

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK **CITY OF PORTLAND**

Please Read
Application And
Notes, If Any,
Attached

BUILDING DEPARTMENT

PERMIT

Permit Number: 101379

This is to certify that MOULTON STREET REALTY LLC/Sign
has permission to "Old Port Card Works" - (2) 30" x 38" hanging signs. Removing old signs
AT 5 MOULTON ST CB# 032 5005001

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and written permission procured before this building or part thereof is lathed or otherwise used-in. 2 HOUSING NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS

Fire Dept. _____
Health Dept. _____
Appeal Board _____
Other _____
Department Name _____

Reine Rourke 11/19/10
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

PERMIT ISSUED

NOV 19 2010

City of Portland

City of Portland, Maine - Building or Use Permit Application

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

Permit No: 10-1379	Issue Date:	CBL: 032 S005001
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Location of Construction: 5 MOULTON ST (#3)	Owner Name: MOULTON STREET REALTY I.L.	Owner Address: 5 MOULTON ST	Phone:
Business Name:	Contractor Name: Siga Concepts	Contractor Address: 75 Bishop Street Portland	Phone: 2076992920
Lessor/Buyer's Name	Phone:	Permit Type: Signs - Permanent	Zone: B-3

Permit Use: Commercial "Old Port Card Works" (formerly "Communications")	Proposed Use: Commercial "Old Port Card Works" - (2) 30.25" x 38" oval hanging signs. Removing old signs	Permit Fee: \$137.00	Cost of Work: \$137.00	CEO District: 1
Proposed Project Description: "Old Port Card Works" - (2) 30.25" x 38" oval hanging signs. Removing old signs - one on Commercial St - one on Moulton St		FIRE DEPT: ☐ Approved ☐ Denied INSPECTION: Use Group M Type Sign IBC-2003 Signature: JMB 11/19/10 Signature: Date:		
		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: ☐ Approved ☐ Approved w/Conditions ☐ Denied Signature: Date:		

Permit Taken By: Idohson	Date Applied For: 11/02/2010	Zoning Approval		
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 Review ☐ Shoreland ☐ Wetland ☐ Flood Zone ☐ Subdivision ☐ Site Plan Maj ☐ Minor ☐ MM ☐ OK w/condition Date 11/10/10 JMB	Zoning Appeal ☐ Variance ☐ Miscellaneous ☐ Conditional Use ☐ Interpretation ☐ Approved ☐ Denied Date:	Historic Preservation YES ☐ Not in District or Landmark ☐ Does Not Require Review ☐ Requires Review ☐ Approved ☒ Approved w/Conditions ☐ Denied Date 11/17/10

PERMIT ISSUED

NOV 13

City of Portland

D. Andrews

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

City of Portland, Maine - Building or Use Permit

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

Permit No:	Date Applied For:	CBL:
10-1379	11/02/2010	032 S005001

Location of Construction:	Owner Name:	Owner Address:	Phone:
5 MOULTON ST (#3)	MOULTON STREET REALTY LL	5 MOULTON ST	
Business Name:	Contractor Name:	Contractor Address:	Phone:
	Sign Concepts	75 Bishop Street Portland	(207) 699-2920
Lessee/Buyer's Name	Phone:	Permit Type:	
		Signs - Permanent	

Proposed Use:	Proposed Project Description:
Commercial -retail -"Old Port Card Works" - (2) 30.25" x 38" oval hanging signs. Removing old signs	"Old Port Card Works" - (2) 30.25" x 38" oval hanging signs. Removing old signs - one on commercial St. & one on Moulton St.

Dept: Historic	Status: Approved with Conditions	Reviewer: Deborah Andrews	Approval Date: 11/17/2010
Note:			Ok to Issue: ☒
1) * Approved with the understanding that there will be no exterior lighting of the signs. If lighting is proposed, specifications must be reviewed and approved.			
Dept: Zoning	Status: Approved with Conditions	Reviewer: Ann Machado	Approval Date: 11/05/2010
Note:			Ok to Issue: ☒
1) ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District.			
Dept: Building	Status: Approved with Conditions	Reviewer: Jeanine Bourke	Approval Date: 11/19/2010
Note:			Ok to Issue: ☒
1) Signage installation to comply with Chapters 31 & 32 of the IBC 2003 building code.			
2) Encroachments into public ways must be a minimum of 8' above grade per section 3202 of IBC 2003.			

