

# DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

## BUILDING DEPARTMENT

### PERMIT

Permit Number: 100661

### PERMIT ISSUED

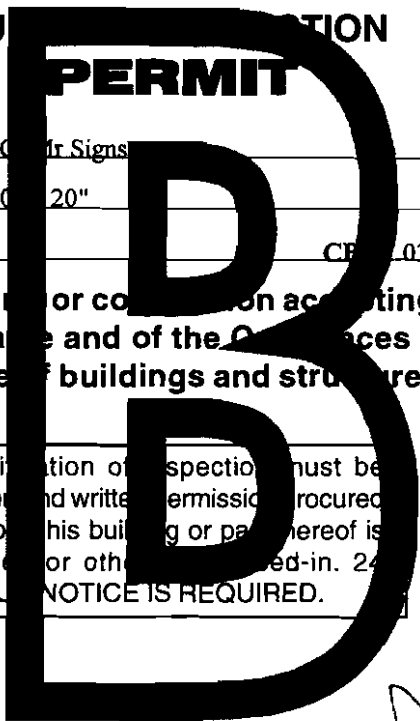
Please Read Application And Notes, if Any, Attached

This is to certify that 57 EXCHANGE STREET LLC for Signs

has permission to Retail install a sidewalk sign 30" x 20" JUN 22 2010

AT 57 EXCHANGE ST CE 032 E001001

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.



Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and written permission procured before this building or part thereof is lathed or otherwise red-in. 24 HOUR NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

#### OTHER REQUIRED APPROVALS

- Fire Dept. \_\_\_\_\_
- Health Dept. \_\_\_\_\_
- Appeal Board \_\_\_\_\_
- Other \_\_\_\_\_

Department Name

*Jeannie Banke* 6/22/10  
Director - Building & Inspection Services

### PENALTY FOR REMOVING THIS CARD

**City of Portland, Maine - Building or Use Permit Application**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 10-0661	Issue Date:	CBL: 032 E001001
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Location of Construction: 57 EXCHANGE ST	Owner Name: 57 EXCHANGE STREET LLC	Owner Address: 1 CITY CENTER	Phone:
Business Name:	Contractor Name: Mr Signs	Contractor Address: 500 Forest Ave Portland	Phone 2078781100
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Side Walk	Zone: B-3

Past Use: Commercial - Retail - Country Noel	Proposed Use: Commercial - Retail install a sidewalk sign 30" x 20" "Trunket & Fern"	Permit Fee: \$85.00	Cost of Work: \$85.00	CEO District: 1
		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: M Type: Sign <i>Sidewalk</i>	

Proposed Project Description: Retail install a sidewalk sign 30" x 20"	Signature:	Signature: <i>JMB 6/22/10</i>
PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)		
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied		
Signature: _____ Date: _____		

Permit Taken By: Idobson	Date Applied For: 06/08/2010	<b>Zoning Approval</b>
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<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..</p>	<p><b>Special Zone or Reviews</b></p> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date: <i>6/10/10</i> <i>Agm</i>	<p><b>Zoning Appeal</b></p> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____	<p><b>Historic Preservation</b></p> <input type="checkbox"/> Not in District or Landmark <input checked="" type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <i>JMB</i>
	<p><b>PERMIT ISSUED</b></p> <p>JUN 22 2010</p> <p>City of Portland</p>		

**CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

**City of Portland, Maine - Building or Use Permit**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 10-0661	Date Applied For: 06/08/2010	CBL: 032 E001001
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Location of Construction: 57 EXCHANGE ST	Owner Name: 57 EXCHANGE STREET LLC	Owner Address: 1 CITY CENTER	Phone:
Business Name:	Contractor Name: Mr Signs	Contractor Address: 500 Forest Ave Portland	Phone: (207) 878-1100
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Side Walk	

Proposed Use: Commercial - Retail - "Trinket & Fern" - install a sidewalk sign 30" x 20"	Proposed Project Description: install a sidewalk sign 30" x 20"
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Dept: Zoning      Status: Approved with Conditions      Reviewer: Ann Machado      Approval Date: 06/10/2010  
 Note: Ok to Issue:

- 1) All sidewalk signs shall be removed when the business is closed or while any snow or ice exists on the walkway within eight feet of the sign in any direction. All sidewalk signs shall be located near the curb rather than the building face. The sidewalk shall maintain a width of no less than 4 1/2 feet of unobstructed sidewalk width perpendicular to major flows. For a single tenant listing, the maximum width is 24 inches or less if needed for the 4.5 feet of unobstructed sidewalk width. The maximum height of a sidewalk sign is 40 inches to the top of the sign in place. The minimum height of a sidewalk sign is 30 inches to the top of the sign in place.

