

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

BUILDING INSPECTION

PERMIT

Please Read Application And Notes. If Any, Attached

Permit Number: 090178

This is to certify that 45 EXCHANGE STREET LLC the Signer
has permission to Install One Hanging Building Sign (41"x48") One Free Standing Sign 2'x3'
AT 45 EXCHANGE ST CB# 032 E005001

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 enclosed-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

Thomas M. Maloney 3/13/09
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

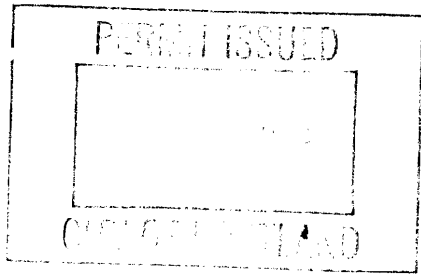
Permit No: 09-0178	Issue Date:	CBL: 032 E005001
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Location of Construction: 45 EXCHANGE ST (41)	Owner Name: 45 EXCHANGE STREET LLC	Owner Address: 1 CITY CENTER	Phone: 207-871-1080
Business Name:	Contractor Name: The Signery	Contractor Address: 7 Lincoln Dr Scarborough	Phone: 2078797700
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	Zone: B-3

Past Use: Commercial - retail (Amaryllis)	Proposed Use: Commercial - retail - "Zane" - Install One Hanging Building Sign (41"x48"), One Freestanding Sidewalk Sign 2'x3'.	Permit Fee: \$104.40	Cost of Work: \$0.00	CEO District: 1
Proposed Project Description: Install One Hanging Building Sign (41"x48"), One Freestanding Sidewalk Sign 2'x3'.		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: B Type: 3B IBC 2003 Signature: Jm 03/13/09	
		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: lmd	Date Applied For: 03/09/2009	Zoning Approval
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1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.
2. Building permits do not include plumbing, septic or electrical work.
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..



Special Zone or Reviews <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: 3/12/09 ABW	Zoning Appeal <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:	Historic Preservation y0 <input type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: 3/12/09 D. Andrews
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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
DEPARTMENT OF PLANNING & URBAN DEVELOPMENT**

389 Congress Street
Portland, Maine 04101

INVOICE FOR PERMIT FEES

Application No: 9-0178	Applicant: 45 EXCHANGE STREET LLC
Project Name: Install One Hanging Building Sign (Location: 45 EXCHANGE ST
CBL: 032 E005001	Development Type:
Invoice Date: 03/09/2009	

Previous Balance	-	Payment Received	+	Current Fees	-	Current Payment	=	Total Due	Payment Due Date
\$0.00		\$0.00		\$104.40		\$89.80		\$14.60	On Receipt

First Billing

Previous Balance **\$0.00**

Fee Description	Qty	Fee/Deposit Charge
Sign Permit Historic District	1	\$65.00
Signs sq. feet	19.7	\$39.40
		<u>\$104.40</u>
Total Current Fees:	+	\$104.40
Total Current Payments:	-	\$89.80
Amount Due Now:		\$14.60

* *L (LISA) MISCALCULATED. CONTACTED THE SIGN COMPANY. MAILED INVOICES, they will send the balance.*

Detach and remit with payment

Bill to: 45 EXCHANGE STREET LLC
1 CITY CENTER
PORTLAND, ME 04101

CBL 032 E005001
Application No: 9-0178
Invoice Date: 03/09/2009
Invoice No: 33941
Total Amt Due: \$14.60
Payment Amount:

Make checks payable to the *City of Portland*, ATTN: Inspections, 3rd Floor, 389 Congress Street, Portland, ME 04101.



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: 41 Exchange St. Portland, Me. 04101		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Owner: 45 Exchange Street LLC c/o Dirigo Management Co.	Telephone: 207.871.1080
Lessee/Buyer's Name (If Applicable) Marc Chabot	Contractor name, address & telephone: The Signery 201.879.7700	Total s.f. of signage x \$2.00 Per s.f. plus \$30.00/\$65.00 For H.D. signage= Total Fee: \$24.80 + 65 Awning Fee= cost of work _____ Total Fee: \$ 89.80

19.67

Who should we contact when the permit is ready: **Sara Bertland** phone: **207.899.0213**

Tenant/allocated building space frontage (feet): Length: **18'** Height: **16'**
 Lot Frontage (feet) ~~5~~ **61'** Single Tenant or Multi Tenant Lot _____