Comments:

11/4/2010-Jdobson: additional \$40 owed sent invoice and called LM invoice would be sent

11/9/2010-Jdobson: \$40 paid on invoice Ck#004650

11/18/2010-egg: received permit from historic as of 11-17-10. /egg

PERMIT ISSUED

NOV 19

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: buildinginspection@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 Inspection 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 with construction.**

 X **Final inspection required at completion of work.**

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OR 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.

PERMIT ISSUED

NOV 19

City of Portland



CITY OF PORTLAND, MAINE

Department of Building Inspections

Original Receipt

11.4 2010

Received from

Sigal Concepts

Location of Work

3 HOWARD

Cost of Construction

Building Fee:

Permit Fee

Site Fee:

Certificate of Occupancy Fee:

Total:

97

Building (BL)

Plumbing (PS)

Electrical (E)

Site Plan (UT)

Other

02062
1140

CEL

32.58

Check #

000000

Total Collected

97

No work is to be started until permit issued.
Please keep original receipt for your records.

Taken by:

WHITE - Applicant's Copy
YELLOW - Office Copy
PINK - Permit Copy



Signage/Awning Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: 3 Moulton Street		
Tax Assessor's Chart Block & Lot Chart# Block# Lot# 032 5005	Owner: Moulton St. Realty LLC	Telephone:
Lessee/Buyer's Name (If Applicable) Old Port Cardworks	Contractor name, address & telephone: Sian Concepts 75 Bishop St. Portland, ME 04103	Total s.f. of signage x \$2.00 Pers. s.f. plus \$30.00/\$65.00 For 11.32 signage = Total Fee: \$ 22.97 Awning Fee = cost of work Total Fee: \$ 22.97
When should we contact when the permit is ready: David Sian Concepts phone: 699-2920		8 38 ft. 8 38 ft. 16 38 ft. 2 32 165 HD 97
Tenant/allocated building space frontage (feet): Length: 124 ft. Height: 20' Lot Frontage (feet): 124 Single Tenant or Multi-Tenant Lot: Multi		
Current Specific use: If vacant, what was prior use: Proposed Use: Old Port Cardworks - already there		
Information on proposed sign(s): Freestanding (e.g., pole) sign: Yes ☐ No ☒ Dimensions proposed: _____ Height from grade: _____ Bldg. wall sign? (attached to bldg) Yes ☒ No ☐ Dimensions proposed: 27' x 16' 26' x 8' 3" (2)		
Proposed awning? Yes ☐ No ☐ Is awning backlit? Yes ☐ No ☐ Height of awning: _____ Length of awning: _____ Depth: _____ Is there any communication, message, trademark or symbol on it? Yes ☐ No ☐ If yes, total s.f. of panels w/communications, message, trademark or symbol _____ s.f.		
Information on existing and previously permitted sign(s): Freestanding (e.g., pole) sign: Yes ☐ No ☐ Dimensions: _____ Bldg. wall sign? (attached to bldg) Yes ☒ No ☐ Dimensions: _____ 1 sign to be removed & 1 bracket only Awning? Yes ☐ No ☐ Sq. ft. area of awning w/communication: _____		
A site sketch and building sketch showing exactly where existing and new signage is located must be provided. Sketches and/or pictures of proposed signage and existing building are also required.		

Please submit all of the information outlined in the Sign/Awning Application Checklist.
Failure to do so may result in the automatic 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 874-8703.

I hereby certify that 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 City 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 rules applicable to this permit.

Signature of applicant:

Date: **10/26/10**

RECEIVED

B-3 - individual ground floor This is not a permit, you may not commence ANY work until the permit is issued

2x 51.5' = 103' Moulton St

3x 25' x 26' = 1149.5'

NOV - 2 2010

2x 22.33' = 44.66' Commercial St.

