

**City of Portland, Maine – Building or Use Permit Application** 389 Congress Street, 04101, Tel: (207) 874-8703, FAX: 874-8716

Location of Construction: <b>**41 Exchange Street 04101</b>		Owner: <b>Susan Bargier</b>		Phone: <b>772-4439</b>		Permit No:	
Owner Address:		Lessee/Buyer's Name:		Phone:		BusinessName: <b>* Amaryllis Clothing</b>	
Contractor Name: <b>The Signatory</b>		Address: <b>299 Foknet Ave.</b>		Phone: <b>879-7700</b>		Permit Issued: <b>SEP 10 1999</b>	
Past Use: <b>Retail</b>		Proposed Use: <b>Same</b>		COST OF WORK: <b>\$ 0</b>		PERMIT FEE: <b>\$ 26.20</b>	
				FIRE DEPT. <input type="checkbox"/> Approved <input type="checkbox"/> Denied		INSPECTION: <i>Signature</i> Use Group: Type: <i>BOCA 95</i>	
				Signature:		Signature: <i>[Signature]</i>	
Proposed Project Description: <b>Sandwich Board Sign to be placed on sidewalk at far edge.</b>				PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)			
				Action: Approved <input type="checkbox"/> Approved with Conditions: <input type="checkbox"/> Denied <input type="checkbox"/>			
				Signature: Date:			
Permit Taken By: <b>EA</b>		Date Applied For: <b>9-7-99</b>					

**CITY OF PORTLAND**

Zone: **B-3** CBL: **032-E-005**

Zoning Approval:

**Special Zone or Reviews:**  
☐ Shoreland  
☐ Wetland  
☐ Flood Zone  
☐ Subdivision  
☐ Site Plan maj ☐ minor ☐ mm ☐

**Zoning Appeal**

☐ Variance  
☐ Miscellaneous  
☐ Conditional Use  
☐ Interpretation  
☐ Approved  
☐ Denied

**Historic Preservation**

☐ Not in District or Landmark  
☐ Does Not Require Review  
☐ Requires Review

**Action:**

☐ Approved  
☐ Approved with Conditions  
☐ Denied

Date: \_\_\_\_\_

**PERMIT ISSUED  
WITH REQUIREMENTS**

**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 provisions of the code(s) applicable to such permit

SIGNATURE OF APPLICANT ADDRESS: DATE: PHONE:

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE PHONE:

White-Permit Desk Green-Assessor's Canary-D.P.W. Pink-Public File Ivory Card-Inspector

**CEO DISTRICT**  
ub

[illegible]

## Date \_\_\_\_\_

[illegible]

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3/17/00

**THIS IS NOT A PERMIT/CONSTRUCTION CANNOT COMMENCE UNTIL THE  
PERMIT IS ISSUED**

**Sign Permit Pre-Application**

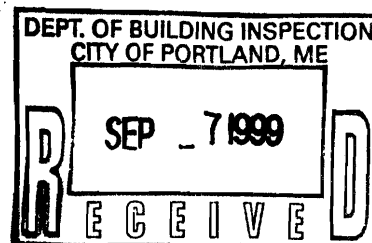
**Attached Single Family Dwellings/Two-Family Dwelling  
Multi-Family or Commercial Structures and Additions Thereto**

In the interest of processing your application in the quickest possible manner, please complete the Information below for a Building or Use Permit.

**NOTE\*\*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 (include Portion of Building): <i>41 Exchange St - Amaryllis Clothing 04101</i>		
Total Square Footage of Proposed Structure <i>Sandwich sign - board 2x31'</i>		Square Footage of Lot
Tax Assessor's Chart, Block & Lot Number Chart# <i>032-</i> Block# <i>E</i> Lot# <i>005</i>		
Owner: <i>Susan Bergien</i>		Telephone#: <i>7724439</i>
Owner's Address:		Lessee/Buyer's Name (If Applicable)
		Total Sq. Ft. of Sign      Fee <i>6'50 @ \$26.20</i>
Proposed Project Description: (Please be as specific as possible) <i>Sandwich Board sign to be placed on sidewalk AT far edge</i>		
Contractor's Name, Address & Telephone <i>The signery 299 Forest Ave 879.7700</i> Rec'd By <i>KA</i>		
Current Use: <i>Retail</i>		Proposed Use: <i>Same</i>
Signature of applicant: <i>Susan Bergien</i>		Date: <i>8/24/99</i>

Signage Permit Fee: \$30.00 plus .20 per square foot of signage



## SIGNAGE PRE-APPLICATION

PLEASE ANSWER ALL QUESTIONS

ADDRESS: Amaryllis Clothing ZONE: \_\_\_\_\_

OWNER: 41 EXCHANGE ST.  
SUSAN BERGIER

APPLICANT: Amaryllis Clothing Co.

