



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: <u>Gorham Savings Bank, 172 Commercial St., Portland, ME</u>		
Tax Assessor's Chart/Block/Lot (CBL)	OWNER Name/Address:	Telephone: <u>(207) 773-4024</u>
Chart: <u>030</u> Block: <u>H001</u> Lot: <u>001</u>	Name: <u>Dimillo Arlene Etals Trustees</u>	
	Address: <u>Long Wharf</u>	
	<u>Portland, ME 04101</u>	E-Mail: _____
LEASEE/BUYER Info (if Applicable)		CONTRACTOR
Business Name: _____		Total S.F. signage _____
Owner Name: _____		(Sq Ft = _____ x \$2.00) \$ _____
Address: _____		SF + \$25 Fee: \$ <u>25</u>
Phone: _____ E-Mail: _____		Historic (\$75): \$ _____
		Awning Fee: \$ _____
Awning Fee = Cost of Work: \$ _____ (\$25/first \$1000; \$11 each additional \$1000)		TOTAL FEE: \$ _____

Who should we contact when the permit is ready: Name: Sharon Roberts Phone: (207) 874-1000
 Address: One Canal Plaza, Suite 300, Portland, ME 04101 E-Mail: sroberts@unitedwaygpp.org
Tenant/allocated building space frontage (in feet): Length: 30' Height: 20'
Lot frontage (in feet): _____ **Single Tenant or Multi-Tenant Lot:** _____

Current Specific Use: _____

If vacant, what was prior use: _____

Proposed Use: Install a 20' x 30' (600SF) temporary, wall banner - LIVE United (United Way of Greater Portland)

Information on proposed sign(s)

Freestanding (e.g. pole) sign? YES ☐ NO ☒ **Dimensions:** _____ ft X _____ ft; **Height from grade:** _____ feet
BLDG Wall Sign (attached to bldg.)? YES ☒ NO ☐ **Dimensions:** 30 ft X 20 ft

Proposed Awning:

Height of awning _____ **Length of awning** _____ **Depth of awning** _____
Is there any communication, message, trademark or symbol on it? 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 ☒ **Dimensions:** _____ ft X _____ ft; **Height from grade:** _____ feet
BLDG Wall Sign (attached to bldg.)? YES ☐ NO ☒ **Dimensions:** _____ ft X _____ ft
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: Sharon Roberts **Date:** 7/24/15