



Permitting and Inspections Department
Michael A. Russell, MS, Director

Signage /Awning Permit Application and Checklist

(For the purposes of this application, an awning shall be considered to be a lightweight metal frame structure over which a fabric covering is attached.)

Applications shall be submitted online via the Citizen Self Service portal. Refer to the attached documents for complete instructions. The following items shall be submitted (please check and submit all items):

- Signage/Awning Permit Application form
- Certificate of Liability listing the City as an 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.
- A copy of the signed lease or letter of permission from the property owner indicating the specific permissions granted and the tenant/space building frontage.
- A plan showing the specific locations of all existing and proposed signs:
 - For freestanding signs: the plan shall depict lot lines, buildings, driveways, abutting streets or rights of way, lengths of street frontages, and setbacks from freestanding signs to the nearest lot line.
 - For all other signs and awnings: the plan shall depict buildings, driveways, abutting streets or rights of way, and building façade dimensions. Photos or other documentation similar to a drawn plan are acceptable, provided that all required information is included.
- A drawing or photo of the proposed sign showing content, all dimensions, materials, source of illumination, details of anchoring and installation (e.g., attachment specifications, footing details for freestanding signs, etc.).
- Certificate of flammability is required for awnings or banners.
- A UL Classification Mark, found on the product, is required for illuminated signs at the time of final inspection.
- Photos of existing signage.

The Permitting and Inspections Department may request additional information prior to the issuance of a permit.



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Signage /Awning Permit Application

Building Information:

Exterior Length of façade of tenant space (ft): 50 Height of exterior façade (ft): 58
 Lot frontage on street (ft): 50 This is a (select one): Single Tenant Lot Multi-Tenant Lot
 If multi-tenant, this is a (select one): Ground floor unit Upper story unit
 Current specific use: _____ If vacant, prior use: new construction
 Proposed use: Banking

Information on EXISTING signs that will remain:

| Type (i.e. awning, freestanding sign, attached building sign) | For awnings only: | | Dimensions of awning or sign (include length, width, and height, as applicable) | Height of awning or sign above the ground to its highest point | For freestanding signs - setback of closest point of sign to the nearest property line(s) |
|---|---|--------------------------|---|--|---|
| | Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging) | Is awning backlit? (Y/N) | | | |
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Information on PROPOSED signs:

| Type (i.e. awning, freestanding sign, attached building sign) | For awnings only: | | Dimensions of awning or sign (include length, width, and height, as applicable) | Height of awning or sign above the ground to its highest point | For freestanding signs - setback of closest point of sign to the nearest property line(s) |
|---|---|--------------------------|---|--|---|
| | Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging) | Is awning backlit? (Y/N) | | | |
| Building - sign 1 | | | 18" x 173" | 15 ft. | |
| Buiding - sign 2 | | | 18" x 173" | 15 ft. | |
| | | | | | |

I hereby certify the following:

- I am the Owner of record of the named property, or the owner of record authorizes the proposed work and I have been authorized by the owner to make this application as his/her authorized agent.
- I assume responsibility for compliance with all applicable statutes, codes, ordinances, rules and regulations.
- I understand that this application will not be reviewed for code compliance, and I certify that the proposed sign will be installed in accordance with the IBC 2009.
- I understand that if a Code Official determines that the sign has been installed in violation of any statute, code, or ordinance, that I am responsible for remedying the violation.
- 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: Deanna Emery/ Bailey Sign, Inc. Date: 5/3/18

This is a legal document and your electronic signature is considered a legal signature per Maine state law.



05/29/2018

WRITTEN CONSENT AND AGREEMENT relating to a certain sign(s) proposed to be erected at/on a building located at 35 Middle St./50 India St in Portland, Maine.
(Street Address) (City & State)

cPort Credit Union being the owner of the premises hereby
(Property Owner)

gives consent to the erection of a certain sign(s) by Bailey Sign, Inc. of Westbrook, ME. This also gives permission to Bailey Sign, Inc. to file for any necessary permits for erecting such sign(s) on behalf of above named property owner.

In witness whereof, the owner of said premises has signed this consent and agreement this

21 day of March, 2018.
(Day) (Month) (Year)

[Signature]
(Property Owner)

[Signature]
(Witness)

Eugene G. Andino
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Peyton Dostie
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