Inspections Division
Date: 09/08/17

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:

- [x] Signage/Awning Permit Application form

- [x] 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.

- [x] 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.

- [x] 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.

- [x] 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.

- [x] 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, 2017

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.

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# Signage /Awning Permit Application

**Project Address:** Two City Center **Tax Assessor's CBL:** 032 (Chart #) P001 (Block #) 001 (Lot #)

**Owner Name:** MDA, LLC. **Phone:** (207) 782 - 9654

**Address:** PO Box 100, York Harbor, ME 03911 **Email:**

**Lessee** (if applicable): Legacy Properties **Phone:** (207) 780 - 8900

**Address:** Two City Center, Portland ME 04101 **Email:**

**Contractor Name:** Neokraft Signs **Phone:** (207) 782 - 9654

**Address:** 686 Main Street, Lewiston ME 04240 **Email:** patrick@neokraft.com

**Building Information:**

Exterior Length of façade of tenant space (ft): 62'± Height of exterior façade (ft):

Lot frontage on street (ft): 217' This is a (select one): ○ Single Tenant Lot ⊙ Multi-Tenant Lot

If multi-tenant, this is a (select one): ○ Ground floor unit ⊙ Upper story unit

Current specific use: Realty office If vacant, prior use:

Proposed use: Realty office

**Information on EXISTING signs that will remain:**

| **Type** (i.e. awning, freestanding sign, attached building sign) | **For awnings only:** Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging) | **For awnings only:** Is awning backlit? (Y/N) | **Dimensions of awning or sign** (include length, width, and height, as applicable) | **Height of awning or sign above the ground to its highest point** | **For freestanding signs** - setback of closest point of sign to the nearest 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 PROPOSED signs:**

| **Type** (i.e. awning, freestanding sign, attached building sign) | **For awnings only:** Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging) | **For awnings only:** Is awning backlit? (Y/N) | **Dimensions of awning or sign** (include length, width, and height, as applicable) | **Height of awning or sign above the ground to its highest point** | **For freestanding signs** - setback of closest point of sign to the nearest property line(s) |
|---|---|---|---|---|---|
| Wall sign, Spring St. elevation | | | 4'-0" x 23'-9" x 1'-1" | 5 stories ± | |
| | | | | | |
| | | | | | |

**Please be sure to submit all information outlined in the Sign/Awning Application Checklist with your application.**

The Permitting and Inspections Department may request additional information prior to the issuance of a permit. For further information, visit us online at www.portlandmaine.gov/1728/Permitting-Inspections.

*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: Date: March 9, 2017