

# City of Portland, Maine – Building or Use Permit Application 389 Congress Street, 04101, Tel: (207) 874-8703, FAX: 874-8716

Location of Construction: 401-421 Fore Street		Owner: Todd Dana		Phone:		Permit No: 010072	
Owner Address:		Lessee/Buyer's Name: Helene Michalski, 23 Blueberry Cove, Yarmouth, ME		Phone:		Business Name:	
Contractor Name: Sign Design		Address:		Phone:		Permit Issued:	
Past Use: Commercial / vacant space		Proposed Use: Commercial/ women's apparel		COST OF WORK: \$ ( 38 sf )		PERMIT FEE: \$ 37.60	
				FIRE DEPT. <input type="checkbox"/> Approved <input type="checkbox"/> Denied		INSPECTION: <i>Signage</i> Use Group: Type: BOCA 99	
				Signature:		Signature: <i>H. Michalski</i>	
Proposed Project Description:  Sign above front windows 38 sf				PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied <i>see attached</i> Signature: <i>[Signature]</i> Date: 1/30/01			
Permit Taken By: Gayle		Date Applied For: January 17, 2001					

1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal rules.
2. Building permits do not include plumbing, septic or electrical work.
3. 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..

\*\*\*Call Helene @ 772-2564

PERMIT ISSUED  
WITH REQUIREMENTS

## 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 provisions of the code(s) applicable to such permit

January 18, 2001

SIGNATURE OF APPLICANT ADDRESS: DATE: PHONE:

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE PHONE:

White-Permit Desk Green-Assessor's Canary-D.P.W. Pink-Public File Ivory Card-Inspector

Zone: B-3	CBL: 032-I-041
Zoning Approval: <i>[Signature]</i>	
Special Zone or Reviews: <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"/>	

Zoning Appeal	
<input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied	

Historic Preservation	
<input checked="" type="checkbox"/> Not in District or Landmark <input checked="" type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review	

Action:	
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied	

Date: *to D.A.*

*JH 1/19/01*  
*1/30/01*

PERMIT ISSUED  
WITH REQUIREMENTS  
P.A.D. DISTRICT  
1

COMMENTS

2/21/01 Problem on Side w/ Poling Medalski — Went over Q. A. L. ...  
 on 11/21/01 Request Info 2/21/01 — also Needs Bldg permit for bathroom  
 w/ 1/21/01 ... & pl bldg permit for bathroom. CD

8/21/06

Closed

A Power

Inspection Record

Type

Date

Foundation: \_\_\_\_\_

Framing: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Final: \_\_\_\_\_

Other: \_\_\_\_\_

# SIGNAGE PRE-APPLICATION

PLEASE ANSWER ALL QUESTIONS

ADDRESS: 425 FORE STREET ZONE: B-3  
OWNER: TODD DANA CASCO <sup>NECK</sup> BAY INC  
APPLICANT: Helene Michalski  
ASSESSOR NO. \_\_\_\_\_

PLEASE CIRCLE APPROPRIATE ANSWER

SINGLE TENANT LOT? YES NO MULTI-TENANT LOT? YES NO  
FREESTANDING SIGN? (ex. Pole Sign) YES NO --- DIMENSIONS \_\_\_\_\_ HEIGHT \_\_\_\_\_  
MORE THAN ONE SIGN? YES NO DIMENSIONS \_\_\_\_\_ HEIGHT \_\_\_\_\_  
SIGN ATTACHED TO BLDG.? YES NO DIMENSIONS 2' x 17' 34"  
MORE THAN ONE SIGN? YES NO DIMENSIONS \_\_\_\_\_  
AWNING: YES NO IS AWNING BACKLIT? YES NO HEIGHT OFF SIDEWALK \_\_\_\_\_  
IS THERE ANY MESSAGE, TRADEMARK OR SYMBOL ON IT? YES, MY LOGO

LIST ALL EXISTING SIGNAGE AND THEIR DIMENSIONS:

currently non exist - VACANT SPACE

\*\*\* TENANT BLDG. FRONTAGE (IN FEET):

\*\*\* REQUIRED INFORMATION

AREA FOR COMPUTATION

$$\begin{aligned} 8" \times 3.5' &= \\ .66 \times 3.5 &= 2.31' \end{aligned}$$

$$\begin{aligned} 8" \times 7' &= \\ .66 \times 7' &= 4.62' \\ &= 6.93' \end{aligned}$$

YOU SHALL PROVIDE:

A SITE SKETCH AND BUILDING SKETCH SHOWING EXACTLY WHERE EXISTING AND NEW SIGNAGE IS LOCATED MUST BE PROVIDED. SKETCHES AND/OR PICTURES OF PROPOSED ARE ALSO REQUIRED.

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

25.1' per info in pictures x 22 = 552.2' allowed  
34" per wood sign  
7" per awning  
41" total

DeB Andrews - planning

**THIS IS NOT A PERMIT/CONSTRUCTION MAY NOT COMMENCE UNTIL THE PERMIT IS ISSUED**

## SIGNAGE APPLICATION

**THIS IS NOT A PERMIT**

**CONSTRUCTION CANNOT NOT COMMENCE UNTIL THE PERMIT IS ISSUED**

In the interest of processing your application in the quickest possible manner, please complete the Information below for a Building or Use Permit.

