

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND BUILDING PERMIT



**This is to certify that**

MOULTON STREET REALTY LLC /Maine Bay Canvas

**Located at**

5 MOULTON ST (3)

**PERMIT ID:** 2012-50597

**CBL:** 032 S005001

has permission to **relace existing awning on Moulton Street with new awning (3' long) with 7.5 sf of signage**

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 clsoed-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 procured prior to occupancy.

\_\_\_\_\_  
**Fire Prevention Officer**

*AR* 01/14/13  
\_\_\_\_\_  
**Code Enforcement Officer / Plan Reviewer**

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY  
THERE IS A PENALTY FOR REMOVING THIS CARD**

## **BUILDING PERMIT INSPECTION PROCEDURES**

**Please call 874-8703 (ONLY)**

**or email: [buildinginspections@portlandmaine.gov](mailto: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.**

### **REQUIRED INSPECTIONS:**

Framing Only

Final - Commercial

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.**

**City of Portland, Maine - Building or Use Permit Application**

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

Permit No: (2012-18-5476) 201250597	Issue Date:	CBL: 032 S005001
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Location of Construction: 5 MOULTON ST (3)	Owner Name: MOULTON STREET REALTY LL	Owner Address: 5 MOULTON ST	Phone: 2077722422
Business Name: Old Port Card Works	Contractor Name: Maine Bay Canvas	Contractor Address: 53 Industrial Way Portland	Phone: 2078788888
Lessee/Buyer's Name Tom Largay	Phone: 2077735181	Permit Type: Signs - Permanent	Zone:
Past Use: retail- Old Port Card Works	Proposed Use: same - retail - Old Port Card Works	Permit Fee:	Cost of Work:
Proposed Project Description: <i>replace</i> repair existing awning on Moulton Street with new awning (3' long) with 7.5 sf of signage		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A Signature:	INSPECTION: Use Group: Type: IBS, 2009 (MUBEC) Signature: <i>AR</i>
		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: Date:	

Permit Taken By: Service_User - <i>Brad</i>	Date Applied For: 11/28/2012	<b>Zoning Approval</b>		
1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.  2. Building permits do not include plumbing, septic or electrical work.  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..		Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date: <i>12/3/12 ARN</i>	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	Historic Preservation <input type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <i>1/2/12</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



B-3  
hisbr.

Urban Insist 202 - 50507

2012-11-5476 Lannie

# Signage / Awning Permit Application

If you or the property owner 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.

Location/Address: <u>3 Moulton St</u>			Telephone: <u>773-5181</u> <u>772-2422</u>
Tax Assessor's Chart/Block/Lot (CBL)	OWNER Name/Address:		
Chart: <u>32</u>	Block: <u>S</u>	Lot: <u>5</u>	
<u>Moulton St Realty LLC</u> <u>3 Moulton Street 04101</u>			
LEASEE/BUYER Name (if Applicable) <u>Old Port Card Works</u> <u>- Tom LARGAY</u> <u>3 Moulton St</u>			CONTRACTOR name, address/phone <u>ME Bay Canvas</u> <u>Portland, ME</u> <u>878-8668</u>
			Total S.F. signage \$ SF= <u>      </u> x \$2.00 SF + \$30 Fee: <b>\$ 30</b> Historic (\$75): \$ Awning Fee: \$
Awning Fee = Cost of Work: \$ (30/first \$1000; \$10 every other \$1000)			<b>TOTAL FEE: \$</b>

Who should we contact when the permit is ready: Name: Tom LARGAY Phone: 773-5181  
Address: 3 Moulton St.