ASSESSOR NO. \_\_\_\_\_

SINGLE TENANT LOT? YES ☒ NO ☐ single retailer

MULTI TENANT LOT? YES \_\_\_\_\_ NO \_\_\_\_\_

FREESTANDING SIGN? YES \_\_\_\_\_ NO ☒ DIMENSIONS \_\_\_\_\_

(ex. pole sign. . .)

MORE THAN ONE SIGN? YES \_\_\_\_\_ NO ☒ DIMENSIONS \_\_\_\_\_

BLDG. WALL SIGN? YES ☒ NO ☒ DIMENSIONS 2 x 2 1/2

(attached to bldg)

MORE THAN ONE SIGN? YES \_\_\_\_\_ NO ☒ DIMENSIONS 2 x 2 1/2

LIST ALL EXISTING SIGNAGE AND THEIR DIMENSIONS: over head sign -

2 x 2 1/2 ft (blocked by other signs facing down)

LOT FRONTAGE (FEET): 20' (19 1/2')

BLDG FRONTAGE (FEET): 20 in front of store (19 1/2')

AWNING YES \_\_\_\_\_ NO \_\_\_\_\_ IS AWNING BACKLIT? YES \_\_\_\_\_ NO \_\_\_\_\_

HEIGHT OF AWNING: \_\_\_\_\_

IS THERE ANY COMMUNICATION, MESSAGE, TRADEMARK OR SYMBOL ON IT? \_\_\_\_\_

\*\*\* TENANT BLDG. FRONTAGE (IN FEET) 19 1/2

\*\*\* REQUIRED INFORMATION

### AREA FOR COMPUTATION

**A SITE SKETCH AND BUILDING SKETCH SHOWING EXACTLY WHERE EXISTING AND NEW SIGNAGE IS LOCATED MUST BE PROVIDED. SKETCHES AND/OR PICTURES OF PROPOSED ARE ALSO REQUIRED.**

SIGNATURE OF APPLICANT: Susan Bergier DATE: 9/3/99

# BUILDING PERMIT REPORT

DATE: 8 Sept. 99 ADDRESS: 41 Exchange ST. CBL: 032-E-005  
REASON FOR PERMIT: Sandwich Board Sign  
BUILDING OWNER: Susan Bergier  
PERMIT APPLICANT: \_\_\_\_\_ (Contractor) The Signery  
USE GROUP Signage CONSTRUCTION TYPE \_\_\_\_\_

The City's Adopted Building Code (The BOCA National Building Code/1996 with City Amendments)  
The City's Adopted Mechanical Code (The BOCA National Mechanical Code/1993)

## CONDITION(S) OF APPROVAL

This permit is being issued with the understanding that the following conditions are met: K1, \*34, \*35

