



Sign 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.

Location/Address: 178 Middle Street		
Tax Assessor's Chart/Block/Lot (CBL) Chart: _____ Block: _____ Lot: _____	OWNER Name/Address: Commercial Properties 4 Milk St. Suite 103 Portland, ME 04102	Telephone: 207-415-3306 E-Mail: jmcgachey@commercialproperties.com
LEASEE/BUYER Name (if Applicable) Middle Street Holdings	CONTRACTOR name, address/phone _____	Total S.F. signage \$ (SF= _____ x .20 for sidewalk) Sign Fee: \$25 (Sidewalk=\$25)
Square Foot (SF) fee + Sign Fee = TOTAL FEE: \$ _____		

Who should we contact when the permit is ready: Name: Caleb Clark Phone: 207-699-8483
 Address: 163 Neal St. Apt. 2L Portland, ME 04102 E-Mail: presentmoment207@gmail.com

Tenant/allocated building space frontage (in feet): Length: _____ Height: _____
Lot frontage (in feet): _____ **Single Tenant or Multi-Tenant Lot:** Multi 800"

Current Property Specific Use: Massage Therapy, Energy Work 55.5' x
 If vacant, what was prior use: _____
 Proposed Use: _____

Information on proposed sign(s)
 Freestanding sidewalk sign? YES NO Dimensions proposed: 20" (sf); Height from grade: 40" 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: **Date:** 10-3-16

presentmoment207@gmail.com