Inspections Division
Date: 02/06/18

Portland, Maine — Yes! Life's good here

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

Sidewalk Sign Permit Application

Project Address: 23 Temple St. (15) **Tax Assessor's CBL:** 032 (Chart #) H004 (Block #) 001 (Lot #)

building **Owner Name:** City of Portland (owns the building) **Phone:** ( ) -

Address: 389 Congress St. **Email:**

Lessee (if applicable): Luxolo (Subletting from Techport) **Phone:** (207) 298 - 2085

Address: 46 Elm St. Portland 04101 **Email:** support@luxolo.io

Contractor Name: N/A **Phone:** ( ) -

Address: **Email:**

Current Property/Tenant Use: tech facility / repairs **Is this a new use?** ○ Yes ● No

Sign Information:

This is a (select one): ● Single listing sign ○ Multiple listing sign

Proposed dimensions: (double-sided side walk sign)

Length: 23.75"

Width: 2" wide (with 16" legs at the base)

Height: 37.25"

Distance from tenant's entrance: 6" Distance from other side walk signs: ~20' feet

The following information should be submitted electronically to the Permitting and Inspections Department:

- [x] Completed Sidewalk Sign Permit Application form
- [x] Certificate of liability insurance
- [x] Drawing or picture of proposed signage and existing building with dimensions and design
- [x] Plot plan showing structures, tenant entrance, proposed location of sign and dimensions around the sign

The Permitting and Inspections Department may request additional information prior to the issuance of a permit. For further information, visit us on-line at http://portlandmaine.gov/1728/Permitting-Inspections, email permitting@portlandmaine.gov stop by 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: Manager, LUXOLO Date: 1/28/18

This is a legal document and your electronic signature is considered a legal signature per Maine state law.

This is not a permit. You may not place any sign until the permit is issued.

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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 issued.

Applicant Signature: [signature] Manager, LUXOLO Date: 1/20/18

I have provided electronic copies and sent them on: Date: 1/29/18

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

If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.