Yes. Life's good here.

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

Signage / Awning Permit Application Checklist

All of the following information shall be submitted:

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, canopies 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.



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Signage / Awning Permit Application

Project Address			I dx A:	3363301 3 (Chart # Blo	ock # Lot #
Owner Name:				P	hone: ()	
Address:			Ema	ail:		
Lessee (if applicable): _				P	Phone: ()	
Address:			Ema	nil:		
Contractor Name: _				P	Phone: ()	
Address:			Ema	nil:		
Building Information:						
Exterior Length of fa	sçade of tenant space (ft):		Heig	ht of exter	ior façade (ft):	
Lot frontage on stre	et (ft): Th	is is a (sele	ct one):	Single 1	Tenant Lot Μι	ulti-Tenant Lot
	If multi-tenant, th	is is a (sele	ct one):	Ground	l floor unit Up	per story unit
Current specific use	specific use: If vacant, p				2:	
Proposed use:						
	TING signs that will rema					
	For awnings only		Dimensions	of awning	Height of awning or	For freestanding sign
Type (i.e. awning, freestanding sign, attached	Is there any symbol/lettering	Is awning	or sign (incl	•	sign above the ground to its	 setback of closest point of sign to the nearest
building sign)	on awning? (Y/N – if Y, list the dimensions of the messaging)	backlit? (Y/N)	width, and height, as applicable)		highest point	property line(s)
Information on PROF	POSED signs:		1		T	1
Type (i.e. awning,	For awnings only:		Dimensions of awning		Height of awning or sign above the	For freestanding sign
freestanding sign, attached building sign)	Is there any symbol/lettering on awning? (Y/N – if Y, list the	Is awning backlit?	or sign (include length, width, and height, as		ground to its	 setback of closest poin of sign to the nearest
Sullaing Signy	dimensions of the messaging)	(Y/N)	applic	able)	highest point	property line(s)
Please he sure to suhm	ı nit all information outlined in	the Sign/A	wning Annli	ration Chec	klist with your appli	ration
	ctions Department may request a	_				
	dmaine.gov/1728/Permitting-Ins		illiation prior	to the issual	ice of a permit. For full	mer milormation, visit
I hereby certify I am the O	wner of record of the named pro	perty, or that	the owner of i	record autho	rizes the proposed work	k and that I have been
authorized by the owner t	o make this application as his/he	r authorized (agent. Lagree	to conform	to all applicable laws of	this jurisdiction. In
	ork described in this application i s covered by this permit at any re					
Signature of Applicar	nt: Adonn	a Mar	M2		Date:	
	a legal document and your elect	ronic signatu	re is considere	ed a legal sig		



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Requirements for Electronic Submissions

In order to ensure the most expedient review of your application, please meet the requirements below for all electronic submissions:

- Drawings sheets shall be submitted individually—each PDF file shall contain no more than
 one drawing sheet. Only PDF files are acceptable for plan review, and each file shall not
 exceed 5MB in size.*
- Drawing files shall be named based on the drawing sheet number and name. It is recommended to include a Category/Discipline letter (such as A for Architectural), a sheet number and a descriptive title (e.g., A1 Existing Exterior Elevation).
- Revised file submissions must use the <u>exact same file name</u> as originally submitted. The Electronic Plan Review software will recognize this submission as Version 2.
- Supporting documents shall be submitted as an individual PDF file for each document (these documents may be multi-page PDF files) and named based on the document type (e.g., "Deed", "Stormwater Report", "Permit Application", etc.). Searchable PDF files are requested for calculations, reports and other supporting documents.
- A graphic scale or a scale to reference shall be included on each drawing sheet.
- Plans prepared by a design professional shall include a Code Analysis sheet, referencing
 the Maine Uniform Building and Energy Code and Portland City Code, Chapter 10 Fire
 Prevention and Protection, which includes National Fire Protection Association (NFPA) 1,
 Fire Code and NFPA 101, Life Safety Code. Chapter 10 of the City Code can be viewed at:
 http://www.portlandmaine.gov/citycode/chapter010.pdf.
- Files shall be submitted via email to <u>permitting@portlandmaine.gov</u>. The email subject line shall include the project address and type of permit. Multiple emails may be sent for one project if the files exceed the maximum file size.
- Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.

For further information and to access PDF versions of this and other forms, visit the Permitting and Inspections Department online at http://portlandmaine.gov/1728/Permitting-Inspections.

^{*}To download a free version of Adobe Acrobat Reader, please visit: https://get.adobe.com/reader/



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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 issued.

Applicant Signature: Adonna Manzo	Date:
I have provided electronic copies and sent themon:	Date:
NOTE: All electronic paperwork must be delivered to permitting@portlandmaine.geta drive to the office.	gov or with a thumb

If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.