**NOTE\*\*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.**

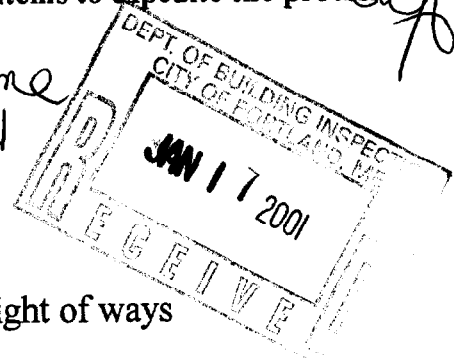
Location/Address of Construction: <del>435</del> FORE STREET 401-421		
Total Square Footage of Proposed Structure		Square Footage of Lot
Tax Assessor's Chart, Block & Lot Number  Chart# 032 Block# I Lot# 041	Owner: TODD DANA	Telephone #:
Lessee/Buyer's Name (If Applicable). Helene Michalski	Owner's/Purchaser/Lessee Address: 23 BLUEBERRY COVE YARMOUTH, MAINE	Cost Of Work: Fee: \$ (38.55) \$ 37.60
Current use: VACANT SPACE Proposed use: WOMEN'S APPAREL SHOP		
Project description: Putting up a sign above the front windows		
Contractor's Name, Address & Telephone Sign Design		Rec'd By: 1/17/01

Please check off the following indicating that you have included the below items to expedite the process of this sign application:

- ☒ "Certification of Liability" listing the City additionally insured Helene  
☒ Letter of permission from the owner Call 772-2564

**A sketch plan indicating the following:**

- ☐ Drawing of the property showing all dimensions of the lot
- ☒ Location of all buildings and property setbacks from all buildings
- ☒ Driveways and abutting streets showing street frontage and any right of ways
- ☐ Indicate on drawing the dimensions of all buildings on the lot
- ☒ Define in footage the frontage of your business front
- ☐ Indicate on drawing of existing signage and dimensions of each sign
- ☐ Indicate on drawing all proposed signage and dimension of each sign
- ☐ Sign area height and setback of each existing and proposed freestanding sign



**THIS IS NOT A PERMIT/CONSTRUCTION MAY NOT COMMENCE UNTIL THE  
PERMIT IS ISSUED**

- ☐ Certification of flammability required for awning/canopy at time of application
- ☐ UL # required for lighted signs at the time of Final Inspection. Failure to provide this information will invalidate the Sign Permit.

The Provisions of Section 3102.0 of the City's Building Code "The BOCA National Building Code 1999 edition" shall govern the construction, alteration, repair and maintenance of outdoor signs together with the associated appurtenant and auxiliary devices in respect to structural and fire safety. In accordance to section 3102.4.4 of BOCA construction documents and owners consent is all follows; "Before any permit is issued for the erection of a sign, Construction Documents shall be filed with the code official showing the dimensions, materials and required details of construction, including loads, stresses and anchorage. The applications shall be accompanied by the written contract of the owner or lessees of the premises upon which the sign is to erected. NO PERMIT CAN OR WILL BE ISSUED UNLESS THIS INFORMATION IS SUBMITTED AND APPROVED BY THE INSPECTIONS OFFICE.

**ELECTRICAL SIGNAGE PERMITS/RESPONSIBILITIES**

All sign companies or any persons engaged in the installation, interchange or maintenance of signage in the City of Portland must have the Electrician or Electrical Contractor who provided power to the sign(s) or associated equipment apply for an electrical permit in the Inspections Office.

It is the responsibility of your company to contact your sub-contractor or he owner to inform them of this policy. Whether your company does the final connections, which requires a valid Maine Electricians License or your sub contractor provides this service; permits and inspections shall be required.

Failure to comply with this procedure may result in the denial of sign permits by this office for your company or its representation to install or interchange any future signage in the City of Portland.

**If the property is located in a historic district, a separate sketch is required indicating the design, dimensions, construction materials and source of illumination if any. A photograph of the building façade should be submitted, showing where each sign is to be installed.**

**Certification**

*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: <i>Helene Michalski</i>	Date: <i>01.11.01</i>
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**Sign Permit Fee: \$30.00 plus \$0.20 per square foot.**

**A building permit is also required for any awning based on cost of work-\$30.00 for the first \$1,000.00 and \$6.00 for each additional \$1,000.00**

# BUILDING PERMIT REPORT

DATE: 19 January 2001 ADDRESS: 401-421 Fore Street CBL: 032-I-041  
REASON FOR PERMIT: Signage  
BUILDING OWNER: Todd Dana  
PERMIT APPLICANT: CONTRACTOR Sign Design

USE GROUP: \_\_\_\_\_ CONSTRUCTION TYPE: \_\_\_\_\_ CONSTRUCTION COST: \_\_\_\_\_ PERMIT FEES: \$3760

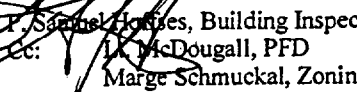
The City's Adopted Building Code (The BOCA National Building Code/1999 with City Amendments)  
The City's Adopted Mechanical Code (The BOCA National Mechanical Code/1993)

## CONDITION(S) OF APPROVAL

This permit is being issued with the understanding that the following conditions shall be met: \*1, \*36, \*37