Tenant/allocated building space frontage (in feet): Length: 102 ft Height: 12 ft  
Lot frontage (in feet):        Single Tenant or Multi-Tenant Lot: multi

Current Specific Use: Retail  
If vacant, what was prior use:         
Proposed Use: Same

## Information on proposed sign(s)

Freestanding (e.g. pole) sign? YES        NO X Dimensions proposed:        (sf); Height from grade:        sf  
BLDG Wall Sign (attached to bldg.)? YES        NO X Dimensions proposed:        sf

Proposed Awning: YES X NO        If yes, is awning backlit? YES X NO         
Height of awning 8 ft 1 in Length of awning 3 ft Depth of awning 4 ft 9 in  
Is there any communication, message, trademark or symbol on it? YES X NO         
If yes, total square footage of panels with communication, message, trademark or symbol on it: 7.5 sf

## Information on existing and previously permitted signage:

Freestanding (e.g. pole) sign? YES        NO X Dimensions proposed:        ft X        ft; Height from grade:         
BLDG Wall Sign (attached to bldg.)? YES X NO        Dimensions proposed:        ft X        ft  
Awning? YES X NO        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](http://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: [Signature]

Date: 11/5/12

Revised 06/2012

This is NOT a permit; you may not commence ANY work until the permit is issued

5'x2 = 106 ft

awning signage - 7.5 ft  
existing - 8 ft  
15.5 ft (0.00)

RECEIVED  
NOV 28 2012  
Dept of Building Inspections  
City of Portland Maine

5' + 30 + 8' = 120  
See previous permit - 30.25' x 38"

**Ann Machado - Old Port card Works Awing info for permit**

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**From:** "Tom Largay" <tom@oldportcardworks.com>  
**To:** <amachado@portlandmaine.gov>  
**Date:** 11/29/2012 12:14 PM  
**Subject:** Old Port card Works Awing info for permit  
**Attachments:** OLDPO-299997.pdf

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Hi Ann,

We have 53 ft. of frontage on Moulton Street, & I've attached the Insurance info as well!

Thank you for all your help yesterday!!

Tom

Tom Largay  
Old Port Card Works  
3 Moulton Street Portland, ME 04101  
207-773-5181

RECEIVED

NOV 29 2012

Dept. of Building Inspections  
City of Portland Maine

# Maine Bay Canvas

## ESTIMATE - CONTRACT

Customer: Old Port Card Works

MAILING ADDRESS: 3 Moulton St  
Portland, ME 04101

JOB LOCATION: Portland, ME  
DATE: 10/31/12  
EST. DEL. DATE: 3-4 weeks  
HOME PHONE:  
BUS. PHONE: 773-5181  
FRAME STYLE: 1" sq Shed Roof  
FABRIC COLOR: TBD  
FABRIC STYLE : Sunbrella

Manufacture and install new fabric top for existing awning frame located at 3 Moulton St in Portland. Take down and dispose of adjacent awning frame on Commercial St.

Fabric: Sunbrella woven acrylic in customer's choice of pattern. Fabric will be fire resistant treated and comes with manufacturer's warranty of 10 years.

Frame: Frame appears to be in serviceable condition. Rusted areas will be cleaned.

Graphic: Oldport Cardworks Logo will be hand painted on to body of awning. SEE RENDERING 1A

Scope: Will remove both awnings from building and bring back to shop. Commercial St awning will be disposed of. New fabric will be stretched taught over frame with no puckers or gathering. Awning will be re-installed true and square at designated elevation.

ITEM#	ESTIMATE
ESTIMATE	\$1025.00
TAX	\$41.25
ESTIMATE TOTAL	\$1066.25
LESS DEPOSIT	50%
DUE UPON INSTALLATION	Net

### CONTRACT AGREEMENT

Maine Bay Canvas, Inc. agrees to sell, deliver and install to the Buyer, and the Buyer agrees to purchase and accept Maine Bay Canvas, Inc. the above described goods or property, subject to and upon the terms and conditions hereof expressed. Any alteration or deviation from specifications involving extra costs will become an additional charge over and above the quote.

Until the said total balance is paid in full and all of the conditions hereof are fully performed title to and ownership of the property purchased under this contract shall be and remain the property of Maine Bay Canvas, Inc.

No cancellations will be accepted after work has started, or on special order merchandise. Delivery dates shown are approximate unless otherwise stated.

