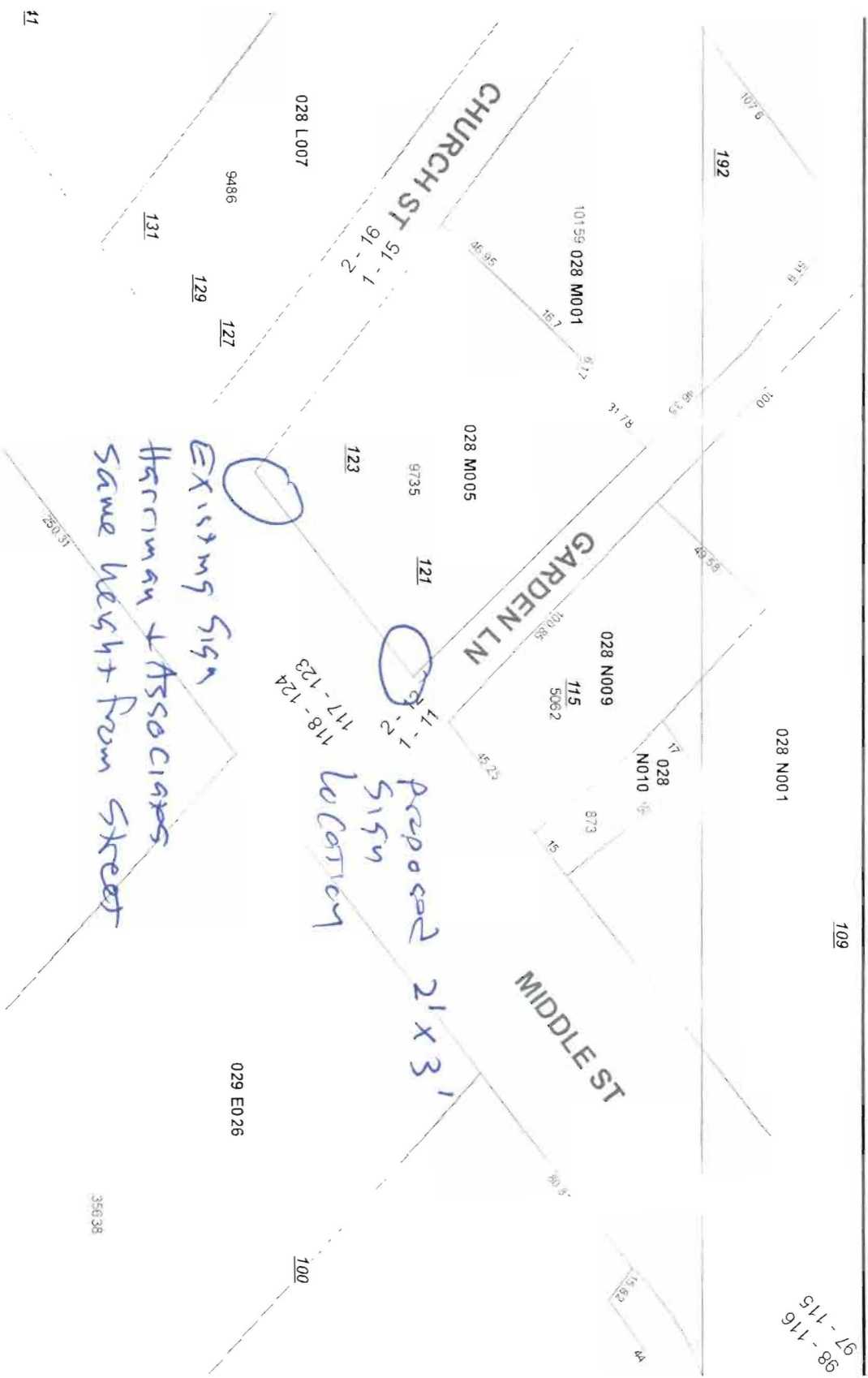
500 Forest Avenue Portland Maine 04101  
tel 207.878.1100 fax 207.878.1110 www.mrsignsinc.com



It is your responsibility to proof your design *carefully*. Please look closely for spelling and content errors.  
Any post-production errors will be corrected at your cost.