Dept: Building      Status: Approved with Conditions      Reviewer: Jeanine Bourke      Approval Date: 06/22/2010  
 Note: Ok to Issue:

- 1) Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.



**CITY OF PORTLAND, MAINE**  
 Department of Building Inspections

**Original Receipt**

Received from: Joe Smith  
 Location of Work: 57 Exchange  
 Date: 6.8 2010

Cost of Construction \$ \_\_\_\_\_ Building Fee: \_\_\_\_\_  
 Permit Fee \$ \_\_\_\_\_ Site Fee: \_\_\_\_\_

Certificate of Occupancy Fee: \_\_\_\_\_  
 Total: 85

Building (12) \_\_\_\_\_ Plumbing (15) \_\_\_\_\_ Electrical (12) \_\_\_\_\_ Site Plan (12) \_\_\_\_\_  
 Other: Signs  
 CBL: 30-E-1  
 Check #: 2006      Total Collected \$ 85

**No work is to be started until permit issued.  
 Please keep original receipt for your records.**

Taken by: [Signature]

WHITE - Applicant's Copy  
 YELLOW - Office Copy  
 PINK - Permit Copy

## **BUILDING PERMIT INSPECTION PROCEDURES**

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

**or email: [buildinginspections@portlandmaine.gov](mailto: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 Inspection 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 with construction.**

  X   **Call for final inspection when sign is installed**

**The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OR 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.**

**PERMIT ISSUED**

**JUN 22 2011**

**City of Portland**



# 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.

Location/Address of Construction: <b>57 EXCHANGE ST. (SIDE ENT MIDDLE ST.)</b>		
Tax Assessor's Chart, Block & Lot Chart# <b>32</b> Block# <b>E</b> Lot# <b>1</b>	Owner: <b>57 EXCHANGE ST. LLC</b> <b>DIRIGO MANAGEMENT</b>	Telephone: <b>207-871-1080</b>
Lessee/Buyer's Name (If Applicable) <b>TRINKET AND FERN</b> <b>VIRGINIA LYNN CURT-SMITH</b> <b>IAN SMITH</b>	Contractor name, address & telephone: <b>MR. SIGN</b> <b>500 FOREST AVE</b> <b>PORTLAND, ME 04101</b> <b>207-878-1100</b>	Total s.f. of signage x \$2.00 Per s.f. plus \$30.00/\$65.00 <b>&lt; 10 SF</b> For H.D. signage= Total Fee: \$ <b>50.</b> Awning Fee= cost of work _____ Total Fee: \$ _____
Who should we contact when the permit is ready: <b>IAN SMITH</b> phone: <b>207-329-5621</b>		
Tenant/allocated building space frontage (feet): Length: <b>~ 30 FT</b> Height: <b>~ 8 FT</b> Lot Frontage (feet) <b>~ 90 FT</b> Single Tenant or Multi Tenant Lot _____		
Current Specific use: <b>retail - Country Nod</b> If vacant, what was prior use: _____ Proposed Use: <b>retail</b>		
Information on proposed sign(s): <b>sidewalk sign - 20" x 30"</b> Freestanding (e.g., pole) sign? Yes _____ No _____ Dimensions proposed: _____ Height from grade: _____ Bldg. wall sign? (attached to bldg) Yes _____ No <b>X</b> Dimensions proposed: _____		
Proposed awning? Yes _____ No <b>X</b> Is awning backlit? Yes _____ No _____ Height of awning: _____ Length of awning: _____ Depth: _____ Is there any communication, message, trademark or symbol on it? Yes _____ No _____ If yes, total s.f. of panels w/communications, message, trademark or symbol: _____ s.f.		
Information on existing and previously permitted sign(s): Freestanding (e.g., pole) sign? Yes _____ No _____ Dimensions: _____ Bldg. wall sign? (attached to bldg) Yes _____ No _____ Dimensions: _____ Awning? Yes _____ 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**  
JUN - 8 2010  
Dept. of Building Inspections  
City of Portland Maine

58  
59 + 65  
10 x 10

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](http://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: 6/8/10

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

max size - sidewalk -



# Sidewalk Signs

## Design, Location and Construction Standards

### Quantity

One sign per establishment for each street frontage having a public entrance, provided that all dimension and location standards are met. When standards would not otherwise permit a sign, a sign may consist of multiple listings.