- ☒ 1. This permit does not excuse the applicant from meeting applicable State and Federal rules and laws.
2. Before concrete for foundation is placed, approvals from the Development Review Coordinator and Inspection Services must be obtained. (A 24 hour notice is required prior to inspection) **"ALL LOT LINES SHALL BE CLEARLY MARKED BEFORE CALLING."**
3. Foundation drain shall be placed around the perimeter of a foundation that consists of gravel or crushed stone containing not more than 10 percent material that passes through a No. 4 sieve. The drain shall extend a minimum of 12 inches beyond the outside edge of the footing. The thickness shall be such that the bottom of the drain is not higher than the bottom of the base under the floor, and that the top of the drain is not less than 6 inches above the top of the footing. The top of the drain shall be covered with an approved filter membrane material. Where a drain tile or perforated pipe is used, the invert of the pipe or tile shall not be higher than the floor elevation. The top of joints or top of perforations shall be protected with an approved filter membrane material. The pipe or tile shall be placed on not less than 2" of gravel or crushed stone, and shall be covered with not less than 6" of the same material. Section 1813.5.2
4. Foundations anchors shall be a minimum of 1/2" in diameter, 7" into the foundation wall, minimum of 12" from corners of foundation and a maximum 6' O.C. between bolts. Section 2305.17
5. Waterproofing and dampproofing shall be done in accordance with Section 1813.0 of the building code.
6. Precaution must be taken to protect concrete and masonry. Concrete Sections 1908.9-19.8.10/ Masonry Sections 2111.3-2111.4.
7. It is strongly recommended that a registered land surveyor check all foundation forms before concrete is placed. This is done to verify that the proper setbacks are maintained.
8. Private garages located beneath habitable rooms in occupancies in Use Group R-1, R-2, R-3 or I-1 shall be separated from adjacent interior spaces by fire partitions and floor/ceiling assembly which are constructed with not less than 1-hour fire resisting rating. Private garages attached side-by-side to rooms in the above occupancies shall be completely separated from the interior spaces and the attic area by means of 1/2 inch gypsum board or the equivalent applied to the garage side. (Chapter 4, Section 407.0 of the BOCA/1999)
9. All chimneys and vents shall be installed and maintained as per Chapter 12 of the City's Mechanical Code. (The BOCA National Mechanical Code/1993). Chapter 12 & NFPA 211
10. Sound transmission control in residential building shall be done in accordance with Chapter 12, Section 1214.0 of the City's Building Code.
11. Guardrails & Handrails: A guardrail system is a system of building components located near the open sides of elevated walking surfaces for the purpose of minimizing the possibility of an accidental fall from the walking surface to the lower level. Minimum height all Use Groups 42". In occupancies in Use Group A, B, H-4, I-1, I-2, M, R, public garages and open parking structures, open guards shall have balusters or be of solid material such that a sphere with a diameter of 4" cannot pass through any opening. Guards shall not have an ornamental pattern that would provide a ladder effect. Handrails shall be a minimum of 34" but not more than 38". Exception: Handrails that form part of a guard shall have a height not less than 36 inches (914 mm) and not more than 42 inches (1067 mm). Handrail grip size shall have a circular cross section with an outside diameter of at least 1 1/4" and not greater than 2". (Sections 1021 & 1022.0). Handrails shall be on both sides of stairway. (Section 1014.7)
12. Headroom in habitable space is a minimum of 7'6". (Section 1204.0)
13. Stair construction in Use Group R-3 & R-4 is a minimum of 10" tread and 7 1/2" maximum rise. All other Use Group minimum 11" tread, 7" maximum rise. (Section 1014.0)
14. The minimum headroom in all parts of a stairway shall not be less than 80 inches. (6'8") 1014.4
15. Every sleeping room below the fourth story in buildings of Use Groups R and I-1 shall have at least one operable window or exterior door approved for emergency egress or rescue. The units must be operable from the inside without the use of special knowledge or separate tools. Where windows are provided as means of egress or rescue they shall have a sill height not more than 44 inches (1118mm) above the floor. All egress or rescue windows from sleeping rooms shall have a minimum net clear opening height dimension of 24 inches (610mm). The minimum net clear opening width dimension shall be 20 inches (508mm), and a minimum net clear opening of 5.7 sq. ft. (Section 1010.4)
16. Each apartment shall have access to two (2) separate, remote and approved means of egress. A single exit is acceptable when it exits directly from the apartment to the building exterior with no communications to other apartment units. (Section 1010.1)
17. All vertical openings shall be enclosed with construction having a fire rating of at least one (1) hour, including fire doors with self closure's. (Over 3 stories in height requirements for fire rating is two (2) hours. (Section 710.0)
18. The boiler shall be protected by enclosing with (1) hour fire rated construction including fire doors and ceiling, or by providing automatic extinguishment. (Table 302.1.1)

19. All single and multiple station smoke detectors shall be of an approved type and shall be installed in accordance with the provisions of the City's Building Code Chapter 9, Section 920.3.2 (BOCA National Building Code/1999), and NFPA 101 Chapter 18 & 19. (Smoke detectors shall be installed and maintained at the following locations):
- In the immediate vicinity of bedrooms
  - In all bedrooms
  - In each story within a dwelling unit, including basements
20. A portable fire extinguisher shall be located as per NFPA #10. They shall bear the label of an approved agency and be of an approved type. (Section 921.0)
21. The Fire Alarm System shall be installed and maintained to NFPA #72 Standard.
22. The Sprinkler System shall be installed and maintained to NFPA #13 Standard.
23. All exit signs, lights and means of egress lighting shall be done in accordance with Chapter 10 Section & Subsections 1023.0 & 1024.0 of the City's Building Code. (The BOCA National Building Code/1999)
24. Section 25 - 135 of the Municipal Code for the City of Portland states, "No person or utility shall be granted a permit to excavate or open any street or sidewalk from the time of November 15 of each year to April 15 of the following year".
25. The builder of a facility to which Section 4594-C of the Maine State Human Rights Act Title 5 MRSA refers, shall obtain a certification from a design professional that the plans commencing construction of the facility, the builder shall submit the certification the Division of Inspection Services.
26. Ventilation and access shall meet the requirements of Chapter 12 Sections 1210.0 and 1211.0 of the City's Building Code. (Crawl spaces & attics).
27. All electrical, plumbing and HVAC permits must be obtained by Master Licensed holders of their trade. No closing in of walls until all electrical (min. 72 hours notice) and plumbing inspections have been done.
28. All requirements must be met before a final Certificate of Occupancy is issued.
29. All building elements shall meet the fastening schedule as per Table 2305.2 of the City's Building Code (The BOCA National Building Code/1996).
30. Ventilation of spaces within a building shall be done in accordance with the City's Mechanical code (The BOCA National Mechanical Code/1993). (Chapter M-16)
31. Please read and implement the attached Land Use Zoning report requirements.
32. Boring, cutting and notching shall be done in accordance with Sections 2305.3, 2305.3.1, 2305.4.4 and 2305.5.1 of the City's Building Code.
33. Bridging shall comply with Section 2305.16.
34. Glass and glazing shall meet the requirements of Chapter 24 of the building code. (Safety Glazing Section 2406.0)
35. All flashing shall comply with Section 1406.3.10.
36. All signage shall be done in accordance with Section 3102.0 signs of the City's Building Code, (The BOCA National Building Code/1999).
37. *Your plan does not show how sign is attached to bldg. You shall submit this information before hanging sign.*