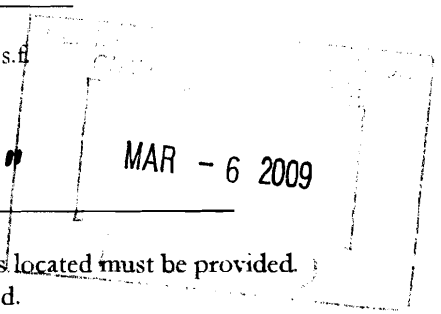
Current Specific use: **retail**
 If vacant, what was prior use: _____
 Proposed Use: **retail**

Information on proposed sign(s):
 Freestanding (e.g., pole) sign? Yes No _____ Dimensions proposed: **2' x 3'** Height from grade: _____
 Bldg. wall sign? (attached to bldg) Yes No _____ Dimensions proposed: **41" x 48"**

Proposed awning? Yes _____ No 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: **2' x 3'**
 Bldg. wall sign? (attached to bldg) Yes No _____ Dimensions: **41" x 48"**
 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.



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: Sara Bertland	Date: 3/4/09
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B-3 - individual ground floor tenant. 2x18 = 36 sq

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

Sign - 41" x 48" = 1968 sq
= 13.67 sq

sidewalk max 2' wide - ok
max height 40" incl plane - 36" dia

OK

City of Portland, Maine - Building or Use Permit

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

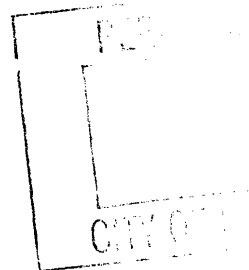
Permit No: 09-0178	Date Applied For: 03/06/2009	CBL: 032 E005001
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Business Name:	Contractor Name: The Signery	Contractor Address: 7 Lincoln Dr Scarborough	Phone: (207) 879-7700
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	

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Dept: Historic	Status: Approved	Reviewer: Deborah Andrews	Approval Date: 03/12/2009	Note:	Ok to Issue: <input checked="" type="checkbox"/>
Dept: Zoning	Status: Approved with Conditions	Reviewer: Ann Machado	Approval Date: 03/10/2009	Note: 1) ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District.	Ok to Issue: <input checked="" type="checkbox"/>
Dept: Building	Status: Approved with Conditions	Reviewer: Tom Markley	Approval Date: 03/13/2009	Note: 1) Signage Installation to comply with Chapter 31 of the IBC 2003 building code. 2) Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.	Ok to Issue: <input checked="" type="checkbox"/>

Comments: 3/9/2009-lmd: I miss calculated the fee, I contacted the sign company, mailed a new invoice they will submit the balance. 3/12/2009-gg: received permit from historic on 3/12/2009. /gg
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BUILDING PERMIT INSPECTION PROCEDURES

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

to schedule your inspections as agreed upon

Permits expire in 6 months, if the project is not started or ceases for 6 months.

The Owner or their designee is required to notify the inspections office for the following inspections and provide adequate notice. Notice must be called in 48-72 hours in advance in order to schedule an inspection:

By initializing at each inspection time, you are agreeing that you understand the inspection procedure and additional fees from a "Stop Work Order" and "Stop Work Order Release" will be incurred if the procedure is not followed as stated below.

A Pre-construction Meeting will take place upon receipt of your building permit.

 X **Final inspection required at completion of work.**

Certificate of Occupancy is not required for certain projects. Your inspector can advise you if your project requires a Certificate of Occupancy. All projects DO require a final inspection.

If any of the inspections do not occur, the project cannot go on to the next phase, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.

CERIFICATE OF OCCUPANICES MUST BE ISSUED AND PAID FOR, BEFORE THE SPACE MAY BE OCCUPIED.

Signature of Applicant/Designee

Thomas M. Markley

Signature of Inspections Official

Date

3/13/09

Date

12/1/09



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.
- N/A** Certificate of flammability required for awning or canopy.
- N/A** 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.