Reference No: 22965	Scale: n/a	Prepared by: ES	Sales Rep: Ash	Approved by:	Page <u>1</u> of <u>1</u>
Date: june 8, 2011	Notes:				<p>© 2011 Mr. Signs, Inc. This design is the property of Mr. Signs, Inc. All production and duplication rights are reserved by Mr. Signs, Inc. This printout has been designed for your personal use and is not to be used outside your organization or exhibited in any fashion.</p>
Prepared for:					

# Sketch plan of Lot



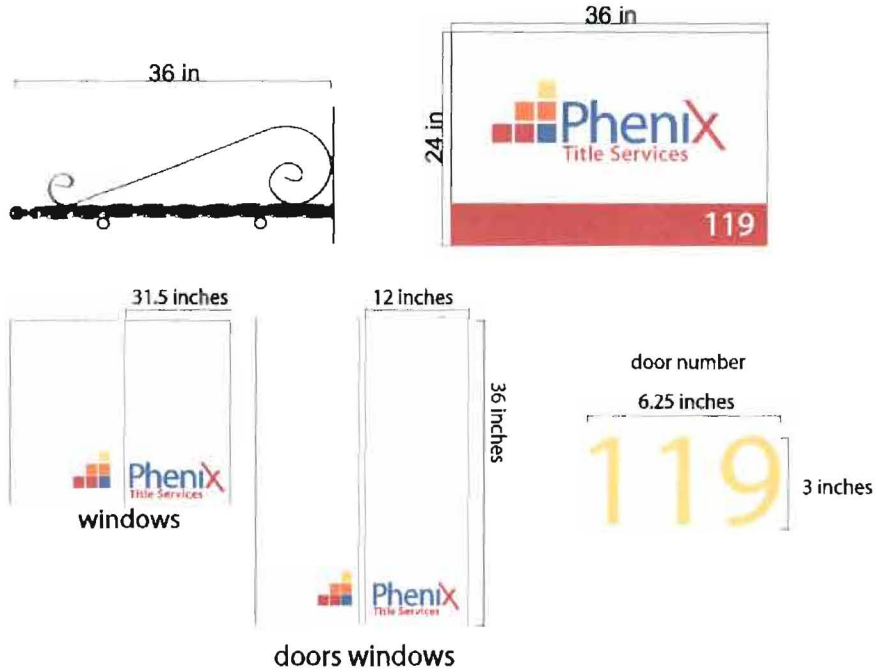
Existing Sign  
Herrman + Associates  
Same height from street

Proposed 2' x 3'  
location

41



500 Forest Avenue Portland Maine 04101  
tel 207.878.1100 fax 207.878.1110 www.mrsignsinc.com



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Prepared for:					





Date: 6/9/11

**HISTORIC PRESERVATION  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

Pursuant to review under the City of Portland's Historic Preservation Ordinance (Chapter 14, Article IX of the Portland City Code), application is hereby made for a Certificate of Appropriateness for the following work on the specified historic property:

**PROJECT ADDRESS:**

119 Middle Street

**CHART/BLOCK/LOT:** 28-M-5 (for staff use only)

**PROJECT DESCRIPTION:** Describe below each major component of your project. Describe how the proposed work will impact existing architectural features and/or building materials. If more space is needed, continue on a separate page. Attach drawings, photographs and/or specifications as necessary to fully illustrate your project—see following page for suggested attachments.

Outdoor hanging sign attached to building. No lighting. 36" x 24" on metal bracket attached to building in granite by lvs bolts



**ATTACHMENTS**

To supplement your application, please submit the following items, *as applicable to your project*. Keep in mind that the information you provide the Historic Preservation Board and staff is the only description they will have of your project or design. Therefore, it should precisely illustrate the proposed alteration(s).