  
Samuel Holmes, Building Inspector  
cc: L. McDougall, PFD  
Marge Schmuckal, Zoning Administrator  
Michael Nugent, Inspection Service Manager

PSH 10/1/00

**\*\*This permit is herewith issued, on the basis of plans submitted and conditions placed on these plans, any deviations shall require a separate approval.**

**\*\*\*THIS PERMIT HAS BEEN ISSUED WITH THE UNDERSTANDING THAT ALL THE CONDITIONS OF THE APPROVAL SHALL BE COMPLETED. THEREFORE, BEFORE THE WORK IS COMPLETED A REVISED PLAN OR STATEMENT FROM THE PERMIT HOLDER SHALL BE SUBMITTED TO THIS OFFICE SHOWING OR EXPLAINING THAT THE CONDITIONS HAVE BEEN MET. IF THIS REQUIREMENT IS NOT RECEIVED YOUR CERTIFICATE OF OCCUPANCY SHALL BE WITHHELD. ( You Shall Call for Inspections )**

**\*\*\*\*ALL PLANS THAT REQUIRE A PROFESSIONAL DESIGNER'S SEAL, (AS PER SECTION 114.0 OF THE BUILDING CODE) SHALL ALSO BE PRESENTED TO THIS DIVISION ON AUTO CAD LT. 2000, DXF FORMAT OR EQUIVALENT.**

**\*\*\*\*\*CERTIFICATE OF OCCUPANCY FEE \$50.00**

## **Side Walk Signs Design/Location/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 – 24 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major flow. Maximum height – 40 inches to top of sign in place. Minimum height 30 inches to top of sign in place.

Multiple: Maximum width – 30 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major flow. Maximum height – 4- inches to top of sign in place. Minimum height 30 inches to top of sign in place.

### **Location**

Minimum distance between signs – 20 feet. Maximum distance of sign from public entrance of advertiser 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 suitable public liability insurance certificate in an amount adequate to protect the City.

### **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 permit come to City Hall 389 Congress Street room 315 with:

1. Certificate of liability insurance
2. Drawing of sign showing dimensions
3. Payment of .20 per sq. ft. plus \$30.00



# City of Portland

## Memorandum

**Date:** January 29, 2001  
**To:** Department of Building Inspection  
**From:** Jeffrey Harris, Preservation Compliance Coordinator  
**RE:** 401-421 Fore Street building permit

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Upon review by planning department staff, the referenced building permit application for signage may be approved with the following conditions:

- All three awnings are to feature a straight-sloped profile with the same angle of slope, matching that of the storefronts to the east;
- The proposed wood sign above the windows is to be 18 inches in height and between 8 to 10 feet in length.

## Leavitt &amp; Parris, Inc. Sales Agreement

**L&P** LEAVITT & PARRIS, INC.  
 AWNINGS / TENTS

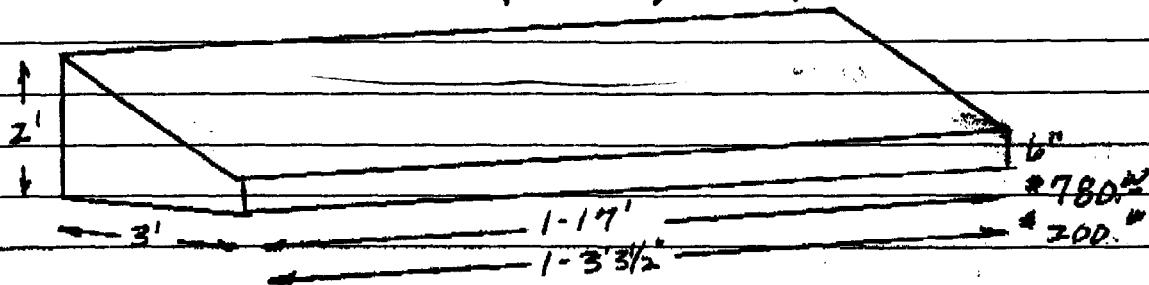
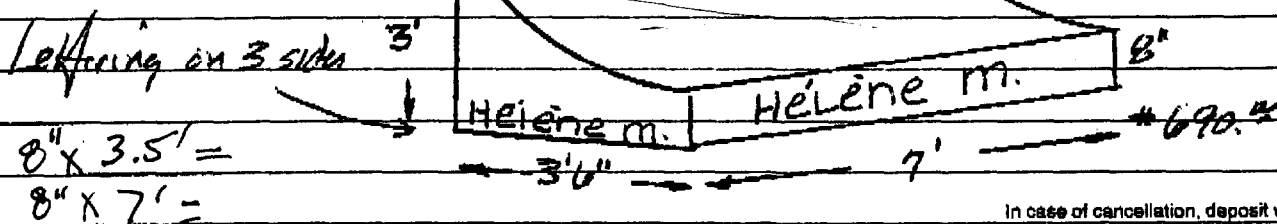
Est. 1919