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

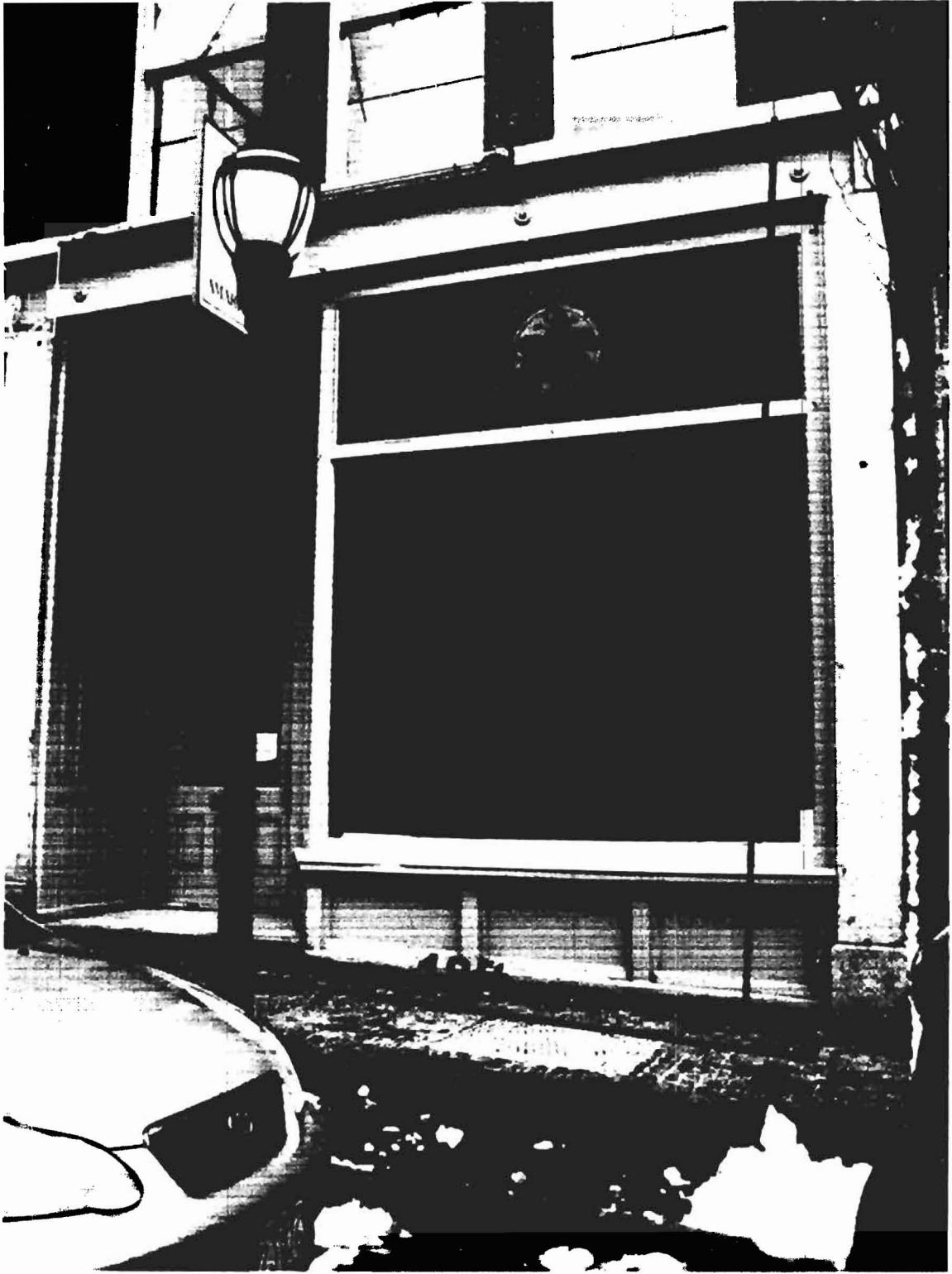
No permit shall be issued unless the applicant has posted in advance with the City a Certificate of Liability listing the City as additional insured in the amount of \$400,000.00.

