

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT

This is to certify that OF EXCHANGELLC TOP

Located At 107 EXCHANGE

City of Portland

Job ID: 2011-02-486-SIGN

CBL: 032 - -D - 001 - - - - -

has permission to 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 occupancy is required, it must be

Fire Prevention Officer

Code Enforcement Officer/ Plan Reviewer

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

needs to be signed

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: 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.**

1.

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.



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Director of Planning and Urban Development
Penny St. Louis

Job ID: 2011-02-486-SIGN

Located At: 107 EXCHANGE

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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 property is also located in a Pedestrian Activity District (PAD) which restricts the first floor uses. The Springborn Staffing business is considered an approved PAD use.

Case 2/23/11

Job Summary Report
Job ID: 2011-02-486-SIGN

Report generated on Mar 2, 2011 9:44:35 AM

Page 1

Job Type: Signs **Job Description:** 107 Exchange Street / Sign **Job Year:** 2011
Building Job Status Code: Initiate Plan Review **Pin Value:** 735 **Tenant Name:**
Job Application Date: **Public Building Flag:** N **Tenant Number:**
Estimated Value: **Square Footage:** 12
Related Parties: OF EXCHANGE TOP *Property Owner*
 - Bridget Chase *GENERAL CONTRACTOR*

Job Charges

Fee Code Description	Charge Amount	Permit Charge Adjustment	Net Charge Amount	Payment Date	Receipt Number	Payment Amount	Payment Adjustment Amount	Net Payment Amount	Outstanding Balance
Signs	\$54.00		\$54.00	2/25/11	1545	\$54.00		\$54.00	\$0.00
Signs - Historic District	\$75.00	Yes	\$75.00	2/25/11	1545	\$75.00		\$75.00	\$0.00

Location ID: 4666

Location Details

Alternate Id	Parcel Number	Census Tract	GIS X	GIS Y	GIS Z	GIS Reference	Longitude	Latitude
W14940	032 D 001 001		M				-70.255753	43.658533

Location Type	Subdivision Code	Subdivision Sub Code	Related Persons	Address(es)
1				107 EXCHANGE STREET WEST

Location Use Code	Variance Code	Use Zone Code	Fire Zone Code	Inside Outside Code	District Code	General Location Code	Inspection Area Code	Jurisdiction Code
OFFICE & BUSINESS SERVICE		NOT APPLICABLE	B-3		Historic District		DISTRICT 2	CENTRAL BUSINESS DISTRICT

Structure Details

Structure: Awning

Occupancy Type Code:

Structure Type Code	Structure Status Type	Square Footage	Estimated Value	Address
Stores & Customer Services (Mercantile)	0			107 EXCHANGE STREET WEST

Longitude	Latitude	GIS X	GIS Y	GIS Z	GIS Reference	User Defined Property	Value

Structure: Loc id 000004665 Alt id 003016

Not in Case in Historic



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.

Bridget Chase

Location/Address of Construction: <u>107 Exchange St Portland, ME 04101</u>		
Tax Assessor's Chart, Block & Lot Chart# <u>032</u> Block# <u>D</u> Lot# <u>001</u>	Owner: <u>Top of Exchange, LLC</u>	Telephone: <u>207-774-1000</u>
Lessee/Buyer's Name (If Applicable) <u>LDT Enterprises</u> <u>dba Springborn Staffing</u>	Contractor name, address & telephone: <u>New England Tent + Awning</u> <u>178 Pleasant St, US Route 1</u> <u>Brunswick, ME 04011</u> <u>207-785-2322</u>	Total s.f. of signage x \$2.00 Per s.f. plus \$30.00/\$65.00 For I.D. signage = Total Fee: \$ <u>129.00</u> Awning Fee = cost of work _____ Total Fee: \$ <u>129.00</u>
Who should we contact when the permit is ready: <u>Bridget Chase</u> phone: <u>207-766-8367</u>		
Tenant/allocated building space frontage (feet): Length: <u>60ft</u> Height: <u>12ft</u> Lot frontage (feet) <u>N/A</u> Single Tenant or Multi-Tenant Lot <u>multi-tenant</u> → <u>120</u>		
Current Specific use: <u>Service business</u> If vacant, what was prior use: _____ Proposed Use: <u>Service business</u>		
Information on proposed sign(s): Freestanding (e.g., pole) sign? Yes ___ No <input checked="" type="checkbox"/> Dimensions proposed: _____ Height from grade: _____ Bldg. wall sign? (attached to bldg) Yes ___ No <input checked="" type="checkbox"/> Dimensions proposed: _____		
Proposed awning? Yes <input checked="" type="checkbox"/> No ___ Is awning backlit? Yes ___ No <input checked="" type="checkbox"/> <u>was told it was sunbrella</u> Height of awning: <u>38"</u> Length of awning: <u>6 x 5"</u> Depth: <u>38"</u> Is there any communication, message, trademark or symbol on it? Yes <input checked="" type="checkbox"/> No ___ If yes, total s.f. of panels w/communications, message, trademark or symbol: <u>12</u> 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 <input checked="" type="checkbox"/> No ___ 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.		

