Portland, Maine | Yes. Life's good here.

Inspections Division
Date: 06/15/17

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

Signage /Awning Permit Application

Project Address: 250 Commerical St. **Tax Assessor's CBL:** _____ _____ _____
Chart # Block # Lot #

Owner Name: CM Waterfront (Charlie Poole) **Phone:** (207) 772 - 8160
Address: 36 Union Wharf Portland, Me **Email:** cpoole@customfloat.com
Lessee (if applicable): BeautyMark Jenn Ross Boshes **Phone:** (____) _____ - _____
Address: 250 Commerical St. 2nd fl. **Email:** jenn@beautymarkco.com
Contractor Name: _____ **Phone:** (207) 691 - 6340
Address: _____ **Email:** _____

Building Information:

Exterior Length of façade of tenant space (ft): _____ Height of exterior façade (ft): _____
Lot frontage on street (ft): _____ 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: _____
Proposed use: _____

Information on EXISTING signs that will remain:

Type (i.e. awning, freestanding sign, attached building sign)	**For awnings only:** Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging)	**For awnings only:** Is awning backlit? (Y/N)	**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)

Information on PROPOSED signs:

Type (i.e. awning, freestanding sign, attached building sign)	**For awnings only:** Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging)	**For awnings only:** Is awning backlit? (Y/N)	**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)
Building sign			18" x 51"		

Please be sure to submit all information outlined in the Sign/Awning Application Checklist with your application.

The Permitting and Inspections Department may request additional information prior to the issuance of a permit. For further information, visit us online at www.portlandmaine.gov/1728/Permitting-Inspections.

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: Jenn Ross Boshes Date: 5/4/17

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Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: portlandmaine.gov/payyourpermit
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

City of Portland
Permitting and Inspections Department
389 Congress Street, Room 315
Portland, Maine 04101

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is received.

Applicant Signature: Jennifer Ross-Bostes Date: 5/4/17

I have provided electronic copies and sent them on: Date: _____

NOTE: All electronic paperwork must be delivered to permitting@portlandmaine.gov or with a thumb drive to the office.