 AWNINGS & SIGNAGE  
 FLAGS & BANNERS

 236 Read Street • Portland, Maine 04103  
 Phone (207) 797-0100 • FAX 797-4194  
 1-800-833-6679 in Maine


ORDER TAKEN BY <i>NEEL</i>	DATE <i>1-4-01</i>	PURCHASE ORDER NO.	
JOB PHONE <i>cell 450-7766</i>	OFFICE # <i>FX 846-3657</i>	PHONE <i>772-2564</i>	FAX <i>772-5792</i>
SITE PERSON		CONTRACT PERSON	
INSTALL LOCATION		BILL TO <i>Helene M.</i>	
ADDRESS		ADDRESS <i>425 FORE ST.</i>	
CITY	STATE	ZIP	CITY
			<i>Portland ME.</i>
			STATE
			<i>04101</i>

We hereby submit specifications and estimates for:

*3-STATONARY Awnings - complete*
*Fabric Sunarella Furonist*  
*Pic # 8624 Sky Blue*


In case of cancellation, deposit will be forfeited.

 We propose to furnish material and labor — complete in accordance with the specifications above and conditions set forth on the reverse side of this Proposal, for the sum of *One Thousand Six Hundred Seventy* dollars (\$ *1670.* ).

Payment to be made as follows: Deposit of 50% upon acceptance

*\$835.*  
*\$835.*

BALANCE DUE ON INSTALLATION.

 ATTENTION: CUSTOMERS' RESPONSIBILITY TO CHECK WITH  
 LOCAL MUNICIPALITY CONCERNING PERMITS REQUIRED  
 FOR INSTALLATION.

LEAVITT &amp; PARRIS, INC.

By

*Neil J. Patink*  
 Authorized Representative

ALL ELECTRICAL WORK IS CUSTOMER'S RESPONSIBILITY.

NOTE: The proposal is withdrawn if not accepted within five business days.

 Acceptance of Proposal — The prices, specifications  
 and conditions as set forth above and on the reverse side of this proposal are  
 satisfactory and are hereby accepted. You are authorized to do the work as  
 specified. Payment will be made as outlined herein.

Date of Acceptance

Signature

Signature

# Certificate of Flame Resistance



REGISTERED  
APPLICATION  
CONCERN No.

F-368

ISSUED BY

UNITED TEXTILE & SUPPLY - EAST  
311 ROOSEVELT AVENUE  
PAWTUCKET, RI 02860

Date work performed

This is to certify that the materials described on the reverse side hereof have been flame-retardant treated (or are inherently nonflammable).

FOR LEAVITT & PARRIS AT P.O. BOX 3926  
CITY PORTLAND STATE MAINE 04104

Certification is hereby made that: (Check "a" or "b")



- (a) The articles described on the reverse side of this Certificate have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.

Name of chemical used \_\_\_\_\_ Chem. Reg. No. \_\_\_\_\_

Method of application \_\_\_\_\_



- (b) The articles described on the reverse side hereof are made from a flame-resistant fabric registered and approved by the State Fire Marshal for such use.

Trade name of flame-resistant fabric used 46" FIRESIST SUNBRELLA Reg. No. F-368

The Flame Retardant Process Used COLOR # - WILL NOT Be Removed By Washing  
(will or will not)

Name of Applicator

By

Robert H. Hatcher  
Title

We hereby certify this to be a true copy of the original "CERTIFICATE OF FLAME RESISTANCE" issued to us, "original copy" of which has been filed with the California State Fire Marshal.

Signed

LEAVITT & PARRIS Inc

By

Paul G. Telford

**Casco Neck Inc.**

*P.O. Box 169 \* Portland, Maine 04112  
Tel: 207-775-2228 \* Fax: 207-761-8280*

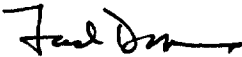
January 5, 2001

City of Portland  
City Hall  
Portland, Maine 04101

To Whom It May Concern,

As President of Casco Neck, Inc., I grant permission to Helene Michalski (owner of "Helene M.") to hang an awning and signage at 425 Fore Street in Portland, provided she obtains all necessary permits and is in compliance with all local ordinances.

Sincerely,



Tod Dana  
Casco Neck, Inc.

NEW BUSINESS



EFFECTIVE DATE: 12/13/2000

<b>Policy Number:</b> BOP9450172	<b>Prior Policy:</b>
<b>Billing Type:</b> DIRECT BILL	
<b>Coverage Is Provided In</b> PEERLESS INSURANCE COMPANY	
<b>Named Insured and Mailing Address:</b> HELENE M LTD PO BOX 7988 PORTLAND ME 04112	<b>Agent:</b> NORTON INS & FINANCIAL SVCS 75 JOHN ROBERTS RD SOUTH PORTLAND ME 04106-6914  <b>Agent Code:</b> 8210218 <b>Agent Phone:</b> (207)-828-5686

**COMMERCIAL PROTECTOR POLICY DECLARATIONS**  
**SPECIAL (INCLUDING EQUIPMENT BREAKDOWN)**

In return for the payment of premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.

