Form # P 04

## DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

# CITY OF PORTLAND

Please Read Application And Notes, If Any, Attached

E

Permit Number: 030757

This is to certify that H.H. Sawyer Realty/A	pplicar	
has permission to Frect a 70 3/4" x 36" x	73 1/2 wning	
AT 10 Exchange St		032 I012001
provided that the person or pers of the provisions of the Statutes the construction, maintenance a this department.	s of Name and of the same ance	ing this permit shall comply with all es of the City of Portland regulating ares, and of the application on file in
Apply to Public Works for street line and grade if nature of work requires such information.	N ication inspect must git and with permission procuble this to ding on the thereof is and or company to the recommendation.  H R NOTICE IS 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 BoardOther		luxh 7/10/03
Department Name		Pirector - Building & Inspection Services

**PENALTY FOR REMOVING THIS CARD** 

	y of <b>Portland, Mai</b> Congress Street, 041		•				03-0757			032 101	12001
	tion of Construction:		Owner Name:				er Address:			Phone:	
10	Exchange St		H.H. Sawyer I	Realty		Po Box 7225 772			772-6579	772-6579	
Busi	ness Name:		Contractor Name	:		Con	tractor Address:			Phone	
			Applicant				ortland				T
Less	ee/Buyer's Name		Phone:			Permit Type:					B3
						Awning, no signage  Permit Fee: Cost of Work:					
Past	Use: xed Use/Commercial		Proposed Use: Mixed Use/Commercial		al.			ъ: 30.00			
IVII.	ked Use/Commercial		Mixed Oses Co	so Commercial		FIR	EVILLE DEPT.			CTION:	
								Approved	Use G		Type:
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_	osed Project Description:									Signature: Un Luny	
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						Sign	nature:			Date:	
Pern	it Taken By:	_	plied For:				Zoning	Approva	al		
ga	<u>i</u>	06/26	/2003								
1.				Spe	cial Zone or Revi	ws	Zonia	g Appeal		Historic Pres	ervation
	Applicant(s) from mee Federal Rules.	eting applic	able State and	│ □ Sh	oreland			:		Not in Distric	ct or Landma
2.	Building permits do not include plumbing, septic or electrical work.		lumbing,	☐ Wetland		Miscellaneous			Does Not Re	quire Review	
3.	Building permits are v within six (6) months			☐ Flo	ood Zone		☐ Condition	nal Use		Requires Rev	riew
	False information may permit and stop all wo	invalidate		Subdivision			☐ Interpretation			Approved	
				☐ Sit	e Plan		☐ Approve	đ .		Approved w/	Conditions
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				C	ERTIFICATI	ON					
I her	eby certify that I am the	e owner of	record of the na				oposed work is	authorized	by the	owner of recor	d and that
I hav	e been authorized by the	ne owner to	make this appli	cation a	s his authorize	i age	nt and I agree t	o conform	to all a	pplicable laws	of this
juris chall	diction. In addition, if a have the authority to each	a permit for	work described	in the	application is is	sued	, I certify that t	he code off	ficial's a	authorized repr	esentative
	permit.	nwi ali aice	is covered by su	en pem	ni ai any 10aso1	iauic	nom wemore	e uie provi	SIOU OI	uie code(s) ap	phoable to
CICI	IATURE OF APPLICANT										

DATE

PHONE

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE

cits of Pouland

03-0757

# 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.

	the City, payment arrangements	must be ma	de before permit	s of any kir	nd are accepted.
	Location/Address of Construction:	EXCH	HNGE S	T PU	RTLAND, ME.
	Total Square Footage of Proposed Structu	ıre	Square Footag	e of Lot	STOPE
	Tax Assessor's Chart, Block & Lot Chart# 032 Block# Lot#	Owner: 5	AWYER RE	ALITY	Telephone: 207-772-6579
	Lessee/Buyer's Name (If Applicable)  COOL JEWELS LTD  GEORGE RUSSELL  / CONGRESS ST  PORTSMOUTH NH 03801  603-433-32)6	GEOR I CON PORTSI	name, address & Cook JE 6 E RUSS 6 CRESS ST MOUTH N 3216 038	ELL T 'H	Total s.f. of signage x \$1.00 per s.f. plus \$30.00 = Total Fee: \$Awning Fee = Cost Of Work: \$ Total Fee: \$
	Current use: RETAIL  If the location is currently vacant, what wa  Approximately how long has it been vacant	s prior use: _			— . heb
	Proposed use:	- NE	w		DEPT. OF BIHI WAR
	Contractor's name, address & telephone:  Who should we contact when the permit is  Mailing address:  PORTSMOUTH  We will contact you by phone when the pereview the requirements before starting and a \$100.00 fee if any work starts before	ST V/Y ermit is ready y work, with	6 COSC 03801 V. You must com a Plan Reviewer.	JEWA e in and pi A stop wo	JUN 2 6 2003  E E U V  ck up the permit and
D II	THE REQUIRED INFORMATION IS NOT INCLU ENIED AT THE DISCRETION OF THE BUILDING, NFORMATION IN ORDER TO APROVE THIS PER	/PLANNING I RMIT.	DEPARTMENT. WE	MAY REQU	IRE ADDITIONAL
II Io re	nereby certify that I am the Owner of record of the national I have been authorized by the owner to make this two of this jurisdiction. In addition, if a permit fer work a presentative shall have the authority to enter all areasodes applicable to this permit.	application as I <del>os</del> ctibed in this	his/her authortzed ag application is issued.	gent. Lagree : Loertify that :	to conform to all applicable the Code Official's authorized

