# Signage / Awning Permit Application

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

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 06/16/16

**Location/Address:**

**Tax Assessor's Chart/Block/Lot (CBL)**
Chart: 032 Block: E010 Lot: 001

**OWNER Name/Address:**
Name: Joe Porta
Address: One Canal Plaza

**Telephone:** 207 553 . 1701
**E-Mail:** jporta@boules.com

**LEASEE/BUYER Info (if Applicable)**
Petite Jacqueline
46 Market St

**CONTRACTOR**
Name: Mike Sinett
Address: 75 Mighty St
Gorham
Phone: 650 . 0472 E-Mail:

Total S.F. signage $ 32
(Sq Ft = 16 x $2.00)
SF + $30 Fee: **$ 30**
Historic ($75): $
Awning Fee: $

Awning Fee = Cost of Work: $ _____ ($25/first $1000; $15 each additional $1000) TOTAL **FEE: $**

**Who should we contact when the permit is ready**: Name: Liz Keith Phone: 207 3218052
Address 46 Market St E-Mail: ewkayo@gmail

**Tenant/allocated building space frontage** (in feet): Length: _____ Height: _____
Lot frontage (in feet): _____ Single Tenant or Multi-Tenant Lot: multi

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

**Information on proposed sign(s)**
Freestanding (e.g. pole) sign? YES ___ NO X Dimensions proposed: _____ Height from grade: _____
BLDG Wall Sign (attached to bldg.)? YES X NO ___ Dimensions proposed: 16 sq ft

**Proposed Awning**: YES ___ NO ___ If yes, is awning backlit? YES ___ NO ___
Height of awning _____ Length of awning _____ Depth of awning _____
Is there any communication, message, trademark or symbol on it? YES ___ NO ___
If yes, total square footage of panels with communication, message, trademark or symbol on it: _____sf

**Information on *existing and previously permitted* signage:**
Freestanding (e.g. pole) sign? YES ___ NO ___ Dimensions existing: ____ X ____ Height from grade: _____
BLDG Wall Sign (attached to bldg.)? YES ___ NO ___ Dimensions existing: ____ X ____
Awning? YES ___ NO ___ total sq. ft. of panels with communication on it: _____sf

**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:* E Keith *Date:* 5/20/16

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

Portland, Maine — Yes. Life's good here

# Department of Permitting and Inspections

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## *Electronic Signature and Fee Payment Confirmation*

*Notice: Your electronic signature is considered a legal signature per state law.*

By digitally signing the attached document(s), you are signifying your understanding that this is a legal document and your electronic signature is considered a ***legal signature*** per Maine state law. You are also signifying your intent on paying your fees by the selections below.

1. Once the complete application package has been received by us, and entered into the system
2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options:

- [x] provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment
- [ ] call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone
- [ ] hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall
- [ ] deliver a payment method through the U.S. Postal Service, at the following address:

**City of Portland**
**Department of Permitting and Inspections**
**389 Congress Street, Room 315**
**Portland, Maine 04101**

By signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. ***No work shall be started until I have received my permit.***

Applicant Signature: E Kurt Ring Date: 5/20/16

I have provided digital copies and sent them on: Date: 5/20/16

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.