Approved with the following conditions: \_\_\_\_\_

1. This permit does not excuse the applicant from meeting applicable State and Federal rules and laws.
2. Before concrete for foundation is placed, approvals from the Development Review Coordinator and Inspection Services must be obtained. (A 24 hour notice is required prior to inspection) **"ALL LOT LINES SHALL BE CLEARLY MARKED BEFORE CALLING."**
3. Foundation drain shall be placed around the perimeter of a foundation that consists of gravel or crushed stone containing not more than 10 percent material that passes through a No. 4 sieve. The drain shall extend a minimum of 12 inches beyond the outside edge of the footing. The thickness shall be such that the bottom of the drain is not higher than the bottom of the base under the floor, and that the top of the drain is not less than 6 inches above the top of the footing. The top of the drain shall be covered with an approved filter membrane material. Where a drain tile or perforated pipe is used, the invert of the pipe or tile shall not be higher than the floor elevation. The top of joints or top of perforations shall be protected with an approved filter membrane material. The pipe or tile shall be placed on not less than 2" of gravel or crushed stone, and shall be covered with not less than 6" of the same material. Section 1813.5.2
4. Foundations and anchors shall be a minimum of 1/2" in diameter, 7" into the foundation wall, minimum of 12" from corners of foundation and a maximum 6' o.c. between bolts. (Section 2305.17)
5. Waterproofing and dampproofing shall be done in accordance with Section 1813.0 of the building code.
6. Precaution must be taken to protect concrete from freezing. Section 1908.0
7. It is strongly recommended that a registered land surveyor check all foundation forms before concrete is placed. This is done to verify that the proper setbacks are maintained.
8. Private garages located beneath habitable rooms in occupancies in Use Group R-1, R-2, R-3 or I-1 shall be separated from adjacent interior spaces by fire partitions and floor/ceiling assembly which are constructed with not less than 1-hour fire resisting rating. Private garages attached side-by-side to rooms in the above occupancies shall be completely separated from the interior spaces and the attic area by means of 1/2 inch gypsum board or the equivalent applied to the garage means of 1/2 inch gypsum board or the equivalent applied to the garage side. (Chapter 4, Section 407.0 of the BOCA/1996)
9. All chimneys and vents shall be installed and maintained as per Chapter 12 of the City's Mechanical Code. (The BOCA National Mechanical Code/1993). Chapter 12 & NFPA 211
10. Sound transmission control in residential building shall be done in accordance with Chapter 12, Section 1214.0 of the City's Building Code.
11. Guardrails & Handrails: A guardrail system is a system of building components located near the open sides of elevated walking surfaces for the purpose of minimizing the possibility of an accidental fall from the walking surface to the lower level. Minimum height all Use Groups 42", except Use Group R which is 36". In occupancies in Use Group A, B, H-4, I-1, I-2, M and R and public garages and open parking structures, open guards shall have balusters or be of solid material such that a sphere with a diameter of 4" cannot pass through any opening. Guards shall not have an ornamental pattern that would provide a ladder effect. (Handrails shall be a minimum of 3e4" but not more than 38". Use Group R-3 shall not be less than 30", but not more than 38".) Handrail grip size shall have a circular cross section with an outside diameter of at least 1 1/4" and not greater than 2". (Sections 1021 & 1022.0) - Handrails shall be on both sides of stairway. (Section 1014.7)
12. Headroom in habitable space is a minimum of 7'6". (Section 1204.0)
13. Stair construction in Use Group R-3 & R-4 is a minimum of 10" tread and 7 3/4" maximum rise. All other Use Group minimum 11" tread, 7" maximum rise. (Section 1014.0)
14. The minimum headroom in all parts of a stairway shall not be less than 80 inches. (6'8") 1014.4
15. Every sleeping room below the fourth story in buildings of Use Groups R and I-1 shall have at least one operable window or exterior door approved for emergency egress or rescue. The units must be operable from the inside without the use of special knowledge or separate tools. Where windows are provided as means of egress or rescue they shall have a sill height not more than 44 inches (1118mm) above the floor. All egress or rescue windows from sleeping rooms shall have a minimum net clear opening height dimension of 24 inches (610mm). The minimum net clear opening width dimension shall be 20 inches (508mm), and a minimum net clear opening of 5.7 (Section 1018.6)