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

Date:

Signature of applicant:

# **CHECKLIST FOR SIGN/AWNING APPLICATION**

		Applicants for a sign or awning permit are required to submit the following information to the Code Enforcement Office at the time of application:
HU)	YES	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. Amount must equal \$400,000.00.
(B)	YES	Letter of permission from the owner indicating the permissions granted and the tenant/space building frontage.
(3)	YES	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.  Indicate on the plan all existing and proposed signs with their dimensions and specific locations.
4	YES	A sketch or photo of any proposed sign(s) indicating content, dimensions, materials, source of illumination, and construction method, as well as specifics of installation/attachment.
<u>(5)</u>		Certificate of Flammability required for awning or canopy at time of application.
6	NO	UL# required for lighted signs at the time of Final Inspection. Failure to provide this information will invalidate the Sign Permit.
<u></u>	1/25	Pre-Application Questionnaire completed and attached. Photos of existing signage attached.
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Permit Fee for signage or awning-with-signage: \$30.00 plus \$1.00 per square foot of sign. Letter of the

Permit Fee for awning-without-signage is based on cost of work: \$30.00 for the first \$1,000.00, plus \$7.00 for each additional \$1,000.000.

## SIGNAGE/AWNING PRE-APPLICATION QUESTIONNAIRE

#### PLEASE ANSWER ALL OUESTIONS

TLEASE ANSWER ALL QUESTIONS
ADDRESS: 4 EXCHANGE ST ZONE: B-3
CBL:
SINGLE TENANT LOT? YES NO MULTI TENANT LOT? YES NO  MORE THAN ONE SIGN TOTAL WITH PROPOSED SIGN? YES NO
INFORMATION ON PROPOSED SIGN(S):
FREESTANDING (e.g., pole) SIGN? YES NO DIMENSIONS PROPOSED:
BLDG. WALL SIGN? (attached to bidg) YESNO DIMENSIONS PROPOSED:
INFORMATION ON ALREADY EXISTING AND PERMITTED SIGN(S):
FREESTANDING (e.g., pole) SIGN? YES NO DIMENSIONS:
BLDG. WALL SIGN(attached to bidg)? YESNO X DIMENSIONS:
AWNING? YES X NO DIMENSIONS: With 703/4 = 2.6 x 2 high (que
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AWNING YES X NO IS AWNING BACKLIT? YES NO X
HEIGHT OF AWNING: $\frac{7}{2}$ LENGTH OF AWNING: $\frac{73}{2}$ DEPTH: $\frac{36}{3}$
IS THERE ANY COMMUNICATION, MESSAGE, TRADEMARK OR SYMBOL ON IT? YES NO
IF YES, TOTAL S.F. OF PANELS WITH COMMUNICATIONS/MESSAGE/TRADEMARK/SYMBOL?s.f.
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 ARE ALSO REQUIRED.
SIGNATURE OF APPLICANT: DATE: 6/18/03
***** FOR OFFICE USE ONLY *****

#### 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 4½ 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: 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

A sign may be removed after notice to the owner and the permit, if issued, may be revoked if the sign does not conform to the standards herein.

For a side	walk sign permit, come to City Hall, 389 Congress Street, Room 315, with:	
	Certificate of Liability Insurance  Drawing of sign showing dimensions and design work	

Payment of \$30.00 plus \$1.00 per s.f. of signage.
Complete application with pre-application questionnaire and checklist completed.