### Sign Dimensions

**Single Listing:** Maximum width is 24 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major flows. Maximum height is 40 inches to top of sign in place. Minimum height is 30 inches to top of sign in place.

**Multiple Listings:** Maximum width is 30 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major flows. Maximum height is 40 inches to top of sign in place. Minimum height is 30 inches to top of sign in place.

### Location

Minimum distance between signs is 20 feet. Maximum distance of sign from public entrance of advertiser is 20 feet. The City may vary these distances for exceptional physical circumstances where public safety and streetscape aesthetics will be maintained. However, under no circumstances shall signs obstruct vehicular stops, benches, fire hydrants or other street visual amenities. Signs shall be located near the curb rather than the building face.

### Materials and Graphics

All signs shall be of an A-frame type design, shall be constructed of durable, weather-resistant materials and finish, shall have no moving parts and shall be non-electrified. All signs shall be maintained in a clean and original appearance. Sign materials, graphics and finish shall be of a unified design and shall be compatible with the local streetscape. All signs shall have horizontal braces spanning each side of the sign to assure rigid support. Lettering shall be legible and consistent.

### Sign Removal

All signs shall be removed when the business is closed or while any snow or ice exists on the walk within eight feet of the sign in any direction.

### Insurance

No permit shall be issued unless the applicant has posted in advance with the City a Certificate of Liability listing the City as additional insured in the amount of \$400,000.00.

### Enforcement

If the sign does not conform to the standards outlined, the permit may be revoked and once the owner has been notified, the sign could be removed.

To apply for a sign permit, stop by the Inspections Division, Portland City Hall, 389 Congress Street, room 315 with:

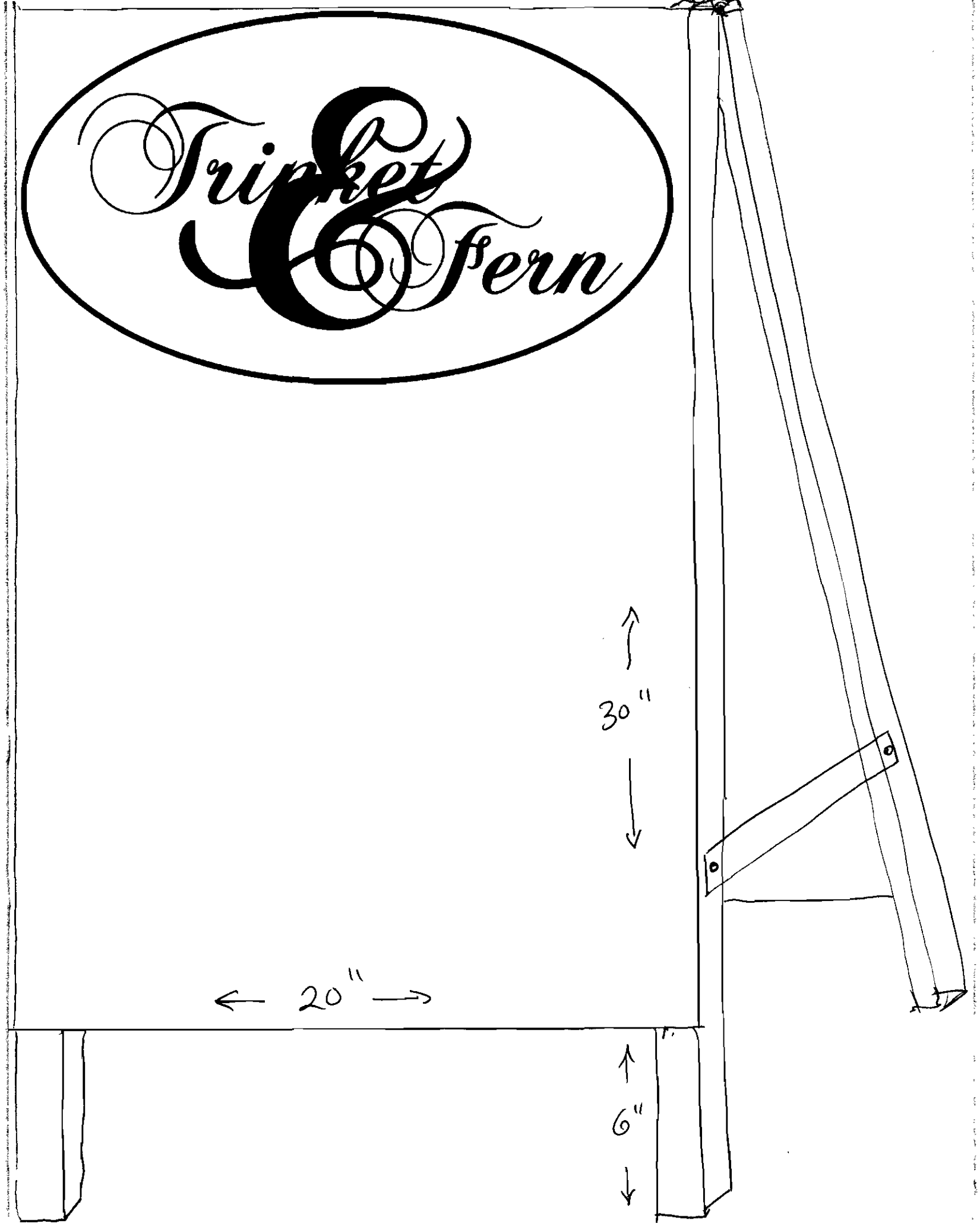
- Certificate of liability insurance
- Drawing of sign showing dimensions and design work
- Payment of fees: \$30.00 plus \$2.00 per s.f. of signage
- Complete application with pre-application questionnaire and checklist complete