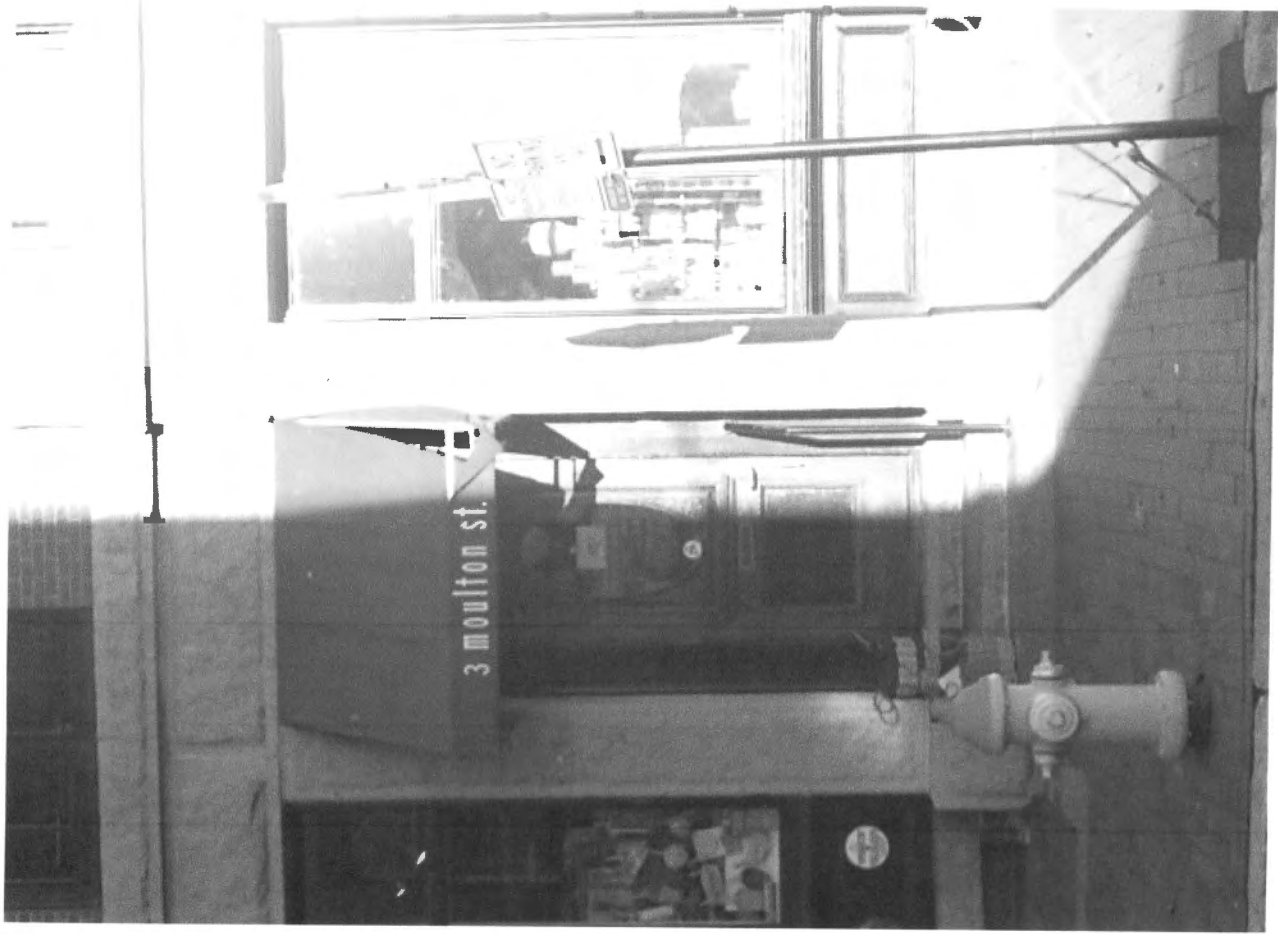
Accounts 30 days past stated terms will be subject to an 18% annual finance charge. Any applications or permits are the responsibility of the customer.