- Exterior photographs (required for all applications.) Include general streetscape view, view of entire building & close-ups of affected area.
- Sketches or elevation drawings at a minimum 1/4" scale. Please label relevant dimensions. All plans shall be submitted in 11" x 17" format except for major projects, where 22" x 34" plans are requested. Applicants for major projects should submit one (1) 11" x 17" copy for scanning purposes.
- Details or sections, where applicable.
- Floor plans, where applicable.
- Site plan showing relative location of adjoining structures.
- Catalog cuts or product information (e.g. proposed windows, doors, lighting fixtures)
- Materials - list all visible exterior materials. Samples are helpful.
- Other(explain) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have any questions or need assistance in completing this form, please contact Historic Preservation staff: Deb Andrews (874-8726) or by e-mail at [dga@portlandmaine.gov](mailto:dga@portlandmaine.gov)

**Please return this form, application fee (see attached fee schedule), and related materials to:**

Historic Preservation Program  
Department of Planning and Urban Development  
Portland City Hall, 4<sup>th</sup> Floor  
389 Congress Street  
Portland, ME 04101



CONTACT INFORMATION:

APPLICANT

Name: Phoenix Title Services  
Address: 119 Middle St  
Portland ME 04101  
Zip Code: \_\_\_\_\_  
Work #: 207 774 0434  
Cell #: 207 671 6538  
Fax #: 888 445 3204  
Home: \_\_\_\_\_  
E-mail: mcampbell@phoenixtitle.com

PROPERTY OWNER

Name: 123 LLC  
Address: 100 Commercial St  
Portland 04104  
Zip Code: 10 Egan Brown Cow Mgmt.  
Work #: 207 775-2252  
Cell #: \_\_\_\_\_  
Fax #: 207 773-2122  
Home: \_\_\_\_\_  
E-mail: \_\_\_\_\_

BILLING ADDRESS

Name: @Phoenix Title  
Address: 165A South River  
Bedford NH 03110  
Zip: \_\_\_\_\_  
Work #: 603-  
Cell #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Home: \_\_\_\_\_  
E-mail: \_\_\_\_\_


ARCHITECT

Name: SIA Contractor  
Address: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Home: \_\_\_\_\_  
E-mail: \_\_\_\_\_

CONTRACTOR

Name: Mr. Sgus  
Address: 520 Park Forest Ave  
Portland ME  
Zip Code: 04101  
Work #: 207 878 1100  
Cell #: \_\_\_\_\_  
Fax #: 207 878 1110  
Home: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Applicant's Signature

  
Matthew Campbell  
EXEC. VP

Owner's Signature (if different)

See attached

123 LLC  
100 Commercial Street  
Portland, ME 04101

June 13, 2011

City of Portland  
Portland, ME

RE: Phenix Title Services, LLC  
119 Middle St  
Portland, ME 04101

To Whom It May Concern:

This letter shall serve as permission from 123 LLC (Landlord) to Phenix Title Services, LLC for exterior signage at 121 Middle St Fore St. 123 LLC approves the signage and locations from Artwork Approval Form 22965, from Mr. Signs, Inc.

I have attached Artwork Approval Form 22965 to this letter.

Yours truly,



Todd L. Dominski (Owners Authorized Representative)

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/21/2011

<b>PRODUCER</b> Latvis Insurance Agency 22 Concord Street Nashua NH 03064		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.	
<b>INSURED</b> PHENIX TITLE SERVICES, LLC. 165 A SOUTH RIVER RD. BEDFORD, NH 03110		<b>INSURERS AFFORDING COVERAGE</b> INSURER A: HANOVER INSURANCE INSURER B: INSURER C: INSURER D: INSURER E:	<b>NAIC #</b>

## 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	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER POLICY: <input type="checkbox"/> PRO <input type="checkbox"/> LOC	OHV 7192461-07	05/03/2011	05/03/2012	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG \$ 2000000	
		<b>AUTOMOBILE LIABILITY</b> <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				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY EA ACC \$ AGG \$	
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$	
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS OTH-ER E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$	
A		<b>OTHER</b> BUSINESS PERSONAL PROPERTY	OHV 7192461-04	05/03/2011	05/03/2012	\$50,000.	