30"

← 20" →

6"





June 7, 2010

Ian Smith  
d/b/a Trinket & Fern  
57 Exchange Street  
Portland, Maine 04101

RE: Proposed Exterior Sign for 172 Middle Street Retail Entrance

Dear Ian,

I have received your signage application and have review the various documents including the drawing of the proposed exterior sign. The design is excellent and is therefore approved.

As always, if you have any questions, please do not hesitate to call me.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter S. Skapinsky", written over a horizontal line.

Peter S. Skapinsky, CPM  
As Authorized Agent for the 57 Exchange Street LLC, Owner  
[peter@dirigomgmt.com](mailto:peter@dirigomgmt.com)



*Individual Member*



ONE CITY CENTER, PORTLAND, MAINE 04101-4009  
TEL: (207) 871-1080 • FAX (207) 871-7189  
E-MAIL: [info@dirigomgmt.com](mailto:info@dirigomgmt.com)  
WEB SITE: [www.dirigomgmt.com](http://www.dirigomgmt.com)





# CERTIFICATE OF LIABILITY INSURANCE

OP ID RR  
TRINFER

DATE (MM/DD/YYYY)

06/08/10

<b>PRODUCER</b> Turner Barker Insurance 160 Preble Street Portland ME 04101 Phone: 207-773-8156 Fax: 207-773-6647	<b>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.</b>		
	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>	
<b>INSURED</b> Trinket and Fern Virginia Curit-Smith d/b/a 82 Fessenden Street Portland ME 04102	INSURER A	Peerless Insurance Co	18333
	INSURER B		
	INSURER C		
	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 LTR	ADDL INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	X	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  <input checked="" type="checkbox"/> H&NO GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	BOP3341269	04/26/10	04/26/11	EACH OCCURRENCE \$ <b>1000000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300000</b> MED EXP (Any one person) \$ <b>15000</b> PERSONAL & ADV INJURY \$ <b>1000000</b> GENERAL AGGREGATE \$ <b>2000000</b> PRODUCTS - COMP/OP AGG \$ <b>2000000</b>
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY, EA ACC \$ AGG \$
		<b>EXCESS / UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

### DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate Holder is named as additional insured RE: Sign

### CERTIFICATE HOLDER

**CITY/OPP**

City of Portland  
389 Congress St  
Portland ME 04101

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 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