

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT

This is to certify that NANCY LAWRENCE

Located At 3 WHARF ST

Job ID: 2012-02-3388-SIGN

CBL: 032-J-001-001

has permission to ERECT A 18" X 38.5" (4.8 SQ FT) SIGN FROM AN EXISTING HANGING BRACKET (PORTMANTEAU)

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.	A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be
---	---

N/A
Fire Prevention Officer

Mary Schmuck 3/6/12
Code Enforcement Officer / Plan Reviewer

THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
PENALTY FOR REMOVING THIS CARD

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: buildinginspections@portlandmaine.gov

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.

**** SHALL CALL INSPECTION SERVICES AFTER THE SIGN HAS BEEN INSTALLED ****



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Acting Director of Planning and Urban Development
Gregory Mitchell

Job ID: 2012-02-3388-SIGN

Located At: 3 WHARF ST

CBL: 032- J-001-001

Conditions of Approval:

Zoning

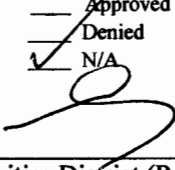

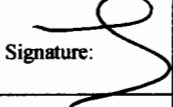
1. This permit is being approved on the basis of plans submitted and additional information given on 2/28/2012. Any deviations shall require a separate approval before starting that work.
2. This property shall remain a retail use at 3 Wharf Street (lower level not part of Fore Street). Any change of use shall require a separate permit application for review and approval.
3. ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District.

Historic

- * Any lighting of sign requires separate review and approval by Historic Preservation staff.

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, FAX: (207) 8716

Job No: 2012-02-3388-SIGN	Date Applied: 2/27/2012	CBL: 032- J-001-001	
Location of Construction: 3 WHARF ST	Owner Name: 386 FORE STREET LLC –Sawyer Realty	Owner Address: PO BOX 7225 PORTLAND, ME 04112	Phone: 772-6579
Business Name: Portmanteau	Contractor Name: N/A	Contractor Address:	Phone:
Lessee/Buyer's Name: Nancy Lawrence	Phone: 774-7276	Permit Type: SIGN - PERM	Zone: B-3
Past Use: Retail (Northern Sky Toys)	Proposed Use: Same: Retail (Portmanteau) – to erect new sign on existing bracket 18" x 38.5" (4.8 sq ft)	Cost of Work:	CEO District:
		Fire Dept: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input checked="" type="checkbox"/> N/A Signature: 	Inspection: Use Group: Type:  Signature: 
Proposed Project Description: 5 sf building wall sign		Pedestrian Activities District (P.A.D.)	

Permit Taken By: Gayle

Zoning Approval

- This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.
- Building Permits do not include plumbing, septic or electrical work.
- 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.

Special Zone or Reviews

- Shoreland
- Wetlands
- Flood Zone
- Subdivision
- Site Plan

___ Maj ___ Min ___ MM

Date:  Date: 


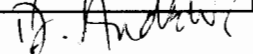
CERTIFICATION

Zoning Appeal

- Variance
- Miscellaneous
- Conditional Use
- Interpretation
- Approved
- Denied

Historic Preservation

- within*
- Not in Dist or Landmark
 - Does not Require Review
 - Requires Review
 - Approved
 - Approved w/Conditions
 - Denied

Date:  Date: 

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 provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT

ADDRESS

DATE

PHONE

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE

DATE

PHONE

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, FAX: (207) 8716

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		Fire Dept: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input checked="" type="checkbox"/> N/A	Inspection: Use Group: Type: <i>ok</i>
		Signature: 	Signature: 
Proposed Project Description: 5 sf building wall sign		Pedestrian Activities District (P.A.D.)	
Permit Taken By: Gayle		Zoning Approval	

