

# DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

## BUILDING INSPECTION

### PERMIT

Please Read  
Application And  
Notes, If Any,  
Attached

Permit Number: 070201

PERMIT ISSUED  
MAR 20 2007

This is to certify that SHOEMAKER LLC /The Signery

has permission to 3'x2' sidewalk sign

AT 183 MIDDLE ST

032 H016001

provided that the person or persons who accept this permit shall comply with all of the provisions of the Statutes of the State and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and when permission procedure before this building or part thereof is altered or service closed-in 24 HOUR NOTICE REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

#### OTHER REQUIRED APPROVALS

Fire Dept. \_\_\_\_\_

Health Dept. \_\_\_\_\_

Appeal Board \_\_\_\_\_

Other \_\_\_\_\_  
Department Name

*Thomas W. Mackley* 3/13/07  
Director - Building & Inspection Services

**PENALTY FOR REMOVING THIS CARD**

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

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

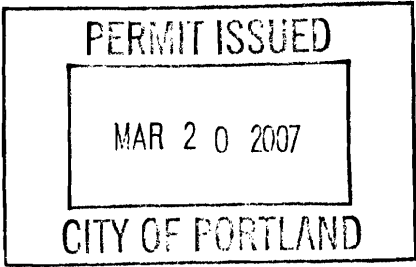
Permit No: 07-0201	Issue Date:	CBL: 032 H016001
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Location of Construction: 183 MIDDLE ST	Owner Name: SHOEMAKER LLC	Owner Address: 16 MOSES LITTLE DR	Phone:
Business Name:	Contractor Name: The Signery	Contractor Address: 299 Forest Avenue Portland	Phone: 2078797700
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Side Walk	Zone: B-3

Past Use: Commercial Retail / Circles	Proposed Use: Commercial Retail / Circles 3'x2' sidewalk sign	Permit Fee: \$77.00	Cost of Work: \$42.00	CEO District: 1
Proposed Project Description: 3'x2' sidewalk sign		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: Commercial type: 5B IBC 2003 Signature: <i>jm</i>	
		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: _____ Date: _____		

Permit Taken By: dmartin	Date Applied For: 02/26/2007	<b>Zoning Approval</b>
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<ol style="list-style-type: none"> <li>This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</li> <li>Building permits do not include plumbing, septic or electrical work.</li> <li>Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..</li> </ol>	<b>Special Zone or Reviews</b> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Denied	<b>Zoning Appeal</b> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved	<b>Historic Preservation</b> TO D A <input type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied
	Date: <i>9/27/07</i>	Date: _____	Date: <i>V. Andrews 2/28/07</i>



**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

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

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

<b>Permit No:</b> 07-0201	<b>Date Applied For:</b> 02/26/2007	<b>CBL:</b> 032 H016001
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<b>Location of Construction:</b> 183 MIDDLE ST	<b>Owner Name:</b> SHOEMAKER LLC	<b>Owner Address:</b> 16 MOSES LITTLE DR	<b>Phone:</b> ( ) 780-1979
<b>Business Name:</b>	<b>Contractor Name:</b> The Signery	<b>Contractor Address:</b> Cove St. Portland	<b>Phone</b> (207) 879-7700
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Signs - Side Walk	

<b>Proposed Use:</b> Commercial Retail / Circles 3' x 2' sidewalk sign	<b>Proposed Project Description:</b> 2' x 2' sidewalk sign
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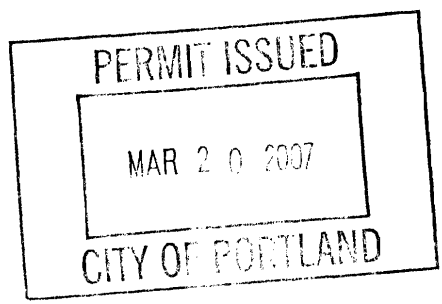
**Dept:** Historic      **Status:** Approved      **Reviewer:** Deborah Andrews      **Approval Date:** 02/28/2007  
**Note:**      **Ok to Issue:**

**Dept:** Zoning      **Status:** Approved with Conditions      **Reviewer:** Marge Schmuckal      **Approval Date:** 02/27/2007  
**Note:**      **Ok to Issue:**

- 1) ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District. Your sidewalk sign is subject to meeting the requirements of the Historic District.
- 2) All sidewalk signs shall be removed when the business is closed or while any snow or ice exists on the walkway within eight feet of the sign in any direction. All sidewalk signs shall be located near the curb rather than the building face. The sidewalk shall maintain a width of no less than 4 1/2 feet of unobstructed sidewalk width perpendicular to major flows. For a single tenant listing, the maximum width is 24 inches or less if needed for the 4.5 feet of unobstructed sidewalk width. The maximum height of a sidewalk sign is 40 inches to the top of the sign in place. The minimum height of a sidewalk sign is 30 inches to the top of the sign in place.