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

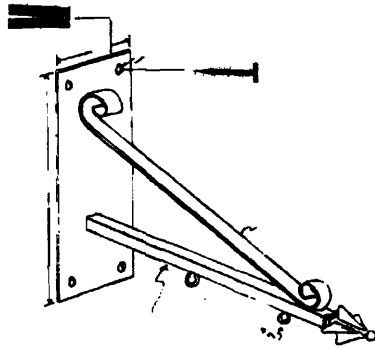




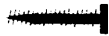


USING SAME BRACKET - EXISTING

SCROLL BRACKET WITH GUIDE WIRES



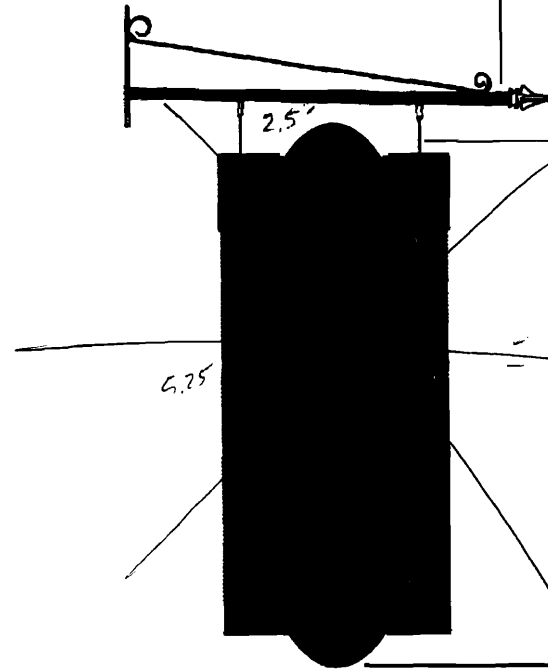
5/8 LEAD ANCHOR



3/8 x 2.5" GALV. LAG

wall

SCROLL BRACKET WITH GUIDE WIRES



X2 CUST. HANGING BRACKETS

- 173.125



9' TO SIDE WALK

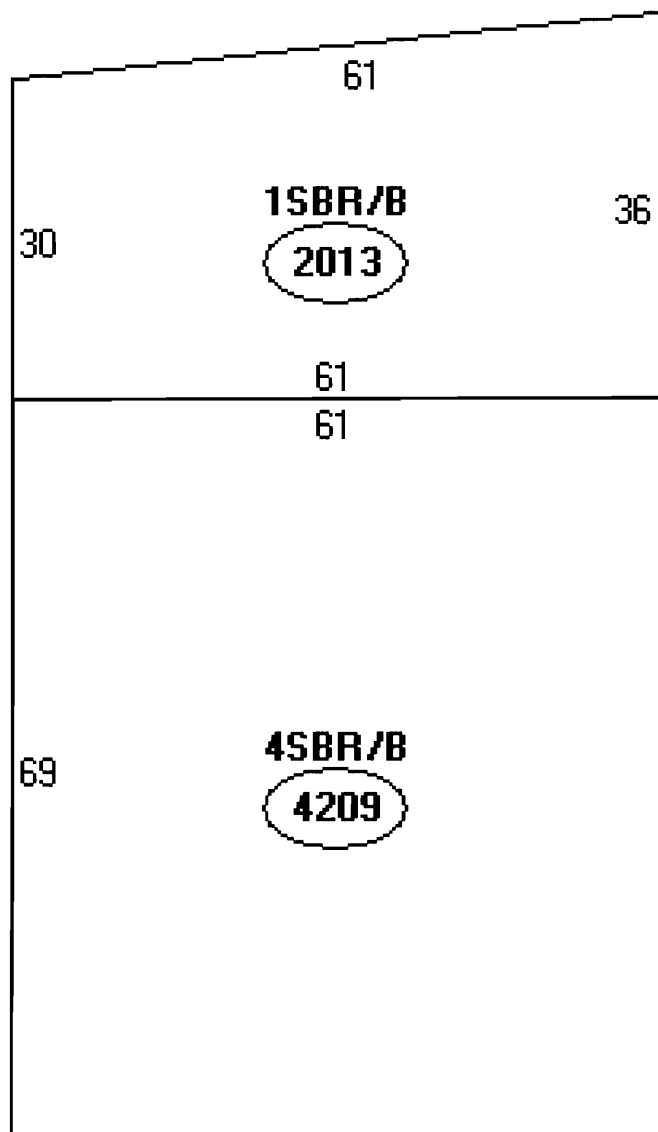
The Signery
 299 FOREST AVE PORTLAND, ME
 PHONE 878-7700 FAX: 878-1670

JOB INFO

1.2" HDFOAM SIGN 25"w x 60"h
 13mm WHITE PVC LETTERING WITH DOMING
 LOGO/GRL HP-YELLOW WITH DOMING
 INSTALLED -BUCKET TRUCK
 6mm PVC OVAL OVER LAY

- pms-204c
- pms-268c
- pms-116c

Spoil Me Rotten



Descriptor/Area

A: 4SBR/B
4209 sqft

B: 1SBR/B
2013 sqft



**DIRIGO
MANAGEMENT
COMPANY**

March 3, 2009

Sara Bertland
ZANE
26 Milk Street
Portland, Maine 04101

RE: Proposed Exterior Sign

Dear Sara,

I have received your signage application and have review the various documents including the photos 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,

Peter S. Skapinsky, CPM
As Authorized Agent for the 45 Exchange Street LLC, Owner
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
WEB SITE: www.dirigomgmt.com

ACORD CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY) 03/05/2009

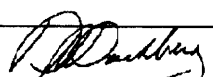
PRODUCER TD BANKNORTH INSURANCE AGENCY INC P O BOX 406 PORTLAND, ME 04112 (388) 661-3938 XW985 700		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED BERTLAND DESIGN 26 MILK ST PORTLAND, ME 04101		INSURERS AFFORDING COVERAGE INSURER A: THE TRAVELERS INDEMNITY COMPANY INSURER B: INSURER C: INSURER D: INSURER E:	NAIC #

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	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	680-0461C927-08	08/05/2008	08/05/2009	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREM. RES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
		AUTOMOBILE LIABILITY <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) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WS STATUTORY LIMITS OTHER 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
 FOR INFORMATIONAL PURPOSES ONLY.

CERTIFICATE HOLDER BERTLAND DESIGN 26 MILK 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 
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