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

119 Middle Street Portland, Me. 04101

CERTIFICATE HOLDER LISTED AS ADD'L INSURED

## CERTIFICATE HOLDER

CITY OF PORTLAND, MAINE  
 389 CONGRESS STREET  
 PORTLAND, ME. 04101

Attn: Paul Rancourt

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

## **IMPORTANT**

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

## **DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.





**Mounting Brackets**  
Remove & repair masonry

**Address Disk**  
3/8" thick disk pointed to match  
Pantone 2746, vinyl no. graphics  
3M "White" (see below)

**Sign Panel**  
1" thick double-sided sign panel with  
1/4" dimensional logotype flush  
mounted to sign face, all colors as  
shown (see GD dwg. "1ID.1")

1  
10  
1  
123

HARRIMAN Architects + Engineers

**TIP 2** ID Sign/Graphics contact illustration  
Scale: relative to image

Vinyl ID graphics contact illustration  
repeat x.5 (five) on window bays as shown; color: White

HARRIMAN  
ARCHITECTS + ENGINEERS  
1000 North Main Street  
Portland, ME 04101  
Tel: 207.775.0653  
Fax: 207.775.0654  
www.harriman-ae.com

**Gamble Design**  
24 Maplewood Avenue  
Portland, Maine 04101  
603.427.1307

**Harriman Associates**  
123 Middle Street  
Portland, Maine 04101  
207.775.0653

**Primary ID Graphics**  
Projecting: 1" & window vinyl  
Scale: as shown  
24 March 2010

1ID.2



# CITY OF PORTLAND, MAINE

Department of Building Inspections

## Original Receipt

6-21 20 11

Received from Matthew Singsell

Location of Work 119 Middle St

Cost of Construction \$ \_\_\_\_\_ Building Fee: \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_ Site Fee: \_\_\_\_\_

Certificate of Occupancy Fee: \_\_\_\_\_

Total: 117

Building (IL) \_\_\_\_\_ Plumbing (I5) \_\_\_\_\_ Electrical (I2) \_\_\_\_\_ Site Plan (U2) \_\_\_\_\_

Other Sign

CBL: 20-M-5

Check #: \_\_\_\_\_ Total Collected \$ 117

**No work is to be started until permit issued.  
Please keep original receipt for your records.**

Taken by: [Signature]

WHITE - Applicant's Copy  
YELLOW - Office Copy  
PINK - Permit Copy

## 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.**

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.



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

Director of Planning and Urban Development  
Penny St. Louis

Job ID: 2011-06-1485-SIGN

Located At: 121 MIDDLE

CBL: 028 - - M - 005 - 001 - - - -

### **Conditions of Approval:**

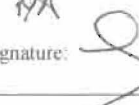
#### **Zoning**

1. This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
2. ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District.
3. This new tenant needs a tenant fit-up permit for the use PRIOR to the issuance of this permit.
4. This property is located in a Pedestrian Activities District (PAD) in which first floor uses are restricted to be pedestrian orientated. The new tenant SHALL meet all the requirements of the PAD district.
5. The sign shall be attached as regulated under the Building Codes requirements.