007 807 2000 207 60 1122 000		
ACORD CERTIFICATE OF LIABIL	ITY INSURANCE	06/20/2003
Foy Insurance Group - Exeter  64 Portsmouth Ave	THIS CERTIFICATE IS ISSUED AS A MATTER OF ONLY AND CONFERS NO RIGHTS UPON THE GEI HOLDER. THIS CERTIFICATE DOES NOT AMEND, ALTER THE COVERAGE AFFORDED BY THE POL	EXTEND OR
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1 Congress Street	MAURER Liberty Mutual	
Portsmouth, NH 03801	NEURERC	
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City of Portland  City Hall  Say Congress Street  Portland, ME 04101  10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.  BUT FAILURE TO MAL SUCH NOTICE SHALL BAYGES NO OBLIGATION OR LIABILITY  OF ANY HIND UPON THE INJURIES, ITS AGENTS OR REPRESENTATIVES.  AUTHORISED REPRESENTATIVE					l l					
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389 Congress Street OF ANY HIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.  PORTI AND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.  AUTHORISED REPRESENTATIVE										
Portland, ME 04101 AUTHORISED REPRESENTATIVE				•	- 1					
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ACORD 25 (2001/08) FAX: (207)874-8300

GACORD CORPORATION 1988



# H.H. Sawyer Realty Company & Daughters

P.O. Box 7225 Portland, Maine 04112 Office: 207.772.6579 Fax: 207.773.0680

June 23, 2003

City of Portland
Department of Planning and Development
Inspection Services Division
389 Congress Street, RM 312
Portland, Maine 04101

To Whom It May Concern:

Please be advised that George Russell, owner of Cool Jewels, is our tenant at 4 Exchange Street. He has submitted an awning application for their business. H. H. Sawyer Realty, the landlord, is aware of the size, color, and shape of the awning and has approved their request for the awning.

If you need any other information, please feel free to contact our office.

Sincerely,

Cathy-Ann Wirth

H.H. SAWYER REALTY COMPANY

ω' DHING-

Segnage Off



Portland Me June 73/2"

73/2"

73/2"

73/4

744

# Certificate of Flame Resistance



REGISTERED APPLICATION CONCERN No.

FA-36801

ISSUED BY Glen Raven Custom Fabrics, LLC 1831 North Park Avenue Glen Raven, NC 27217

(Phone) 336/227-6211 (Fax) 336/229-4039

Date treated or manufactured

5-26-2003

This :	is to certify that the materials described below have been	flame-retardant treated (or are inherently nonflammable).
FOR	JUST RIGHT AWNING 7 INDUSTRIAL PARK DRIVE	
	DOVER NH 03820	
	Certification is hereby made that: (Check "a" or "b")  (a) The articles described below this Certificate have be registered by the State Fire Marshal and that the applaces of the State of California and the Rules and Re	en treated with a flame-retardant chemical approved and lication of said chemical was done in conformance with the
	Name of chemical used	Chem. Reg. No
	Method of application	
X	(b) The articles described below are made from a flame State Fire Marshal for such use.	-resistant fabric or material registered and approved by the
	Trade name of flame-resistant fabric or material use 8810/60	d l
	SUNBRELLA FR TEAL BLUE	FR Sunbrella Reg. No. F-358.01
7	The Flame-Retardant Process Used WI	LL NOT Be Removed By Washing
	Raven Custom Fabrics, LLC	By States J. Ellington  General Manager Sieven L. Ellingson

Control Number 14658

Order Number 09907

842939 Invoice Number

Quantity 10.<u>50</u>

attn: George Russell 603-433-3276

# SIGNAGE/AWNING PRE-APPLICATION QUESTIONNAIRE

# PLEASE ANSWER ALL QUESTIONS

ADDRESS: 4 EXCHANGE ST ZONE:
CBL:
SINGLE TENANT LOT? YES NO MULTI TENANT LOT? YES NO  MORE THAN ONE SIGN TOTAL WITH PROPOSED SIGN? YES NO
INFORMATION ON PROPOSED SIGN(S):
FREESTANDING (e.g., pole) SIGN? YES NO DIMENSIONS PROPOSED:  BLDG. WALL SIGN? (attached to bidg) YES NO DIMENSIONS PROPOSED:
INFORMATION ON ALREADY EXISTING AND PERMITTED SIGN(S):
FREESTANDING (e.g., pole) SIGN? YES NO DIMENSIONS:
BLDG. WALL SIGN(attached to bldg)? YES NO X DIMENSIONS:  AWNING? YES X NO DIMENSIONS:
LOT FRONTAGE (FEET):  Defet 36"  TENANT/ALLOCATED BUILDING SPACE FRONTAGE (FEET):  5786
AWNING YES X NO IS AWNING BACKLIT? YES NO X
HEIGHT OF AWNING: $\frac{7/2}{2}$ LENGTH OF AWNING: $\frac{73/2}{2}$ DEPTH: $\frac{36''}{2}$
IS THERE ANY COMMUNICATION, MESSAGE, TRADEMARK OR SYMBOL ON IT? YES NO
IF YES, TOTAL S.F. OF PANELS WITH COMMUNICATIONS/MESSAGE/TRADEMARK/SYMBOL? 2 s.f.
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 ARE ALSO REQUIRED.
SIGNATURE OF APPLICANT:DATE:DATE:
PPICE USE ONLY ****