

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

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

Permit No: 06-0746	Issue Date: <b>PERMIT ISSUED</b> JUN 14 2006	CBL: 032 F003001
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<b>Location of Construction:</b> 30 MARKET ST	<b>Owner Name:</b> ELC INC	<b>Owner Address:</b> 30 MARKET ST	<b>Phone:</b>
<b>Business Name:</b> Portside Gallery	<b>Contractor Name:</b> Yarmouth Signs	<b>Contractor Address:</b>	<b>Phone:</b>
<b>Lessee/Buyer's Name:</b> John Moon	<b>Phone:</b> 207-781-2256	<b>Permit Type:</b> CITY	BS

<b>Past Use:</b> Commercial/ Retail	<b>Proposed Use:</b> Retail/ Signage for "Portside Gallery" & sidewalk sign	<b>Permit Fee:</b> \$101.00	<b>Cost of Work:</b> \$101.00	<b>CEO District:</b> 1
<b>Proposed Project Description:</b> Signage for "Portside Gallery" & sidewalk sign		<b>FIRE DEPT:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>INSPECTION:</b> Use Group: Signage Type: 6/13/06 Signature: [Signature]	
		<b>PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)</b> Action <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature _____ Date _____		

<b>Permit Taken By:</b> Idobson	<b>Date Applied For:</b> 05/19/2006	<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 <b>six</b> (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> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetland</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p>Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/></p> <p>OK Date: 6/11/06 ASA</p>	<p><b>Zoning Appeal</b></p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>late</p>	<p><b>Historic Preservation</b></p> <p><input type="checkbox"/> Not in District or Landmark</p> <p><input type="checkbox"/> Does Not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input checked="" type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p>Date: D. Andrews 6/12/06</p>
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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

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<b>Location of Construction:</b> 30 MARKET ST	<b>Owner Name:</b> ELCINC	<b>Owner Address:</b> 30 MARKET ST	<b>Phone:</b>
<b>Business Name:</b> Portside Gallery	<b>Contractor Name:</b> Yarnmouth Signs	<b>Contractor Address:</b> P.O. Box 346 Yarnmouth	<b>Phone:</b> (207) 846-0473
<b>Lessee/Buyer's Name:</b> John Moon	<b>Phone:</b> 207-781-2256	<b>Permit Type:</b> Signs - Permanent	

<b>Proposed Use:</b> Retail/ Signage for "Portside Gallery" & sidewalk sign	<b>Proposed Project Description:</b> Signage for "Portside Gallery" & sidewalk sign
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<b>Dept:</b> Historical	<b>Status:</b> Approved	<b>Reviewer:</b> Deborah Andrews	<b>Approval Date:</b> 06/12/2006	<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
<b>Note:</b>				
<b>Dept:</b> Zoning	<b>Status:</b> Approved	<b>Reviewer:</b> Ann Machado	<b>Approval Date:</b> 06/06/2006	<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
<b>Note:</b>				
<b>Dept:</b> Building	<b>Status:</b> Pending	<b>Reviewer:</b> Mike Nugent	<b>Approval Date:</b> 06/13/2006	<b>Ok to Issue:</b> <input type="checkbox"/>
<b>Note:</b>				



# 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: 28 Market St. Portland

Tax Assessor's Chart, Block & Lot			Owner:	Telephone:
Chart# <u>32</u>	Block# <u>7</u>	Lot# <u>3</u>	<u>11 Exchange LLC</u>	<u>10</u>
			<u>Yarmouth Sign PO Box 346 Yarmouth, ME 04096 84</u>	

Who should we contact when the permit is ready: John Moon phone: 781-2256 or 831-9542

Tenant/allocated building space frontage (feet): Length: 30 Height: 12  
 Lot Frontage (feet) \_\_\_\_\_ Single Tenant or Multi Tenant Lot: Multi 10 sq s.s.m

Current Specific use: \_\_\_\_\_  
 If vacant, what was prior use: Sheepsfoot River Pottery 8 sq sand  
 Proposed Use: Art Gallery 18 x 2 + 65

Information on proposed sign(s): sidewalk sign - 24" x 36"

Freestanding (e.g., pole) sign? Yes \_\_\_\_\_ No \_\_\_\_\_ Dimensions proposed \_\_\_\_\_ e' ht from grade: \_\_\_\_\_  
 Bldg. wall sign? (attached to bldg) Yes  No \_\_\_\_\_ Dimensions proposed 30"

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: \_\_\_\_\_  
 Bldg. wall sign? (attached to bldg) Yes  No \_\_\_\_\_ Dimensions: 3x2 or 2 - being removed  
 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](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: <u>[Signature]</u>	Date: <u>5-16-06</u>
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This is not a permit, you may not commence ANY work until the permit is issued.

