Portland, Maine



Yes. Life's good here.

Permitting and Inspections Department Michael A. Russell, MS, Director

Signage /Awning Permit Application Checklist

Permit Application Checklist

All of the following information shall be submitted:
☑ Signage/Awning Permit Application form
☐ Certificate of Liability listing the City as an 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.
A copy of the signed lease or letter of permission from the property owner indicating the specific permissions granted and the tenant/space building frontage.
 A plan showing the specific locations of all existing and proposed signs: For freestanding signs: the plan shall depict lot lines, buildings, driveways, abutting streets or rights of way, lengths of street frontages, and setbacks from freestanding signs to the nearest lot line. For all other signs and awnings: the plan shall depict buildings, driveways, abutting streets or rights of way, and building façade dimensions. Photos or other documentation similar to a drawn plan are acceptable, provided that all required information is included.
A drawing or photo of the proposed sign showing content, all dimensions, materials, source of illumination, details of anchoring and installation (e.g., attachment specifications, footing details for freestanding signs, etc.).
Certificate of flammability is required for awnings, canopies or banners.
MA UL Classification Mark, found on the product, is required for illuminated signs at the time of final inspection.
Photos of existing signage.



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Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

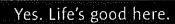
- > Electronic check or credit card: portlandmaine.gov/payyourpermit
- > Over the phone at (207) 874-8703
- > Drop off to Room 315, City Hall
- Mail to:

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

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is received.

Applicant Signature:	Date: <u>OZ/O2/</u> Z017
I have provided electronic copies and sent them on:	Date:

NOTE: All electronic paperwork must be delivered to <u>permitting@portlandmaine.gov</u> or with a thumb drive to the office.





Permitting and Inspections Department Michael A. Russell, MS, Director

Signage / Awning Permit Application

Project Address:	10 EXCHANGE	STREE.	Tax Assessor's C	BL: Bloo	
Owner Name: C	NE TEN EXCH	swae l	_して Pi		
	COMMERCIAL ST.				
	HAY RUNNER LL				
	XCHANGE ST. 2 NV				
	MOODHULL				
Address: //O E×	CHANGE ST. 200	FLOOR	. Email:	,,	
uilding Information:					_
	çade of tenant space (ft):	751	Height of exter	ior facade (ft): 5	~o'
	et (ft): <u>25</u> Th				Ilti-Tenant Lot
zot nomage on street			ct one): O Ground		
Current specific use:	BUSINESS. OFF				
nformation on EXIST	ING signs that will rema		n:	Height of awning or	ra faratandlar dana
Type (i.e. awning,	Is there any symbol/lettering	Is awning	Dimensions of awning or sign (include length,	sign above the	For freestanding signs - setback of closest point
freestanding sign, attached building sign)	on awning? (Y/N – if Y, list the dimensions of the messaging)	backlit? (Y/N)	width, and height, as applicable)	ground to its highest point	of sign to the nearest property line(s)
AWHING	NO	No	16'L×3'W×3'H	13'	N/A
,					
nformation on PROP	OSED signs: For awnings only		Discouries of sources	Height of awning or	Tou for out and in a single
	Is there any symbol/lettering	ls awning	Dimensions of awning or sign (include length,	Height of awning or sign above the ground to its highest point	For freestanding signs - setback of closest point of sign to the nearest property line(s)
	on awning? (Y/N – if Y, list the	backlit?	width, and height, as applicable)		
ATTACHED BUILDING	dimensions of the messaging)	(Y/N)	20"L x 1/2"Wx66H	14 '	N/A
ALIN-CIPS BOLLDING		1 7/	2 - 2 - 1/2 W GG/A	- '	11/7
Please be sure to subr	mit all information outlined i	n the Sign/A	Awning Application Che	cklist with your appli	ication.
The Permitting and Inspe	ctions Department may request a	additional inf	ormation prior to the issua	nce of a permit. For fur	ther information,
visit us online at www.po	ortlandmaine.gov/1728/Permittin	g-Inspections	•		
	Owner of record of the named pro				
	wner to make this application as if a permit for work described in t				
representative shall have codes applicable to this p	the authority to enter all areas o	covered by thi	is permit at any reasonable	hour to enforce the pro	visions of the
				<i>G</i> -7	102/7017
Signature of Applica	nt:	-		Date: <u>\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \</u>	UL/ WST
389 Congress S	treet/Portland, Maine 04101,				•