



Sign Permit Application

If you or the property owner owes real estate or personal property taxes or any other charges on any property within the City, payment arrangement **MUST** be made before permits are accepted.

Location/Address: 33 EXCHANGE STREET			Telephone: 207 939 2403
Tax Assessor's Chart/Block/Lot (CBL)	OWNER Name/Address:		E-Mail: andrewprudential@aol.com
Chart: 032	Block: E	Lot: 9	B+C Limited 37A street South Portland, ME 04106
LEASEE/BUYER Name (if Applicable)	CONTRACTOR name, address/phone		Total S.F. signage \$ 2.40 (SF= 12 x .20 for sidewalk)
Bridget Lenahan*	Mad Hen Signs		Sign Fee: \$ 25 (Sidewalk=\$25)
DBA Penoke Moon, LLC	4 Warren Ave # 2		Square Foot (SF) fee + Sign Fee = TOTAL FEE: \$ 27.40
110 North St, Apt 2	Westbrook, ME 04092		
Portland, ME 04101	207 332 1231		
603 724 4111			

Who should we contact when the permit is ready: Name: Bridget Lenahan Phone: 603 724 4111
 Address: 110 North St, Apt 2, Portland ME 04101 E-Mail: bridgetlenahan@gmail.com

Tenant/allocated building space frontage (in feet): Length: 15' Height: 11'
 Lot frontage (in feet): 51' Single Tenant or Multi-Tenant Lot: multi

Current Property Specific Use: Vacant
 If vacant, what was prior use: retail store
 Proposed Use: retail store

Information on proposed sign(s)
 Freestanding sidewalk sign? YES NO Dimensions proposed: 12 (sf); Height from grade: 3'
(2'x3')

A site sketch and building sketch showing exactly where existing and proposed signage is located **MUST** be provided. Sketches and/or pictures of proposed signage and existing building are also required.

Please submit all information outlined in the Sign/Awning Application Checklist. Failure to do so may result in the 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 207-874-8703.

I hereby certify 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:** 3/2/16