Portland, Maine | Yes. Life's good here.

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

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: _____

Signage /Awning
Permit Application Checklist

(For the purposes of this application, an awning shall be considered to be a lightweight metal frame structure over which a fabric covering is attached.)

All of the following information shall be submitted:

- [x] Signage/Awning Permit Application form
- [x] 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.
- [x] 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. Email
- [x] 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. (on Proof)
- [x] 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 or banners.
- [ ] A UL Classification Mark, found on the product, is required for illuminated signs at the time of final inspection.
- [ ] Photos of existing signage. – Existing was removed

Please be sure to submit all information outlined in the Sign/Awning Application Checklist with your application.

The Permitting and Inspections Department may request additional information prior to the issuance of a permit. For further information, visit us online at www.portlandmaine.gov/1728/Permitting-Inspections.

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Date: _____

Signage /Awning Permit Application

Project Address: 28 Exchange Street **Tax Assessor's CBL:** _____ _____ _____ (Chart # / Block # / Lot #)

Owner Name: David Harrigan, Maineland RE Consl. **Phone:** (207) 774 - 6226
Address: 30 Exchange St. **Email:** dave@mainelandconsultants.com
Lessee (if applicable): Gus + Ruby Letterpress **Phone:** (603) 319 - 1717
Address: 28 Exchange St **Email:** whitney@gusandruby.com
Contractor Name: Portsmouth Sign Co. **Phone:** (603) 436 - 0047
Address: 19 Nimble Hill Rd, Newington 03801 **Email:** carrie@portsmouthsign.com

Building Information:

Exterior Length of façade of tenant space (ft): 34 Height of exterior façade (ft): 40
Lot frontage on street (ft): 34 This is a (select one): ○ Single Tenant Lot ☒ Multi-Tenant Lot
If multi-tenant, this is a (select one): ☒ Ground floor unit ○ Upper story unit
Current specific use: Second Hand Clothing If vacant, prior use: _____
Proposed use: Paper Products – Retail

Information on EXISTING signs that will remain:

Type (i.e. awning, freestanding sign, attached building sign)	For awnings only: Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging)	For awnings only: Is awning backlit? (Y/N)	Dimensions of awning or sign (include length, width, and height, as applicable)	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)

Information on PROPOSED signs:

Type (i.e. awning, freestanding sign, attached building sign)	For awnings only: Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging)	For awnings only: Is awning backlit? (Y/N)	Dimensions of awning or sign (include length, width, and height, as applicable)	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)
Building Projecting			38" x 25"	122"	

I hereby certify the following:

- *I am the Owner of record of the named property, or the owner of record authorizes the proposed work and I have been authorized by the owner to make this application as his/her authorized agent.*
- *I assume responsibility for compliance with all applicable statutes, codes, ordinances, rules and regulations.*
- *I understand that this application will not be reviewed for code compliance, and I certify that the proposed sign will be installed in accordance with the IBC 2009.*
- *I understand that if a Code Official determines that the sign has been installed in violation of any statute, code, or ordinance, that I am responsible for remedying the violation.*
- *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: Carrie Vaughn Date: 9.25.17

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

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Date: _____

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: _____ Date: 9.25.17

I have provided electronic copies and sent them on: Date: 9.26.17

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.