**POLICY PERIOD:** From: 12/13/2000 To: 12/13/2001 at 12:01 AM Standard Time at your mailing address shown above.

**FORM OF BUSINESS:** CORPORATION

**BUSINESS DESCRIPTION:** WOMENS CLOTHING STORE

**DESCRIPTION OF PREMISES**

Prem. No.	Bldg. No.	Location Occupancy, Construction/Fire Protection
001	001	425 FORE STREET PORTLAND ME 04112 CLOTHING OR WEARING APPAREL-LADIES JOISTED MASONRY, P1

**PROPERTY COVERAGE**

Prem. No.	Bldg. No.	Coverage	Limits of Insurance
001	001	BUSINESS PERSONAL PROPERTY	\$ 85,000

**DEDUCTIBLE:** \$ 250 On Building and Business Personal Property

**AUTOMATIC INCREASE:** Building Coverage Shall Be Increased Annually.  
Personal Property Coverage Shall Be Increased 4% Annually.

**MORTGAGE HOLDERS:** NONE

NEW BUSINESS

Forming a part of

<b>Policy Number:</b> BOP 9450172	
<b>Coverage Is Provided In</b> PEERLESS INSURANCE COMPANY	
<b>Named Insured:</b> HELENE M LTD	<b>Agent:</b> NORTON INS & FINANCIAL SVCS
	<b>Agent Code:</b> 8210218 <b>Agent Phone:</b> (207)-828-5686

**ADDITIONAL INTERESTS SCHEDULE**

**LOSS PAYEE(S)**

Loss Payee  
(Name and Address)

MAINE BANK & TRUST ISAOA ATIMA  
467 CONGRESS STREET  
PORTLAND ME 04102

Prem. Bldg.

No.	No..	Description of Property
001	001	CONTENTS

Provisions Applicable  
LOSS PAYABLE

Loan Number

Date Issued: 12/14/2000

NEW BUSINESS

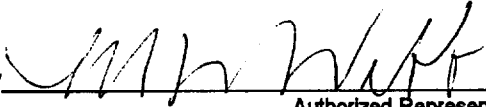
Forming a part of

Policy Number: BOP 9450172	
Coverage Is Provided In PEERLESS INSURANCE COMPANY	
Named Insured: HELENE M LTD	Agent: NORTON INS & FINANCIAL SVCS Agent Code: 8210218      Agent Phone: (207)-828-5686

COMMERCIAL PROTECTOR POLICY DECLARATIONS (Continued)  
SPECIAL (INCLUDING EQUIPMENT BREAKDOWN)

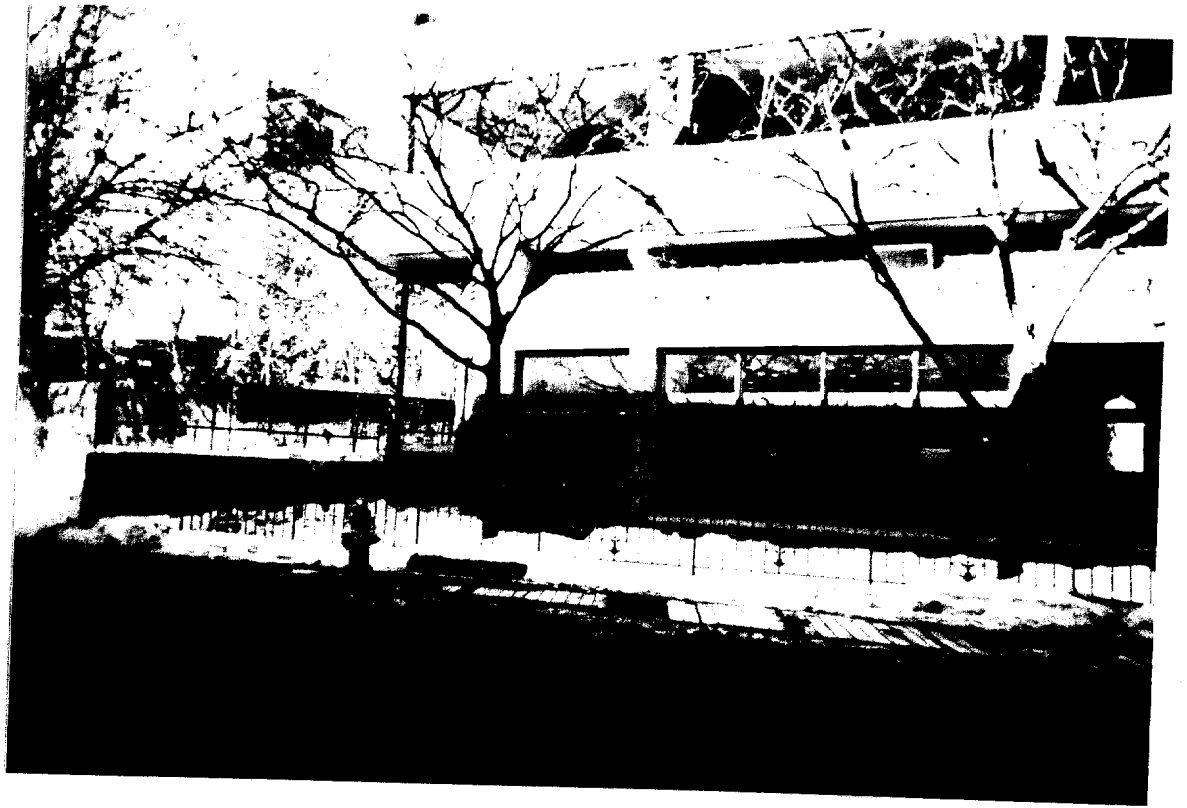
PREMIUM

Total Policy Premium \$ 829.00

Countersigned: By  12/21/00  
Authorized Representative Date

Includes copyrighted material of Insurance Services Office, Inc. with its permission. Copyright, Insurance Services Office, Inc. 1982,1983, 1984, 1985.