<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building Permits do not include plumbing, septic or electrical work.</p> <p>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.</p>	<p>Special Zone or Reviews</p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetlands</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p>	<p>Zoning Appeal</p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p>	<p>Historic Preservation</p> <p><i>within</i></p> <p><input type="checkbox"/> Not in Dist or Landmark</p> <p><input type="checkbox"/> Does not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input type="checkbox"/> Approved</p> <p><input checked="" type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p>
	<p>Maj Min MM</p> <p>Date: <i>ok with conditions</i> <i>2/28/12</i></p>	Date:	Date: <i>3/6/12</i>

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 provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE



Signage/Awning Permit Application

3-3

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: <u>3 Wharf St 04101-04112</u>		
Tax Assessor's Chart, Block & Lot Chart# • Block# • Lot# • <u>032 - J - 001 - 001</u>	Owner: <u>386 Forest LLC ROBOT 7225</u> <u>Sawyer Realty</u> <u>386 Fore Street, LLC</u>	Telephone: <u>772-6579</u>
Lessee/Buyer's Name (If Applicable) <u>Portmanteau</u> <u>Nancy Lawrence</u>	Contractor name, address & telephone: <u>N/A</u>	Total s.f. of signage x \$2.00 Per s.f. plus \$30.00 For H.D. signage \$75.00 Fee: \$ <u>35</u> Awning Fee= cost of work <u>N/A</u> Total Fee: \$ _____
Who should we contact when the permit is ready: <u>Nancy Lawrence</u> phone: <u>774-7276</u>		
Tenant/allocated building space frontage (feet): Length: <u>180</u> inches? or <u>151</u> - <u>15</u> feet Lot Frontage (feet) _____ Single Tenant or Multi Tenant Lot <u>Multi</u>		
Current Specific use: <u>Storefront</u>		
If vacant, what was prior use: _____		
Proposed Use: <u>same</u>		
Information on proposed sign(s): Freestanding (e.g., pole) sign? Yes _____ No _____ Dimensions proposed: _____ Height from grade: _____ Bldg. wall sign? (attached to bldg) Yes <input checked="" type="checkbox"/> No _____ Dimensions proposed: <u>18" x 38.12" = 693# = 144 = 4.8#</u>		
Proposed awning? Yes <u>N/A</u> No _____ Is awning backlit? Yes _____ No _____ Height of awning: _____ Length of awning: _____ Depth: _____ Is there any communication, message, trademark or symbol on it? Yes _____ No _____ If yes, total s.f. of panels w/communications, message, trademark or symbol: _____ s.f.		
Information on existing and previously permitted sign(s): Freestanding (e.g., pole) sign? Yes _____ No _____ Dimensions: _____ Bldg. wall sign? (attached to bldg) Yes <input checked="" type="checkbox"/> No _____ Dimensions: <u>?</u> Backlit? <u>is checked</u> Awning? Yes _____ No _____ Sq. ft. area of awning w/communication: _____ <u>120" above</u>		
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 and existing building are also required.		

RECEIVED
FEB 27 2012
Tenant frontage
2/29/12 - Jolleen called back - This is where Northern Sky toys were located
5 SF x 2 = 10.
\$10.00
30.00
75.00

Please submit all of the information outlined in the Sign/Awning Application Checklist. Failure to do so may result in the automatic 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 874-8703.

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:	Date: <u>2-27-12</u>
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This is not a permit; you may not commence ANY work until the permit is issued.

1. This permit is being approved on the basis of plans submitted and additional information given on 2/28/2012. Any deviations shall require a separate approval before starting that work.
2. This property shall remain a retail use at 3 Wharf Street (lower level not part of Fore Street). Any change of use shall require a separate permit application for review and approval.
3. ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District.



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 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.

Multiple Listings: 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

If the sign does not conform to the standards outlined, the permit may be revoked and once the owner has been notified, the sign could be removed.

