



## Signage /Awning Permit Application and 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.)

**Applications shall be submitted online via the Citizen Self Service portal. Refer to the attached documents for complete instructions. The following items shall be submitted (please check and submit all items):**

- Signage/Awning Permit Application form
- 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.
- 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.
- 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.
- 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.

The Permitting and Inspections Department may request additional information prior to the issuance of a permit.





Permitting and Inspections Department  
Approved with Conditions

08/08/2018

Soletsky LLC  
100 Commercial Street, Suite 306  
Portland, ME 04101

July 26, 2018

City of Portland  
Portland, ME

RE: Tien Nguyen

Sir/Madam:

This letter shall serve as permission from Soletsky LLC (Landlord) to Tien Nguyen (CRUNCHY POKE') (Tenant) for an exterior sign as described in the attached application from Signarama dated 7/26/18.

Sincerely,

A handwritten signature in blue ink, appearing to read "Todd L. Dominski".

Todd L. Dominski



Permitting and Inspections Department  
Approved with Conditions

08/08/2018



7/26/18  
②

# Saco Signarama

The way to grow your business.

872 Portland Rd, US, Rt. 1 • Saco, ME 04072

Customer: Crunchy Poke

Date: 7/25/2018

File Name: hanging sign.fs

www.signarama-saco.com • Jonni@signarama-saco.com

(207) 494-8085

## PLEASE REVIEW THIS PROOF CAREFULLY

### SPELLING IS YOUR RESPONSIBILITY

- Sizes are noted - Drawing is not to scale
- Colors on finished product may vary slightly from electronic proof
- If color accuracy is important and you require a press proof, please request one in your response

### Approved By:

THE ORIGINAL DESIGN AND ALL INFORMATION CONTAINED HEREIN ARE THE PROPERTY OF SIGNARAMA, AND SUBJECT TO RETURN, ANY UNAUTHORIZED USE IS PROHIBITED.

- Black
- White
- Apple Champaign-Champaign

Quantity: 1 D/S

Material: 3/4" pvc-35

Designer: Dan

- Proof colors may vary from monitors & actual sign materials.
- A pdf proof is not a correct representation of printer output color. Resolution & Color from files provided by customer are the customers responsibility.
- Hard Proofs can be printed to ensure color satisfaction at a cost to be determined.
- Additional design changes may apply if customer does not proceed with all or part of project

PROOF 1	PROOF 2	PROOF 3	PROOF 4	PROOF 5
FREE	FREE	\$20.00	\$25.00	\$30.00

This proof is for conceptual use - actual sizes / colors / proportions may slightly vary.





Signarama Saco, ME  
 Sign Me Up, Inc  
 872 Portland Rd  
 Saco ME 04072  
 United States  
 Phone: 207-494-8085  
 Fax : 207-494-9011  
 jonni@signarama-saco.com  
 for Invoice : jonni@signarama-saco.com  
 http://www.signarama-saco.com



Permitting and Inspections Department  
 Approved with Conditions

08/08/2018



## Invoice # 6277 - Hanging Sign

Sold To	Contact	Shipping/Install
<b>Crunchy Poke</b> 426 Fore St Portland ME 04101	<b>Tien Nguyen</b> Phone : (207) 523-0311 Email : tienqnguyen95@icloud.com Address : 426 Fore St Portland ME 04101	

Quote #	Quote Date	Sales Rep	Payment Terms	PO	PO Date
8526	07/16/2018	<b>Jonni Peace</b> jonni@signarama-saco.com	100%		

### Items

#	Item	Qty	Unit Price	Disc. Price	Total (Ex. Tax)	Tax
1	<b>PVC (3/4") - White with Digitally Printed Vinyl</b> W:32.0 in. X H:32.0 in. , Double Sided: PVC (3/4") - White with High Performance 3M-IJ35C Digitally Printed Vinyl & UV Protective Laminate  Includes : (2) Hardware Painted White ~ Pick up & installed by others ~	1	\$296.11	\$296.11	\$296.11	\$16.29

### Total

Sub Total	Setup	Total Tax(%)	Final Price	Paid	Net Due
<b>\$296.11</b>	<b>\$25.00</b>	<b>\$17.67 (5.5%)</b>	<b>\$338.78</b>	<b>\$170.00</b>	<b>\$168.78</b>

<b>Total Discount</b>	<b>\$8.67(2.63%)</b>	<b>Range Disc.</b>	<b>\$8.67</b>
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**Notes** : Estimate includes art work set up (not design) & color proof  
 We require a 50% deposit for quotes over \$500 & payment in full for quotes under \$500 before proceeding with any design and/or production.  
 We accept checks, cash, Mastercard, Visa Discover or American Express.  
 We offer financing on any quote over \$2000 with credit approval.  
 Any designs generated remain the property of Signarama until paid in full. Terms and conditions apply.  
 Prices quoted are valid for 60 Days from date of estimate.  
 This estimate is based upon information provided at the time of initial discussion.  
 The estimate will not be final until all materials/digital files are received and reviewed.



**Payments**

Paid On	Method	Amount
07/24/2018	Cash Permitting and Inspections Department Approved with Conditions 08/08/2018	\$170.00
	<b>Total Paid</b>	\$170.00
	<b>Balance Due</b>	\$168.78

**Terms And Conditions**

- \* Estimate includes artwork set up, color proof & all materials
- \* Estimate based on ground/street level pictures & rough measurements only. Upon approval from customer & receipt of deposit, actual survey with appropriate equipment & time will be performed. Signarama reserves the right to adjust the estimate based on actual survey results. If customer rejects adjusted estimate, a \$200 time spent & equipment charge will be applied & deducted from deposit prior to deposit reimbursement.
- \* Signarama is not responsible for any cosmetic or structural modifications or repairs required as well as any unforeseen installation situations such as any asphalt, concrete, ledge or frozen ground which requires additional equipment and/or time. These situations may result in additional costs to the customer. Install assumes loose dirt/grass installation.
- \* Estimate includes install & removal of existing sign (if applicable). Customer is responsible for final disposal of removed signs unless otherwise noted.
- \* Any electrical services should be performed by a licensed electrician and are not included as part of this estimate.
- \* Customer is responsible for all required approvals and/or required permits unless otherwise noted.
- \* A layout proof as well as a customer provided permit application (unless other arrangements are made) will be completed by Signarama. In the event that the permit is denied or the customer does not proceed with the sign, a design charge of \$50.00 will be incurred by the customer.

Terms of Payment: Upon ordering, **if order totals \$500.00 or less, full payment is expected prior to production. Order totals over \$500.00 require a minimum of 50% deposit. Your balance will be due upon delivery and/or installation.** Vendor may, at its sole discretion, extend credit terms to you upon approval. Collection Procedures: Invoices are considered delinquent thirty (30) days from the date that your order is completed. After the thirtieth day, a late charge of \$25.00, together with interest accruing at the rate of 1.5% per annum, or the maximum rate allowable by law is assessed. You shall be liable for all costs related to collection of delinquent invoices, including court costs and attorney's fees. Customer's Acceptance of Work: Customer's acceptance, either personal or through his/her agent(s) and/or employee(s) of the work ordered shall be deemed as full acceptance. This means that by accepting delivery of the work, customer affirms that the work substantially conforms to all expectations. Lost or Substantially Forgotten Work: If customer does not take possession of completed work within thirty (30) days from notification of completion, then the work will be considered lost or forgotten, and vendor will not be responsible for further loss. Customer will be billed and responsible for payment for work that has been completed

**for Crunchy Poke**

<b>Net Due :</b>	<b>\$168.78</b>	<b>Signature</b>	<b>Date</b>
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