Date Issued: 12/14/2000







# Hélène m.

URBAN UPGRADE  
WOMEN'S APPAREL



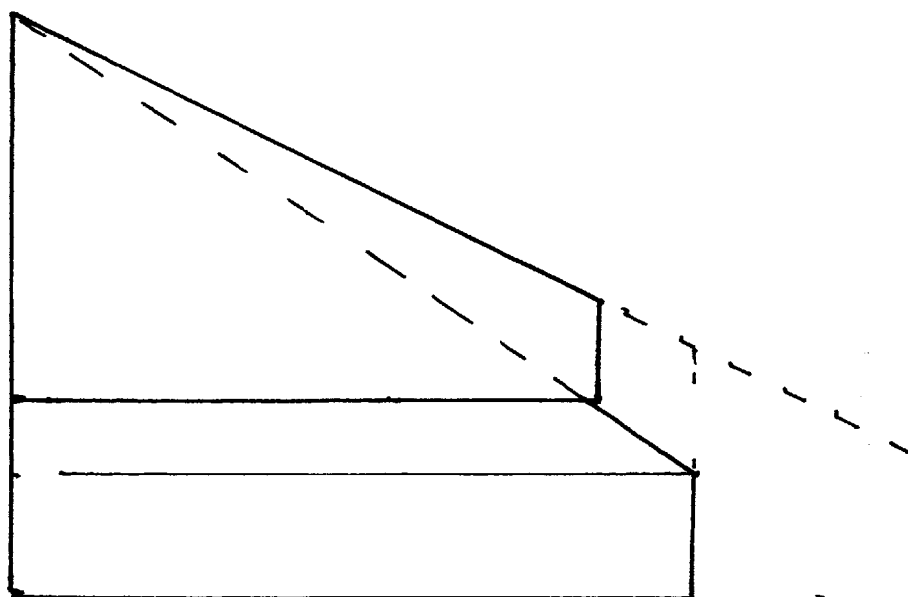
OFF WHITE BACKGROUND  
(WOOD)

# Hélène m.

**2' X 17' WOOD SIGN**  
**3/4" WOOD TRIM BORDER**

**H AND M ARE 17 INCHES (APPROX.)**

2 X 17 =



# SIGN PERMITS

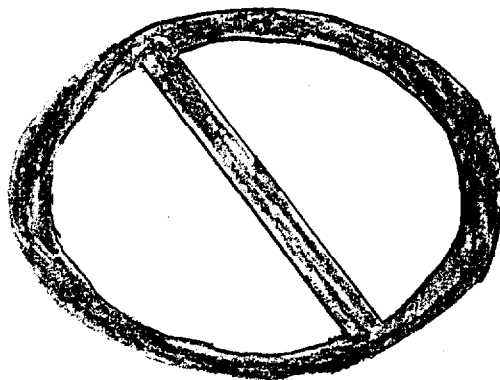
The provisions of Section 3102.0 of the City's Building Code "The BOCA National Building Code/1999" shall govern the construction, alteration, repair and maintenance of outdoor signs together with the associated appurtenant and auxiliary devices in respect to structural and fire safety.

## *Section 3102.4.4 construction documents and owner's consent:*

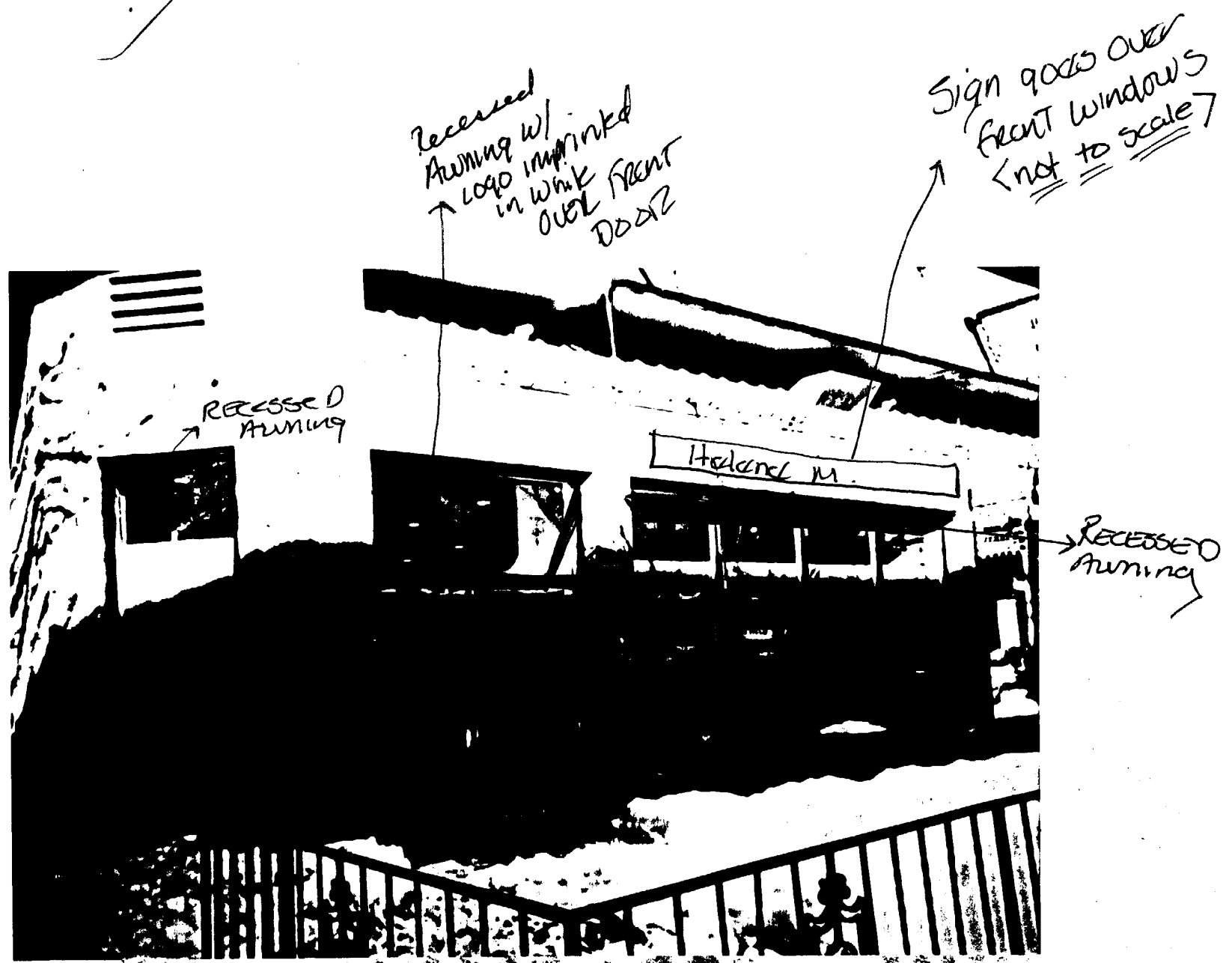
Before any permit is issued for the erection of a sign, Construction Documents shall be filled with the code official showing the dimensions, materials and required details of construction, including loads, stresses, and anchorage. The applications shall be accompanied by the written contract of the owner or lessee of the premises upon which the sign is to be erected."