To apply for a sign permit, stop by the Inspections Division, Portland City Hall, 389 Congress Street, room 315 with:

- Certificate of liability insurance
- Drawing of sign showing dimensions and design work
- Payment of fees: \$30.00 plus \$2.00 per s.f. of signage
- Complete application with pre-application questionnaire and checklist complete

IMPORTANT

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

This Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



Signage/Awning Permit Application Checklist

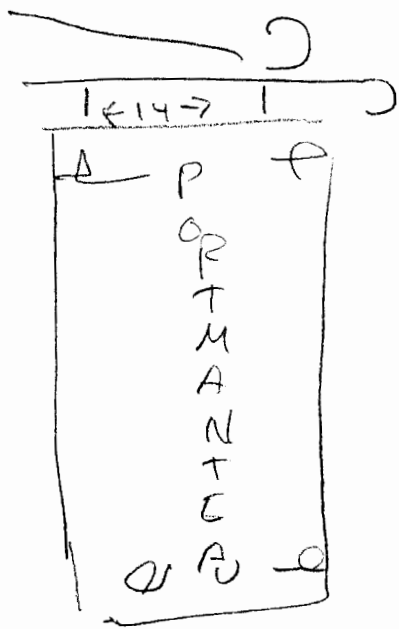
All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

- 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.
- Letter of permission from the owner indicating the permissions granted and the tenant/space building frontage.
- 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. Please indicate on the plan all existing and proposed signs with their dimensions and specific locations. Be sure to include distance from the ground and building façade dimensions for any signage attached to the building.
- A sketch or photo of any proposed sign(s) indicating content, dimensions, materials, source of illumination, construction method as well as specifics of installation/attachment.
- Certificate of flammability required for awning, canopy or banner.
- A UL# is required for lighted signs at the time of final inspection.
- Photos of existing signage
- Details for sign fastening, attachment or mounting in the ground.

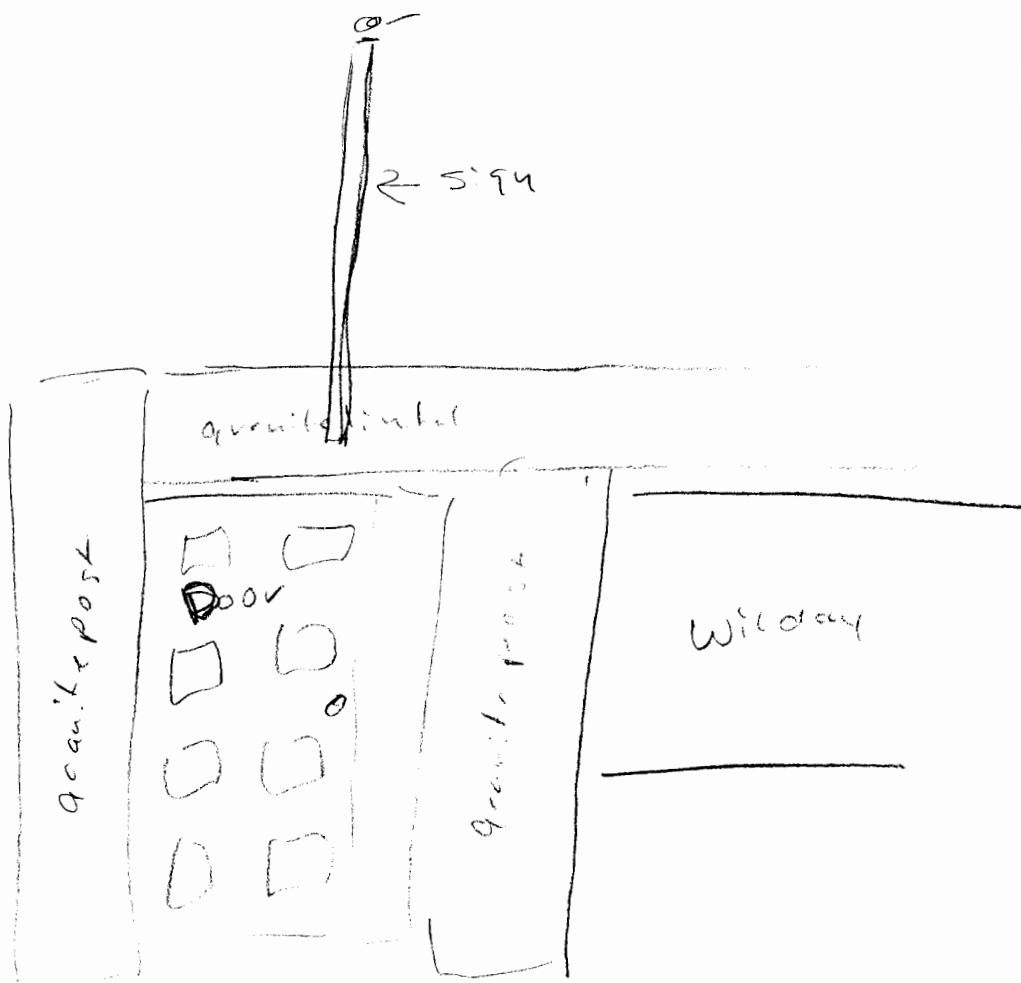
Permit fee for signage or awning-with-signage: \$30.00 plus \$2.00 per square foot of sign.