**Dept:** Building      **Status:** Approved with Conditions      **Reviewer:** Tom Markley      **Approval Date:** 03/13/2007  
**Note:**      **Ok to Issue:**

- 1) Signage Installation to comply with Chapter 31 of the IBC 2003 building code.
- 2) Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.

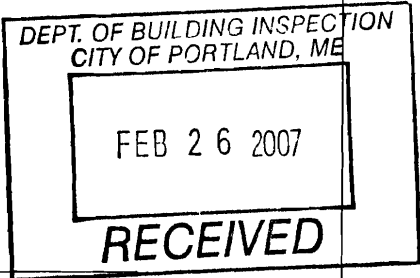




# Signage/Awning Permit Application

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: <u>185 MIDDLE ST.</u>		
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot#	Owner: <u>SHOEMAKER LLC</u>	Telephone: <u>207-780-1979</u>
Lessee/Buyer's Name (If Applicable) <u>CIRCLES</u>	Contractor name, address & telephone: <u>The Signery</u>	Total s.f. of signage x \$2.00 Per s.f. plus \$30.00/\$65.00 For H.D. signage= Total Fee: \$ <u>42.00</u> Awning Fee= cost of work _____ Total Fee: \$ _____
Who should we contact when the permit is ready: <u>NORMA DIMAULO</u> phone: <u>207-780-1979</u>		
Tenant/allocated building space frontage (feet): Length: <u>18</u> Height: <u>20</u> Lot Frontage (feet) _____ Single Tenant or Multi Tenant Lot _____		
Current Specific use: <u>retail</u> If vacant, what was prior use: _____ Proposed Use: _____		
Information on proposed sign(s): <u>sandwich board</u> Freestanding (e.g., pole) sign? Yes <input checked="" type="checkbox"/> No _____ Dimensions proposed: <u>36x24</u> Height from grade: _____ Bldg. wall sign? (attached to bldg) Yes _____ No _____ Dimensions proposed: _____		
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: _____ 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: N. Dimaulo Date: 02/26/07

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



# 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.
- Certificate of flammability required for awning or canopy.
- 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, \$10.00 per additional \$1,000.00 of cost.

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



# Sidewalk Signs

Design, Location and Construction Standards

## Quantity

One sign per establishment for each street frontage having a public entrance, provided that all dimension and location standards are met. When standards would not otherwise permit a sign, a sign may consist of multiple listings.

## Sign Dimensions

**Single Listing:** Maximum width is 24 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major flows. Maximum height is 40 inches to top of sign in place. Minimum height is 30 inches to top of sign in place.

**Multiple Listings:** Maximum width is 30 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major flows. Maximum height is 40 inches to top of sign in place. Minimum height is 30 inches to top of sign in place.

## Location

Minimum distance between signs is 20 feet. Maximum distance of sign from public entrance of advertiser is 20 feet. The City may vary these distances for exceptional physical circumstances where public safety and streetscape aesthetics will be maintained. However, under no circumstances shall signs obstruct vehicular stops, benches, fire hydrants or other street visual amenities. Signs shall be located near the curb rather than the building face.

## Materials and Graphics

All signs shall be of an A-frame type design, shall be constructed of durable, weather-resistant materials and finish, shall have no moving parts and shall be non-electrified. All signs shall be maintained in a clean and original appearance. Sign materials, graphics and finish shall be of a unified design and shall be compatible with the local streetscape. All signs shall have horizontal braces spanning each side of the sign to assure rigid support. Lettering shall be legible and consistent.

## Sign Removal

All signs shall be removed when the business is closed or while any snow or ice exists on the walk within eight feet of the sign in any direction.

## Insurance

No permit shall be issued unless the applicant has posted in advance with the City a Certificate of Liability listing the City as additional insured in the amount of \$400,000.00.

## Enforcement

If the sign does not conform to the standards outlined, the permit may be revoked and once the owner has been notified, the sign could be removed.

To apply for a sign permit, stop by the Inspections Division, Portland City Hall, 389 Congress Street, room 315 with:

- Certificate of liability insurance
- Drawing of sign showing dimensions and design work
- Payment of fees: \$30.00 plus \$2.00 per s.f. of signage
- Complete application with pre-application questionnaire and checklist complete

**Fabrication Due:** \_\_\_\_\_

**Customer Due:** \_\_\_\_\_

**Install By:** \_\_\_\_\_



MAINE'S MOST COMPLETE SIGNAGE RESOURCE  
*and More*

84 COVE STREET PORTLAND, ME  
PHONE: 879-7700 FAX 879-1570

**INVOICE #**

**INSTALL**

YES

**DESIGNER**

V

**KM**

B

**PROOFS SENT**

**DESIGN**


**FONTS**


**PLEASE READ CAREFULLY**

This proof may reflect color shifts due to the color conversions from ink to paint and or vinyl. Also PMS colors will be approximated to the best of our ability. If we are supplied with files (if applicable) they will be used as is and the Signery will not be responsible for any faults in the design (300 dpi required).