RECEIVED

FEB 23 2011

Dept. of Building Inspections
City of Portland Maine

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, stop by the Building Inspections office, room 315 City Hall or call 874-8703.

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: 2-23-11

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

Total 24.00 SAFT
 20.00 BID 3 SF Per Awning 3 x 4 = 12
 75.00 HP 12 x 2 = 24
\$119.00



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 façade 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.
- Certificate of flammability required for awning or canopy.
- ~~A UL# is required for lighted signs at the time of final inspection.~~
- Pre-application questionnaire completed and attached.
- Photos of existing signage
- Details for sign fastening, attachment or mounting in the ground.

Permit fee for signage or awning-with-signage: \$30.00 plus \$2.00 per square foot of sign.

Permit fee for awning-without-signage is based on cost of work:
\$30.00 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~~ \$15.00

12 sq ft x 2
30 + 24 + 75

\$129.00

Bridget Chase

From: David Norton <netentandawning@gmail.com>
Sent: Wednesday, February 23, 2011 12:14 PM
To: Bridget Chase
Subject: RE: Springborn Awning Permit Information

Bridget....here are the dimensions for the awning frames.

Height 38" Width 6'X5"Depth from the building 38"

The awnings are fastened to the building with five threaded pins. We would be putting the frames back on these same pins once they have been recovered.

Please confirm the fabric color.

Thanks

From: Bridget Chase [mailto:bchase@springbornstaffing.com]
Sent: Tuesday, February 22, 2011 4:40 PM
To: netentandawning@gmail.com
Subject: Springborn Awning Permit Information
Importance: High

David,

In order to apply for an awning permit, we need the following information from you:

1. Total Square Footage of the panels with the logo on it
2. Certificate of flammability
3. Sketch or photo of proposed awning including content, dimensions, distance from ground materials, construction method, as well as the specifics of installation/attachment

Thank you for your assistance with this.

springbornstaffing
Solutions that Work

Bridget Chase, Administrative Assistant
Springborn Staffing
107 Exchange Street
Portland, ME 04101
Ph: (207) 761-8367
Fx: (207) 775-2359
Check out our new website! <http://www.springbornstaffing.com>
<http://www.linkedin.com/in/bridgetchasespringborn>

Visit our booth at this years HR Convention! <http://www.mainehr.com/convention>

 Print only when necessary



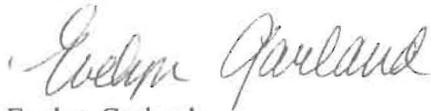
Top of Exchange, LLC
42 Market Street
Portland, ME 04101-5022
(207) 774-1000

February 22, 2011

Building Inspection Office
City Hall, Room 315
389 Congress Street
Portland, ME 04101

Top of Exchange, LLC, owners of the property located at 107 Exchange Street in Portland, Maine, has approved the exchange of the awnings proposed by Springborn Staffing. This is a simple exchange of the existing awnings to reflect a new name and logo. Please feel free to contact me with any questions.

Respectfully,



Evelyn Garland
Property Manager

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/23/2011

PRODUCER (207)992-5200 FAX: (207)992-5291
Sargent, Tyler & West
60 Summer Street, Ste 1
PO Box 1240
Bangor ME 04402-1240

INSURED
LDT Enterprises, DBA: Springborn Staffing
DBA Worksource Staffing
107 Exchange St
Portland ME 04101

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.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: National Union Ins Co.	
INSURER B: MEMIC	
INSURER C: One Beacon Ins. Co.	
INSURER D:	
INSURER E:	

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		GENERAL LIABILITY	SSL1937727	6/18/2010	6/18/2011	EACH OCCURRENCE \$ 1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COM/OP AGG \$ 2,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				E & O Included
C		AUTOMOBILE LIABILITY	FM1E16529	06/18/2010	06/18/2011	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
		<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
		<input type="checkbox"/> HIRED AUTOS				AUTO ONLY - EA ACCIDENT \$
		<input type="checkbox"/> NON-OWNED AUTOS				OTHER THAN EA ACC \$
						AUTO ONLY: AGG \$
A		EXCESS/UMBRELLA LIABILITY	BE011432209	06/18/2010	06/18/2011	EACH OCCURRENCE \$ 1,000,000
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$ 1,000,000
		<input type="checkbox"/> DEDUCTIBLE				\$
		<input type="checkbox"/> RETENTION \$				\$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	1810088814	06/18/2010	06/18/2011	WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/>
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT \$ 1,000,000
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A		OTHER Temporary Help Service Bond	014497441	06/18/2010	06/18/2011	Limit - \$500,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
City of Portland is named as additional insureds if any portion of the awning abuts or encroaches on any public right of way, or can fall into any public right of way.

CERTIFICATE HOLDER	CANCELLATION
City of Portland 389 Congress St. Portland, ME 04101	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>10</u> 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 <i>Cynthia M Roeder</i>



