Portland, Maine



Yes. Life's good here.

Permitting and Inspections Department Michael A. Russell, MS, Director

Signage / Awning Permit Application Checklist

All of the following information shall be submitted: ☑ 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: o 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, canopies 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.



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Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: portlandmaine.gov/payyourpermit
- Over the phone at (207) 874-8703
- > Drop off to Room 315, City Hall
- Mail to:

City of Portland
Permitting and Inspections Department
389 Congress Street, Room 315
Portland, Maine 04101

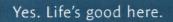
By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is received.

Applicant Signature: Date: March 9, 201

I have provided electronic copies and sent them on:

Date: March 9, 2017

NOTE: All electronic paperwork must be delivered to permitting@portlandmaine.gov or with a thumb drive to the office.





Permitting and Inspections Department Michael A. Russell, MS, Director

Signage / Awning Permit Application

Project Address: Two City Center			Tax Assessor's C		
Owner Name: MDA, LLC.			P		_ 9654
	0, York Harbor, ME 03911				
Lessee (if applicable): Legacy Properties				Phone: (207) 780	
_	enter, Portland ME 04101		Fmail:	none. ()	
Contractor Name: N				Phone: (_207) _782	
Address: 686 Main Street, Lewiston ME 04240			Email: patrick@neokraft.com		
			Liliali		
Building Information:	1 (/ (/ (/	201+			
	çade of tenant space (ft): 6				
Lot frontage on stree	et (ft): 217' Thi				ulti-Tenant Lot
			ct one): O Ground		pper story unit
Current specific use:			If vacant, prior use	2:	
Proposed use: Realt	y office				
Information on EXIST	ING signs that will rema	in:			
Type (i.e. awning,	For awnings only		Dimensions of awning	Height of awning or	For freestanding sign
freestanding sign, attached building sign)	Is there any symbol/lettering on awning? (Y/N – if Y, list the	Is awning backlit?	or sign (include length, width, and height, as	sign above the ground to its	 setback of closest poir of sign to the nearest
	dimensions of the messaging)	(Y/N)	applicable)	highest point property line(s)	
Wall sign, Temple St. elevation			4'-0" x 23'-9" x 1'-1"	4 stories ±	
Wall sign, Free St. elevation			4'-0" x 23'-9" x 1'-1"	4 stories ±	
Information on PROP	OSED signs: For awnings only		D:	Height of awning or For freestanding	
Type (i.e. awning, freestanding sign, attached building sign)	Is there any symbol/lettering	Is awning	Dimensions of awning or sign (include length,	sign above the	For freestanding sign - setback of closest poin
	on awning? (Y/N – if Y, list the	backlit?	width, and height, as applicable)	ground to its highest point	of sign to the nearest property line(s)
Wall sign, Spring St. elevation	dimensions of the messaging)	(Y/N)	4'-0" x 23'-9" x 1'-1"	5 stories ±	property interest
Train organ, opining our crossation					
Please he sure to suh	mit all information outlined i	n the Sign/	Awning Annlication Che	cklist with your ann	lication
	ections Department may request a				
	ortlandmaine.gov/1728/Permittin			ance of a permit. For ru	ittiei iiioiiiiatioii,
I hereby certify I am the 0	Owner of record of the named pro	operty, or tha	at the owner of record auth	norizes the proposed wo	rk and that I have
	wner to make this application as				
	if a permit for work described in t the authority to enter all areas c				
codes applicable to this p	' / / / / / / / / / / / / / / / / / / /	/			,
Signature of Applica	nt: Yaw) ol	en	Date: March 9	, 2017
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