**NO PERMIT CAN OR WILL BE ISSUED UNLESS THIS INFORMATION IS SUBMITTED AND APPROVED BY THIS OFFICE.**

PSH MAY 28, 2000



(Please keep in mind  
can not an artist!)



(See attached drawings of awnings & sign)



INTERIOR SPACE —  
approx 1650 sq ft

STORE FRONT —  
25.1 ft

STORE FRONT TO SIDEWALK  
16 ft

STORE FRONT TO THE ROAD  
24 ft

Angles to the left - does not face directly towards the  
STREET IN FRONT  
9.2 ft

207.772.2564

fx 207.772.5792

# Hélène .

Hélène Michalski

425 Fore Street Portland, ME 04101  
P.O. BOX 7988 Portland, Maine 04112



Date: 01.11.01

**HISTORIC PRESERVATION  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

Pursuant to review under the City of Portland's Historic Preservation Ordinance (Chapter 14, Article IX of the Portland City Code), application is hereby made for a Certificate of Appropriateness for the following work on the specified historic property:

Property Name and Address: Helene M Ltd - 425 FORE STREET  
PORTLAND, ME 04101

APPLICANT

Name: Helene Michalski Telephone 207 772-2564

Company, if applicable: Helene M Ltd

Address: 425 FORE STREET  
PORTLAND, ME 04101

PROPERTY OWNER, IF DIFFERENT

Name: TODD DANA/CACCONI Telephone 207 775-2228

Address: PO BOX 169  
PORTLAND, MAINE 04112

Architect (if any): /

Contractor or Builder (if any): /

Local Designation:

     Landmark

  ✓   Within Historic District

     Historic Landscape District

Helene Michalski  
Applicant's Signature

See attached letter  
Owner's Signature (if different)

\*\*

Note: No application fee is required. Applicant is responsible for costs of sending notices and placement of legal ad. Such costs shall be paid prior to issuance of Certificate/Building Permit or upon denial



## I. DESCRIPTION OF PROJECT

Describe in a separate paragraph each type of proposed exterior architectural alteration, such as window replacement, roof replacement, porch alteration, repointing of masonry, or new addition/construction. Briefly describe the feature or materials affected by the work and give the approximate date that it was constructed, if known. Describe in detail the proposed work and how it will impact the existing feature. Use as many items as necessary to cover all aspects of the project. If more space is needed, continue on a separate page. Reference work items to accompanying drawings or photographs.

Helene M Ltd will be a new women's apparel shop located in the Fore street garage (storefront)

We are requesting permission to put up a sign flat against the brick, above the windows.

In addition we are seeking approval to put three windows recessed into the front display windows

The above will only enhance what is currently a non-historic parking garage.

## II. ATTACHMENTS

Provide a copy of the plans, renderings, drawings and written specifications of the alteration. To supplement your application, it would be helpful to submit photographs or slides of current conditions, material samples, site plans, sketches, historical documentation, or anything else that will illustrate to the Committee and staff the effect of the proposed change.

The following information is enclosed:

☒ Exterior photographs  
☒ Sketches, elevation drawings and/or annotated photographs  
☐ Floor plans  
☒ Site plan showing relative location of adjoining structures, if located within a district  
☐ Specifications  
☐ Other (explain) \_\_\_\_\_  
\_\_\_\_\_

Please note: In order to be photocopied by the City, plans or drawings should generally not exceed 11" x 17". If you wish to submit larger plans, please provide 10 copies for distribution.

If you have any questions or need assistance in completing this form, please contact the Historic Preservation staff at 874-8721 or 874-8719 (Deborah Andrews, ext. 8726).

Please return this form and related application materials to:

Department of Planning and Urban Development  
Portland City Hall  
4th Floor  
389 Congress Street  
Portland, ME 04101