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

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

Job No: 2011-06-1485-SIGN	Date Applied: 6/21/2011	CBL: 028 - - M - 005 - 001 - - - - -	
Location of Construction: 119 MIDDLE ST	Owner Name: 123 LLC - Denine Leman	Owner Address: 119 Middle ST PORTLAND, ME - MAINE 04101	Phone: 775-2252
Business Name:	Contractor Name: Matthew Campbell @ Mr. Sigus	Contractor Address: 500 Forest Unit A AVE PORTLAND MAINE 04101	Phone: (207) 774-0434
Lessee/Buyer's Name: Phoenix Title Services LLC	Phone:	Permit Type: Sign	Zone: B-3
Past Use: Real Estate Office - Ram Harnden	Proposed Use: Need Tenant fit-up for the new title services - this permit is for a 2' x 3' sign	Cost of Work:	CEO District:
		Fire Dept: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input checked="" type="checkbox"/> N/A	Inspection: Use Group: Type: Signature: 
Proposed Project Description: Install a 2' x3' Sign "Phenix Title Services"		Pedestrian Activities District (P.A.D.) Within	

Permit Taken By: Lannie **Zoning Approval**

<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building Permits do not include plumbing, septic or electrical work.</p> <p>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.</p>	<p><b>Special Zone or Reviews</b></p> <p><i>use under</i></p> <p><input type="checkbox"/> Shoreland <i>201-08-1865</i></p> <p><input type="checkbox"/> Wetlands</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p><input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM</p> <p>Date: <i>ok with conditions</i></p>	<p><b>Zoning Appeal</b></p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date: <i>6/23/11</i></p>	<p><b>Historic Preservation</b></p> <p><i>within</i></p> <p><input type="checkbox"/> Not in Dist or Landmark</p> <p><input type="checkbox"/> Does not Require Review</p> <p><input checked="" type="checkbox"/> Requires Review</p> <p><input checked="" type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p>Date: <i>7/5/11</i></p> <p><i>D. Andrews</i></p>
	<b>CERTIFICATION</b>		

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	PHON



# 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>119 Middle Street</u>		
Tax Assessor's Chart, Block & Lot Chart# <u>28</u> Block# <u>M</u> Lot# <u>5</u>	Owner: <u>123 LLC</u> <i>Benine Letourneau</i>	Telephone: <u>207 775 2252</u>
Lessee/Buyer's Name (If Applicable): <u>Phoenix Title Services LLC</u>	Contractor name, address & telephone: <u>Mr Signs</u> <u>500 Forest Ave</u> <u>Portland ME 04101</u> <u>207 578 1100</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: \$ _____
Who should we contact when the permit is ready: <u>Matthew Campbell</u> phone: <u>774 0431</u> <u>119 Middle St</u> <u>Portland ME</u> <u>04101</u>		
Tenant/allocated building space frontage (feet): Length <u>25</u> Height <u>20</u> Lot Frontage (feet) <u>100±</u> Single Tenant or Multi Tenant Lot <u>Multi</u>		
Current Specific use: <u>OFFICE</u> If vacant, what was prior use: <u>N/A</u> Proposed Use: <u>previously Rite Aid Handlen</u>		
Information on proposed sign(s): Freestanding (e.g. pole) sign? Yes ___ No ___ Dimensions proposed: <u>2' x 3'</u> Height from grade: _____ Bldg. wall sign? (attached to bldg) Yes <input checked="" type="checkbox"/> No ___ Dimensions proposed: <u>2' x 3'</u> = <u>6 ft</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 <input checked="" type="checkbox"/> Dimensions: _____ Bldg. wall sign? (attached to bldg) Yes ___ No <input checked="" type="checkbox"/> Dimensions: _____ 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.		

*652 x 2 + 30 + 75*

*652 x 2 + 30 + 75*

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 874-8705.

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: [Signature] Date: 6/14/11

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



## 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 facade 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 *None*
- Details for sign fastening, attachment or mounting in the ground.

Permit fee for signage or awning-with-signage: \$50.00 plus \$2.00 per square foot of sign.

Permit fee for awning-without-signage is based on cost of work:  
\$50.00 for the first \$1,000.00, \$10.00 per additional \$1,000.00 of cost.

Base application fee for any Historic District signage is \$65.00.