



Signage / Awning 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.

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Location/Address: Exchange St Portland	
Tax Assessor's Chart/Block/Lot (CBL) Chart: 032 - F 010 001 Block: _____ Lot: _____	OWNER Name/Address: Name: 11 Exchange LLC Address: PO Box 4894 Portland ME 04112-4894 Telephone: 207-233-1607 E-Mail: _____
LEASEE/BUYER Info (if Applicable) Name: Market Square Jewelers Address: 17 Exchange St Phone: 231-459-5358 E-Mail: petermanh@hotmail.com	CONTRACTOR Name: Sundance Sign Co Address: 89 Oak St Dover NH 03820 Phone: 603-742-1517 E-Mail: mike@sundance.sign.com
Total S.F. signage \$ 29.98 (Sq Ft = 149 x \$2.00) SF + \$30 Fee: \$ 30 Historic (\$75): \$ 75 Awning Fee: \$ 25 TOTAL FEE: \$ 169.80 Awning Fee = Cost of Work: \$ 1,000 (\$25/first \$1000; \$11 each additional \$1000)	

Who should we contact when the permit is ready: Name: Michael Leary Phone: 603-742-1517
 Address: 89 Oak St Dover NH E-Mail: mike@sundance.sign.com

Tenant/allocated building space frontage (in feet): Length: 16' Height: 13'9"
 Lot frontage (in feet): 16' Single Tenant or Multi-Tenant Lot: Single

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

Information on proposed sign(s)

Freestanding (e.g. pole) sign? YES NO Dimensions proposed: _____ (sf); Height from grade: _____ sf
 BLDG Wall Sign (attached to bldg.)? YES NO Dimensions proposed: 11.9 sf

Proposed Awning:

YES NO If yes, is awning backlit? YES NO
 Height of awning 50" Length of awning 63 1/2" (x2) Depth of awning 42"
 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: 3 sf

Information on existing and previously permitted signage:

Freestanding (e.g. pole) sign? YES NO Dimensions proposed: _____ ft X _____ ft; Height from grade: _____
 BLDG Wall Sign (attached to bldg.)? YES NO Dimensions proposed: _____ ft X _____ ft
 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: Michael Leary - Sundance Sign Date: 10-28-14