**PLEASE REVIEW THE FOLLOWING CHECK LIST**

- Spelling
- Quantity
- Graphics / Logos
- Size
- Fonts / Typeface
- Single / Double Sided
- Colors
- Legibility

**BY SIGNING OFF ON THIS PROOF YOU ARE GIVING THE SIGNERY THE GO TO PRODUCE THIS WORK TO THE SPECIFICATIONS LISTED UNTIL THIS JOB IS APPROVED AND A DEPOSIT IS MADE, THIS PROOF IS THE PROPERTY OF THE SIGNERY**



(1) 1/2" MDO Sidewalkboard  
36x24

Painted Met Silver and given a black finish over the top  
HP White and Green-Mimaki Cut Green  
FILE: Circles sidewalkboard.pdf

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

POLICY CHANGE DOCUMENT

POLICY NO. CB 0100031523

MIDDLESEX MUTUAL ASSURANCE CO. | 0641 SMITHWICK & MARINERS

NAMED INSURED CIRCLES INTERNATIONAL INC

MAILING ADDRESS 185 MIDDLE STREET

PORTLAND, ME 04101

POLICY PERIOD: From 11/11/2006 to 11/11/2007 at  
12:01 A.M. Standard Time at your mailing address shown above.

CHANGE EFFECTIVE 11/20/2006 CHANGE # 1

DESCRIPTION

ADD THE FOLLOWING ADDITIONAL INSURED TO THE POLICY:

CITY OF PORTLAND  
389 CONGRESS STREET  
PORTLAND, ME 04101

Original Premium \$ 613 New Premium \$ 628 Total Add'l/Return Premium \$ 15  
ADDITIONAL

COUNTERSIGNED 12/12/2006 BY SMITHWICK & MARINERS  
(Date) (Authorized Representative)



## FORM SCHEDULE

Forms and Endorsements made a part of this policy at time of issue:

Form	Edition	Description
BOP DEC	01 98	BOP DEC
POLICY SCHED	01 98	POLICY SCHEDULE
FORMS SCHED	01 98	BUSINESSOWNERS FORMS SCHEDULE
BP0002	12 99	BUSINESSOWNERS SPECIAL PROPERTY COVERAGE FORM
BP0006	01 97	BUSINESSOWNERS LIABILITY COVERAGE FORM
BP0009	01 97	BUSINESSOWNERS COMMON POLICY CONDITIONS
BP0123	01 87	BUSINESSOWNERS STANDARD FIRE POLICY PROVISION
BP0148	01 97	MAINE CHANGES - CONCEALMENT, MISREPRESENTATION OR FRAUD
BP0417	01 96	EMPLOYMENT - RELATED PRACTICES EXCLUSION
BP0418	06 89	AMENDMENT - LIQUOR LIABILITY EXCLUSION
BP0439	01 96	ABUSE OR MOLESTATION EXCLUSION
IL0003	07 02	CALCULATION OF PREMIUM
IL0247	07 02	MAINE CHANGES - CANCELLATION AND NONRENEWAL
IL0913	04 98	INSURANCE INSPECTION SERVICES EXEMPTION FROM LIABILITY
MBP0577	01 03	FUNGI OR BACTERIA EXCLUSION (LIABILITY)
MBP700	01 03	BUSINESSOWNERS SPECIAL BROADENING ENDORSEMENT
1540	01 03	EQUIPMENT BREAKDOWN COVERAGE
MBP514	07 97	LOSS PAYMENT ENDORSEMENT
MBP520	07 97	DEDUCTIBLE ENDORSEMENT
BP0415	01 97	SPOILAGE COVERAGE
BP0438	01 96	MEDICAL EXPENSES - EXCLUSIONS
MBP830	01 05	EXCLUSION OF CERTIFIED ACTS AND OTHER ACTS OF TERRORISM

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/20/2006

PRODUCER (207)781-5553 FAX (207)781-5571  
Smithwick & Mariners Insurance, Inc.  
366 US Route One  
Falmouth, ME 04105

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 #

INSURED Circles International, Inc.  
185 Middle Street  
Portland, ME 04101

INSURER A: Middlesex Mutual Assurance

14532

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 LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	TBD	11/11/2006	11/11/2007	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
		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"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder is named as additional insured ATIMA

**CERTIFICATE HOLDER**

**CANCELLATION**

City of Portland  
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 010 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

POLICY NUMBER: CB0100031523

**BUSINESSOWNERS**  
**BP 04 48 01 97**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED - DESIGNATED PERSON  
OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

**BUSINESSOWNERS POLICY**

**SCHEDULE\***

**Name Of Person Or Organization :**

**CITY OF PORTLAND  
389 CONGRESS STREET  
PORTLAND, ME 04101**

\*Information required to complete this Schedule, if not shown on this endorsement, will be shown in the Declarations.

The Following is added to Paragraph C. **Who Is An Insured** in the Businessowners Liability Coverage Form:

4. Any person or organization shown in the Schedule is also an insured, but only with respect to liability arising out of your ongoing operations or premises owned by or rented to you.