**Permit fee for awning-without-signage is based on cost of work:
\$30.00 for the first \$1,000.00, \$10.00 per additional \$1,000.00 of cost.**

Base application fee for any Historic District signage is \$75.00.



top of lintel

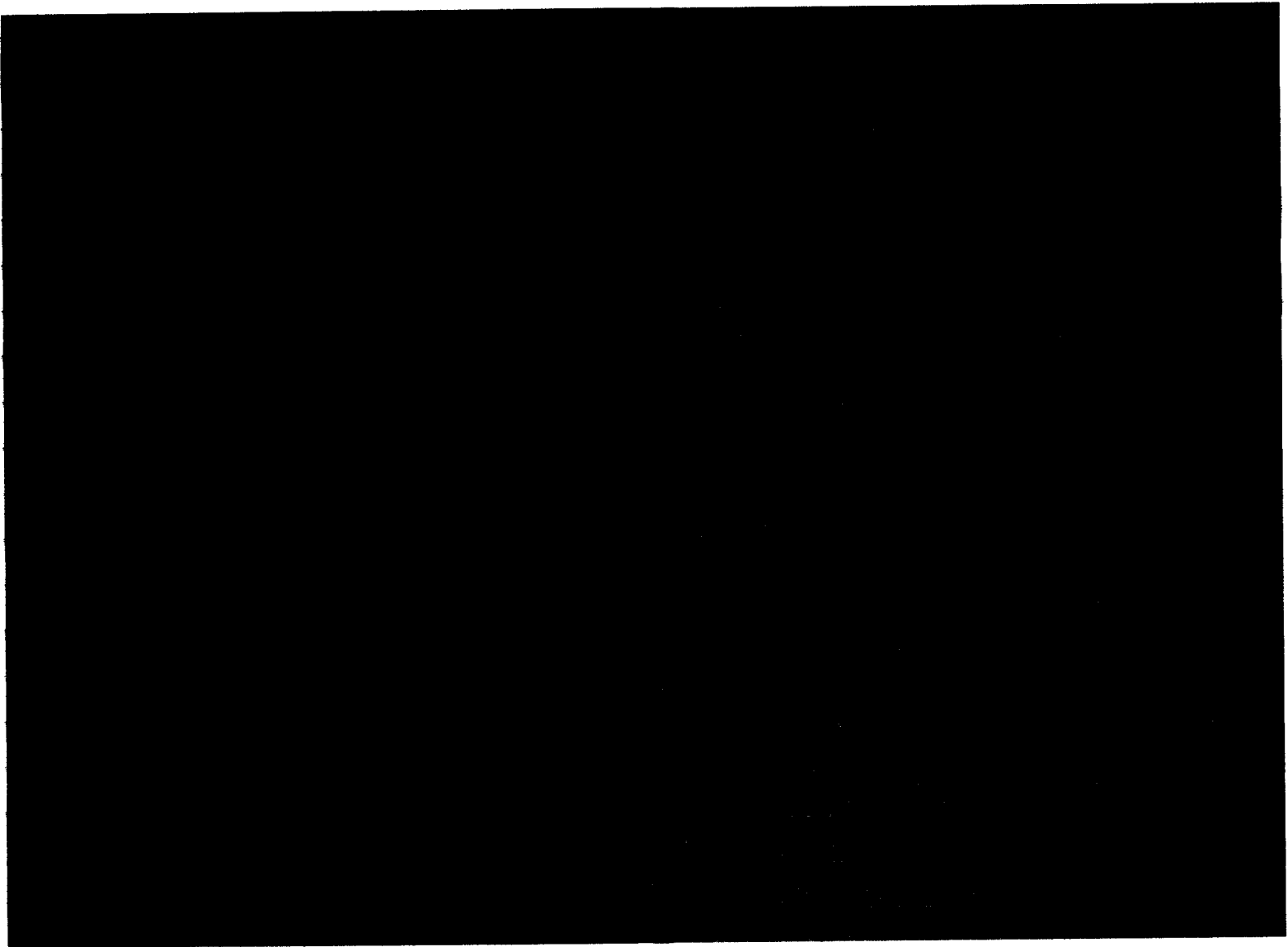


Bracket is perpendicular to building over doorway & sits 11' 3" above sidewalk

Sign is 38 1/2 x 18"

There will be an 8' 1/2" rise from sidewalk to sign

existing bracket at 3 Wharf St





H.H. Sawyer Realty Company & Daughters

P.O. Box 7225 Portland, Maine 04112
207.772.6579 www.sawyerrealty.net

February 24, 2012

City of Portland
Planning and Development Dept.
389 Congress Street
Portland, ME 04101

To Whom It May Concern:

We give Nancy Lawrence, DBA Portmanteau, permission to install signage above her retail store located at 3 Wharf Street, Portland, Maine. This sign is to be hung and to be attached on a bracket above the retail store door. This sign will simply advertise her existing retail store "Portmanteau."

If you have any questions, please call our office.

Sincerely,

Joleen Ginter

H.H. SAWYER REALTY COMPANY & DAUGHTERS

Vintage
Sign (1979)

to be
reconfigured
to hang
vertically

from
existing

bracket-

at 3 Wheat St

Painted wood

w/ metal panels

to be attached

w/ screws

metal rivets

(maximum grade)



2/83

18"

ACORD**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

02/24/2012PRODUCER **207.774.2617** FAX **207.774.2869**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**United Insurance
Haley Agency
21 1/2 Eastern Promenade
Portland, ME 04101****INSURERS AFFORDING COVERAGE**

NAIC #

INSURER A: **MMC Insurance Company****15997**

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURED **NANCY LAWRENCE
PORTMANTEAU
3 WHARF ST
PORTLAND, ME 04101****COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/>	BP 0434172	11/07/2011	11/07/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CITY OF PORTLAND ARE LISTED AS ADDITIONAL INSURED**CERTIFICATE HOLDER****CANCELLATION****City of Portland
389 Congress St
Portland, ME 04101**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

LIZA LIBBY

ACORD 25 (2009/01)

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PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Receipts Details:

Tender Information: Check , BusinessName: Portmanteau, Check Number: 1468
Tender Amount: 115.00