83 - 24 x 30 = 60 sq ft 30" x 48" = 1440 = 10 sq ft sidewalk sign 24" x 40 max = 24" x 36" OK

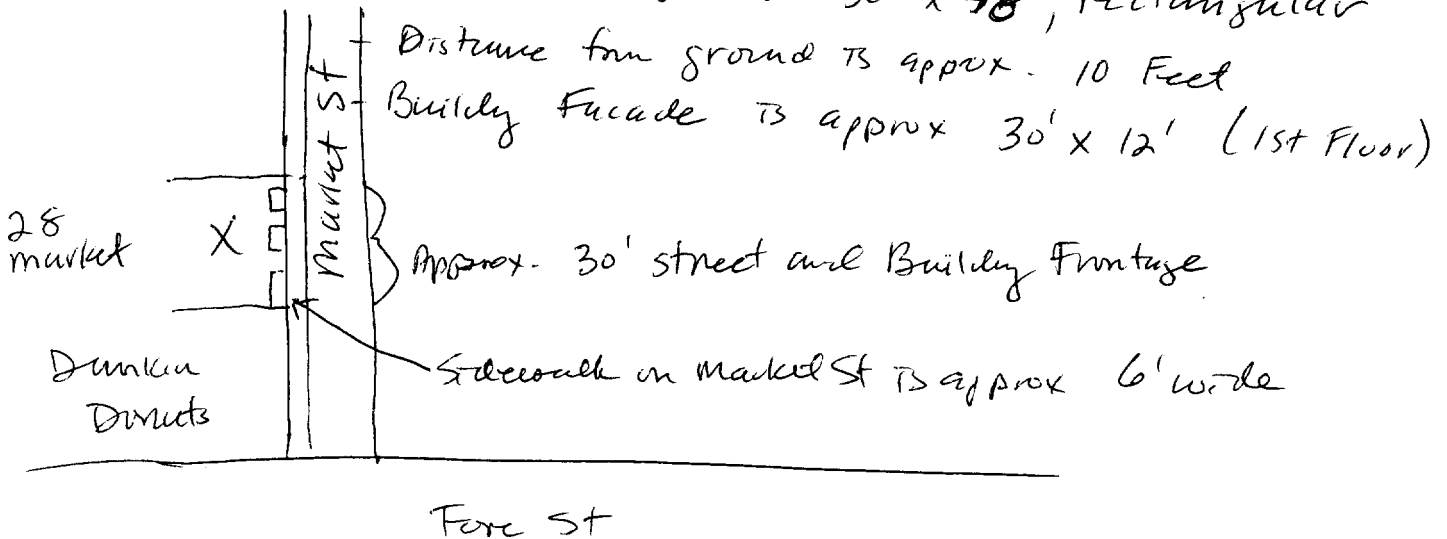
SKETCH PLAN OF LOT / BUILDING

# 28 MARKET STREET

Portland, Maine



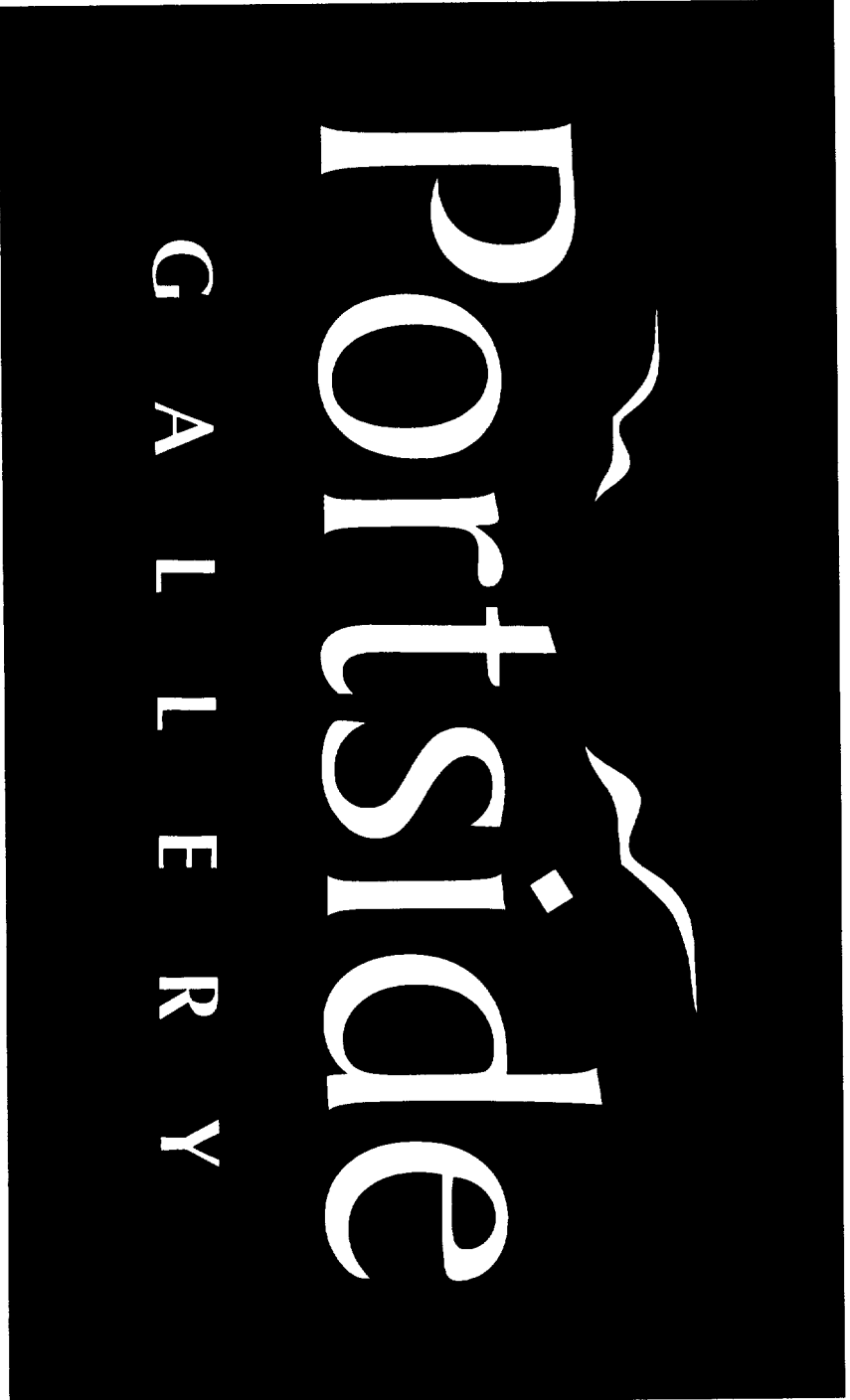
- ← Previous sign of Sheepscot River Pottery approx 3' x 2'
- Proposed sign of Portside Gallery to hang from same Bracket
  - proposed sign is 30" x 48", rectangular
  - Distance from ground is approx. 10 Feet
  - Building Facade is approx 30' x 12' (1st Floor)



SKETCH OF PROPOSED SIGN

Approx 5' Ft.

48"



30"

SKETCH PLAN OF PROPOSED SIGN

Materials: WOOD

Illumination: 2 Light Bulbs on either side of the sign (one on each side) pointing up at the sign

Attachment: sign is attached to existing Bracket on Building by Hanging Chain



PO Box 346  
Yarmouth, ME. 04096  
207.846.0473  
Copyright 2005

DATE:

CUSTOMER: Jawn Moad 28 Market St.

APPROVED:

DRAWING # 1

The pole attached to building is steel and bolted into the masonry by steel bolts

SANDWICH BOARD SIGN



PO Box 346  
Yarmouth, ME. 04096  
207.846.0473  
Copyright 2005

DATE:  
CUSTOMER:  
APPROVED:

24"

Portside  
GALLERY  
28 Market Street  
Portland, Maine 04101  
207.772.2022  
Original Paintings  
Sculpture • Photography  
*Take A Piece of Maine  
Home With You...*  
www.portsidegallery.org

36"

DRAWING n°  
1.

# Lincoln Center Property Management

May 17, 2006

John Moon  
28 Market Street  
Portland, ME 04101

To Whom It May Concern, City of Portland:

As owner of the property at 28 Market Street. I give permission to my tenant, John Moon, to affix signage he deems necessary to the successful operation of his business located at 28 Market Street.

With regards,



J. L. Soley  
11 Exchange Street, LLC

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/17/2006

PRODUCER (207) 774-6257 FAX (207) 774-2994  
**Clark Associates**  
 2385 Congress Street  
 P O Box 3543  
 Portland, ME 04104

INSURED **Portside Gallery LLC**  
 P.O. Box 66747

**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.**

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A <b>MMC Insurance Company</b>	<b>15997</b>
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 ADD'L LTR INSRD		POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	TBD	05/17/2006	05/17/2007	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>250,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
	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"/>			AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY EA ACC AGG \$	
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE			EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$	
	If yes, describe under SPECIAL PROVISIONS below OTHER			WC STATUTORY LIMITS OTH- E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
**City of Portland is named as loss payee and additional insured**  
 Ref: Sign Permit

CERTIFICATE HOLDER	CANCELLATION
<b>City of Portland</b> 389 Congress Street Portland, ME 04101	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>10</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <b>Johanna Kerry/BJCK</b> <i>Wohanna C Kerry</i>





## 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**, **\$9.00** per additional **\$1,000.00** of cost.

Base application fee for any Historic District signage is **\$65.00**.