BUYER:

Date:

SELLER:





Existing





Remain this  
coming



Proposed

# CERTIFICATE OF FLAME RETARDANCE

ISSUED TO: MAINE BAY CANVAS INC.  
53 INDUSTRIAL WAY  
NUMBER: PORTLAND, ME 04103  
62010

DATE: 10-17-2011

THIS CERTIFICATE OF COMPLIANCE IS ISSUED TO VERIFY THAT THE ITEMS OR AREAS DESCRIBED BELOW ON THIS CERTIFICATE HAVE BEEN TREATED WITH FLAME COAT™.

FLAME COAT™ IS A CLASS A FIRE RETARDANT.

## Description of Material, Structure, etc.

20	YARDS SUNBRELLA #6076 COCOA, TREATED W/FLAMECOAT
7	YARDS SUNBRELLA #4652 MEDITERRANEAN BLUE, TREATED W/FLAMECOAT
65.6	YARDS SUNBRELLA #4806 FOREST GREEN/NATURAL, TREATED W/FLAMEOCAT
	N.F.P.A. 701 SMALL SCALE, CLASS A. A.S.T.M.E-84, FLAME SPREAD:10 SMOKE DENSITY:25
	AFTER FLAME AVG:0.0 sec,CALIFORNIA TITLE 19 SECTION 1237,CALIFORNIA TB 117E

PERMANENT TREATMENT/WILL NOT WASH OFF, FOR INTERIOR & EXTERIOR USE

10-17-2011

ISSUED BY:



**American  
Flamecoat  
Inc.**

521-F Eagleton Downs Drive  
Pineville, NC 28134  
(704) 543-0903



Director GA-1201.01  
(General)

Note: Fabrics and/or materials described on this certificate are intended for interior use unless otherwise stated. Due to the number of external forces that can diminish flame retardancy, this fabric should be periodically retested to insure it retains its effectiveness. We do not warrant the length of time that the fabric remains fire retardant. We do state that when it leaves our facility, it meets the stated code. Certificate void if material is exposed to open flame or extremely hot lights or electrical wiring.

# **Moulton Street Realty, LLC**

November 5, 2012

To Whom It May Concern:

As owner of the building located at 3 & 5 Moulton Street and 163 Commercial St, Portland, Maine, we approve the attached awning design for the 1<sup>st</sup> floor space known as Old Port Cards. Final approval coming from the City of Portland, verifying the attached to be in compliance with the City's awning ordinances.

Best Regards,



Joseph Malone  
Moulton Street Realty, LLC



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: CB

DATE (MM/DD/YYYY)  
11/29/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. 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).

<b>PRODUCER</b> Noyes Hall & Allen Insurance www.noyeshallallen.com 170 Ocean Street, PO Box 2403 South Portland, ME 04116-2403 Bob O'Brien		<b>Phone:</b> 207-799-5541 <b>Fax:</b> 207-767-7590	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> <b>PRODUCER CUSTOMER ID #:</b> OLDPO-2
<b>INSURED</b> Old Port Card Works TLA, Inc. 422 Fore Street Portland, ME 04101	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Peerless Insurance Company		24198
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>	X	BOP4078572	08/02/2012	08/02/2013	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> <b>Business Owners</b>					PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					\$
	<b>AUTOMOBILE LIABILITY</b>					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS					\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS					\$
						\$
	<b>UMBRELLA LIAB</b>					EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>					AGGREGATE \$
	<input type="checkbox"/> OCCUR					\$
	<input type="checkbox"/> CLAIMS-MADE					\$
	DEDUCTIBLE					\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	Y/N <input type="checkbox"/> N/A				WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
CARD STORE AND CANDY SHOP - SIGNS - LOCATION - 3 MOULTON STREET, PORTLAND, MAINE 04101. CITY OF PORTLAND IS LISTED AS ADDITIONAL INSURED.

**CERTIFICATE HOLDER****CANCELLATION**

<b>CITYPOR</b>  City of Portland City Hall Congress Street Portland, ME 04101	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>  <b>AUTHORIZED REPRESENTATIVE</b> 
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