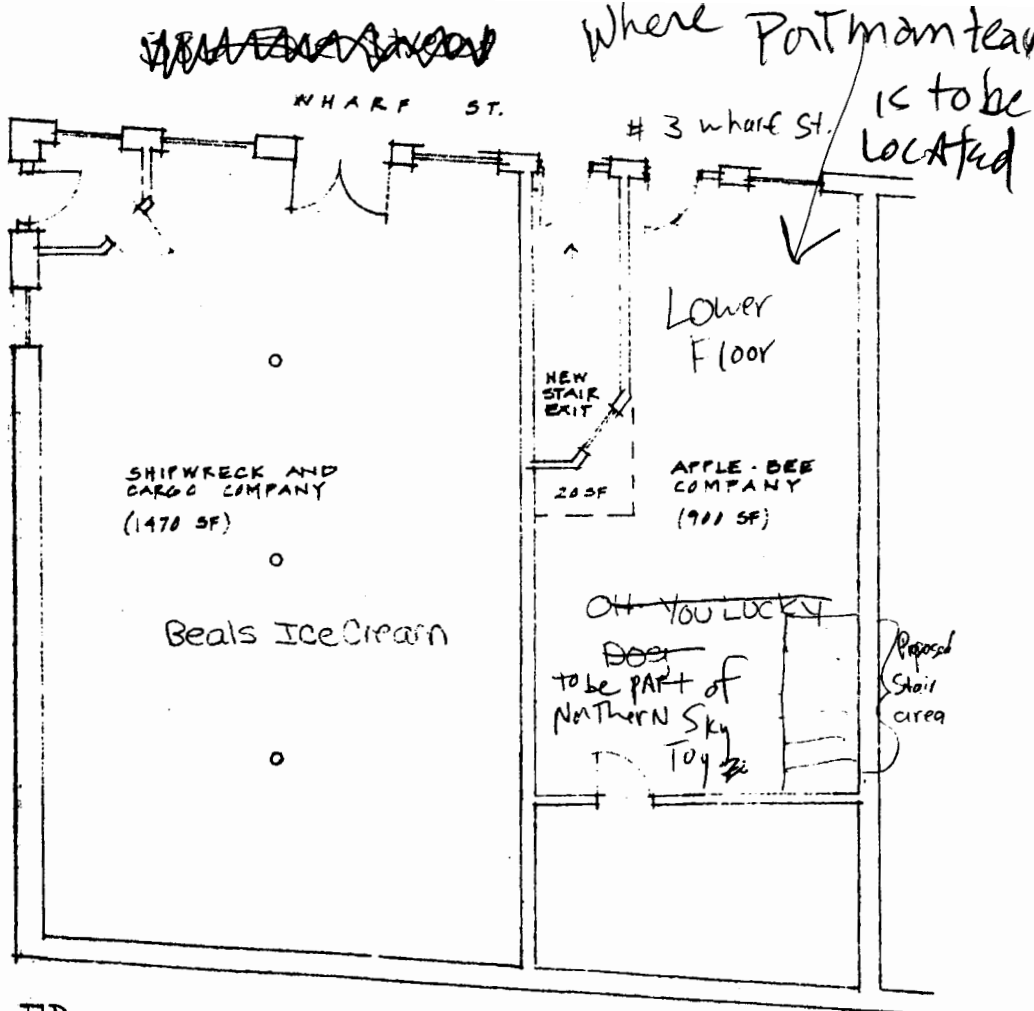
Receipt Header:

Cashier Id: gguertin
Receipt Date: 2/27/2012
Receipt Number: 41255

Receipt Details:

Referance ID:	5384	Fee Type:	BP-SignsHist
Receipt Number:	0	Payment Date:	
Transaction Amount:	75.00	Charge Amount:	75.00
Job ID: Job ID: 2012-02-3388-SIGN - 5 sf building wall sign			
Additional Comments:			

Referance ID:	5385	Fee Type:	BP-Signs
Receipt Number:	0	Payment Date:	
Transaction Amount:	40.00	Charge Amount:	40.00
Job ID: Job ID: 2012-02-3388-SIGN - 5 sf building wall sign			



IB

BASEMENT FLOOR PLAN
 GROSS AREA = 2750 SF
 NET AREA = 2550 SF (RENTABLE) + 400 SF (EXIT, WALLS)