16. Each apartment shall have access to two (2) separate, remote and approved means of egress. A single exit is acceptable when it exits directly from the apartment to the building exterior with no communications to other apartment units. (Section 1010.1)
17. All vertical openings shall be enclosed with construction having a fire rating of at least one (1) hour, including fire doors with self closer's. (Over 3 stories in height requirements for fire rating is two (2) hours.) (Section 710.0)
18. The boiler shall be protected by enclosing with (1)hour fire rated construction including fire doors and ceiling, or by providing automatic extinguishment. (Table 302.1.1)
19. All single and multiple station smoke detectors shall be of an approved type and shall be installed in accordance with the provisions of the City's Building Code Chapter 9, Section 920.3.2 (BOCA National Building Code/1996), and NFPA 101 Chapter 18 &19. (Smoke detectors shall be installed and maintained at the following locations):
  - In the immediate vicinity of bedrooms
  - In all bedrooms
  - In each story within a dwelling unit, including basementsIn addition to the required AC primary power source, required smoke detectors in occupancies in Use Groups R-2, R-3 and I-1 shall receive power from a battery when the AC primary power source is interrupted. (Interconnection is required) Section 920.3.2.
20. A portable fire extinguisher shall be located as per NFPA #10. They shall bear the label of an approved agency and be of an approved type. (Section 921.0)
21. The Fire Alarm System shall maintained to NFPA #72 Standard.
22. The Sprinkler System shall maintained to NFPA #13 Standard.
23. All exit signs, lights and means of egress lighting shall be done in accordance with Chapter 10 Section & Subsections 1023.0 & 1024.0 of the City's Building Code. (The BOCA National Building Code/1996)
24. Section 25-135 of the Municipal Code for the City of Portland states, "No person or utility shall be granted a permit to excavate or open any street or sidewalk from the time of November 15 of each year to April 15 of the following year".
25. The builder of a facility to which Section 4594-C of the Maine State Human Rights Act Title 5 MRSA refers, shall obtain a certification from a design professional that the plans commencing construction of the facility, the builder shall submit the certification the Division of Inspection Services.
26. Ventilation shall meet the requirements of Chapter 12 Sections 1210.0 of the City's Building Code. (Crawl spaces & attics).
27. All electrical, plumbing and HVAC permits must be obtained by a Master Licensed holders of their trade. No closing in of walls until all electrical (min.72 hours notice) and plumbing inspections have been done.
28. All requirements must be met before a final Certificate of Occupancy is issued.
29. All building elements shall meet the fastening schedule as per Table 2305.2 of the City's Building Code (the BOCA National Building Code/1996).
30. Ventilation of spaces within a building shall be done in accordance with the City's Mechanical Code (The BOCA National Mechanical Code/1993). (Chapter M-16)
31. Please read and implement the attached Land Use Zoning report requirements.
32. Boring, cutting and notching shall be done in accordance with Sections 2305.4.4, 2305.5.1 and 2305.5.3 of the City's Building Code.
33. Glass and glazing shall meet the requirements of Chapter 24 of the building code.
- X 34. All signage, shall be done in accordance with Section 3102.0 signs of the City's Building Code, (The BOCA National Building Code 1996).
- X 35. Sidewalk signage shall also meet the requirements for sidewalk signs set forth by the City of Portland.
36. \_\_\_\_\_
37. \_\_\_\_\_
38. \_\_\_\_\_

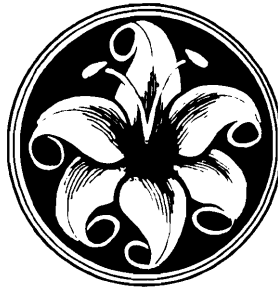
 P. Samuel Hoffies, Building Inspector

cc: Lt. McDougall, PFD

Marge Schmuckal, Zoning Administrator

PSH 7.24/99

**\*\*On the basis of plans submitted and conditions placed on these plans any deviations shall require a separate approval.**



# AMARYLLIS

Amaryllis Clothing Co.

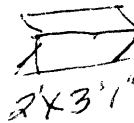
41 Exchange Street  
Portland, Maine 04101  
207 772-4439

41 EXCHANGE ST

Tree → [O]



← Tub planter  
City



← Area where sign is to be  
placed

Fresh Market

43 Exchange

TRAFFIC RUNS →





## INFORMATION REQUIREMENTS FOR SIGN PERMIT APPLICATION

Applicants for a sign permit will be asked to submit the following information to the Code Enforcement Office:

1. Proof of insurance
2. Letter of permission from the owner
3. A sketch plan of lot, indicating location of buildings, driveways and any abutting streets or right of ways. Lengths of building frontages and street frontages should be noted. (see attached)
4. Indicate on the plan all existing and proposed signs ✓
5. Computation of the following:
  - A) Sign area of each existing and proposed building sign
  - B) Sign area height and setback of each existing and proposed freestanding sign
6. A sketch of any proposed sign(s), indicating dimensions, materials, source of illumination and construction method (see attached).
7. Certificate of flammability required for awning/canopy at time of application.
8. UL # required for lighted signs at the time of application.

**Fee for permit - \$30.00 plus \$0.20 per square foot**

**Fee for awning based on cost of work - \$30.00 for the first \$1,000.00, \$6.00 for each additional \$1,000.000.**

**NOTE:** Once a sketch plan has been filed for a property, the code enforcement office will keep a record of the plan so that a new sketch plan will not be required for later changes to signage on the property. In such an instance, applicants will only be required to submit information applicable to the new sign.