Signage / Awning Permit Application

Approved for Historic Preservation
Certificate of Appropriateness
Date: 01/12/16

wner owes real estate or personal property taxes or any other charges on any property within the City, payment arrangement MUST be made before permits are accepted.

1 Monument Square

ck/Lot (CBL)			OWNER Name/Address:	Telephone:
Chart:	Block:	Lot:	Name: Finard Murray Trust	
032	K012	001	Address: 1 Monument Sq Ste 200 Portland, ME 04101	E-Mail:

LEASEE/BUYER Info (if Applicable)	CONTRACTOR	
Bank of America	Name: Bailey Sign, Inc.	Total S.F. signage $ ____
	Address: 9 Thomas Dr. Westbrook, ME	(Sq Ft = ___ x $2.00)
		SF + $30 Fee: $ 30
		Historic ($75): $ ____
	Phone: ____ E-Mail: ____	Awning Fee: $ ____
	Awning Fee = Cost of Work: $ ____ ($30/first $1000; $10 each additional $1000)	TOTAL FEE: $ ____

Who should we contact when the permit is ready: Name: Deanna @ Bailey Sign Phone: 774-2843 x115
Address 9 Thomas Dr. Westbrook, ME 04092 E-Mail: Demery@BaileySign.com

Tenant/allocated building space frontage (in feet): Length: 115' Height: 25'
Lot frontage (in feet): 120' Single Tenant or Multi-Tenant Lot: multi

Current Specific Use: Office space
If vacant, what was prior use: ____
Proposed Use: Office space

Information on proposed sign(s)
Freestanding (e.g. pole) sign? YES [ ] NO [X] Dimensions proposed: ____ Height from grade: ____
BLDG Wall Sign (attached to bldg.)? YES [X] NO [ ] Dimensions proposed: ____

Proposed Awning: YES [ ] NO [X] If yes, is awning backlit? YES [ ] NO [ ]
Height of awning ____ Length of awning ____ Depth of awning ____
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 [X] Dimensions existing: ___ X ___ Height from grade: ____
BLDG Wall Sign (attached to bldg.)? YES [ ] NO [ ] Dimensions existing: 11' X 18', 9'4" x 16', 8' x 13' (3 signs)
Awning? YES [ ] NO [X] total sq ft of panels with communication on it: ____ 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: Deanna Emery / Bailey Sign *Date:* 8-3-15

Revised 06/2012 **This is NOT a permit; you may not commence ANY work until the permit is issued**