# Signage / Awning Permit Application

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 02/12/16

***If you or the property owner owes real estate or personal property taxes or any other charges on any property within payment arrangement MUST be made before permits are accepted.***

**Location/Address:** 34 Exchange St.

**Tax Assessor's Chart/Block/Lot (CBL)**
Chart: Block: Lot:

**OWNER Name/Address**:
Name: Joseph Palacci
Address: 34 Exchange St, Portland, ME

**Telephone**: 207-772-2422
**E-Mail**: peter@malonecb.com

**LEASEE/BUYER Info (if Applicable)**
Name: FatFace
Address: 34 Exchange St.
Portland, ME
Phone: 207-772-2422
E-Mail: peter@malonecb.com

**CONTRACTOR**
Name: Atlantic Awning
Address: 270 Franklin St
Melrose, MA 02176
Phone: 781-665-4040
E-Mail: cheryl@atlantic-awning.com

Total S.F. signage $_____
(Sq Ft = ___ x $2.00)
SF + $30 Fee: **$ 30**
Historic ($75): $ _____
Awning Fee: $ _____

Awning Fee = Cost of Work: $ _____ ($25/first $1000; $11 each additional $1000)
**TOTAL FEE: $_____**

**Who should we contact when the permit is ready**: Name: Cheryl Yennaco Phone: 781-665-4040
Address 270 Franklin St, Melrose, MA 02176 E-Mail: cheryl@atlantic-awning.com

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

**Current Specific Use:** Retail
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: 3 sf

**Proposed Awning**: YES ☒ NO ☐ If yes, is awning backlit? YES ☐ NO ☒
Heigth of awning 2'-1" Length of awning 5'-8" Depth of awning 3'-7"
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: _____ 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: 2 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:* Cheryl Yennaco *Date:* 1/18/16

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