013

27.98'

Dept. of Building Inspections
City of Portland Maine



Signage/Awning Permit Application Checklist

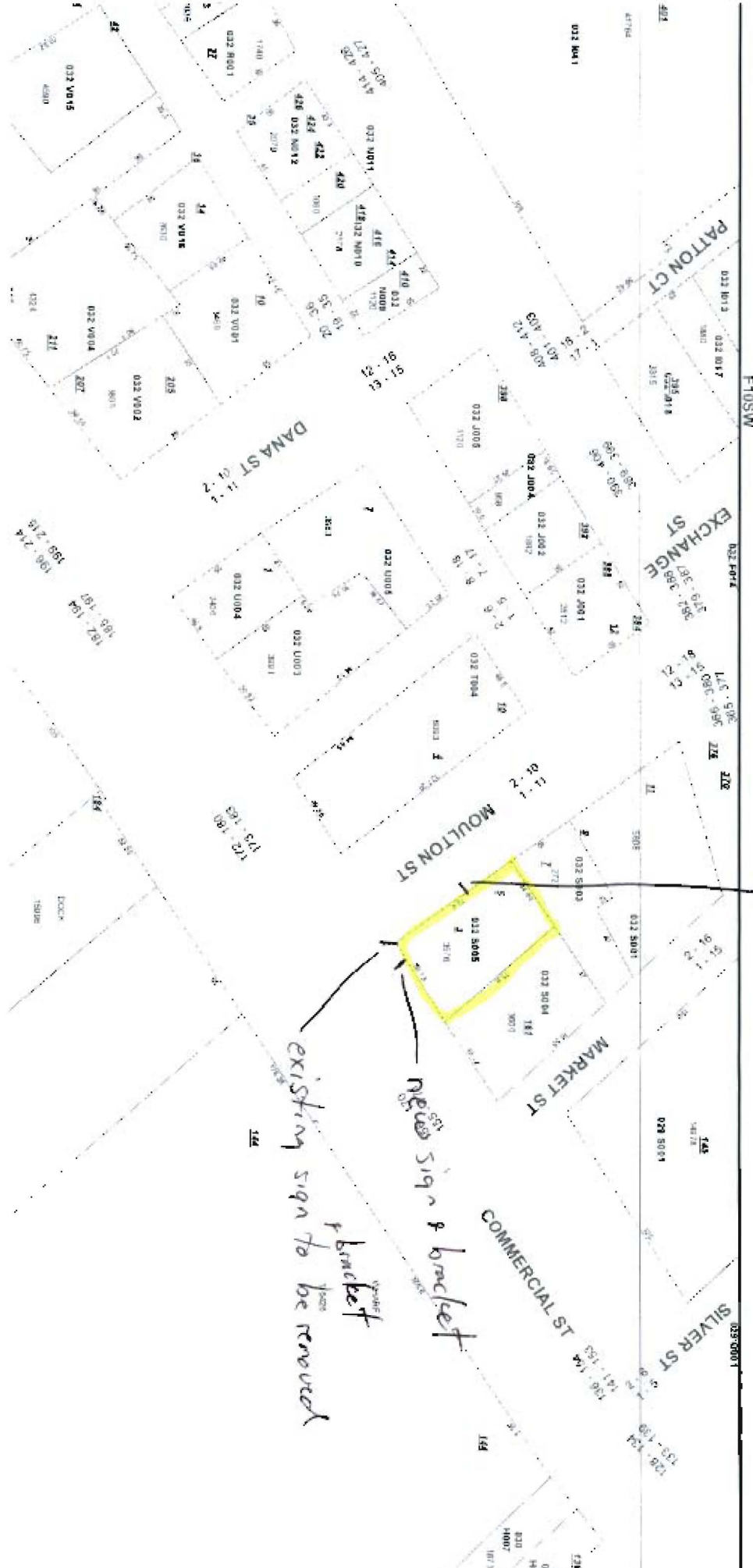
All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

- ☒ Certificate of Liability listing the City as 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.
- ☒ Letter of permission from the owner indicating the permissions granted and the tenant/space building frontage.
- ☒ A sketch plan of lot indicating location of buildings, driveways and any abutting streets or rights of way, lengths of building frontages, street frontages and all existing setbacks. Please indicate on the plan all existing and proposed signs with their dimensions and specific locations. Be sure to include distance from the ground and building facade dimensions for any signage attached to the building.
- ☒ A sketch or photo of any proposed sign(s) indicating content, dimensions, materials, source of illumination, construction method as well as specifics of installation/attachment.
- ☐ Certificate of flammability required for awning or canopy
- ☐ A UL# is required for lighted signs at the time of final inspection.
- ☐ Pre-application questionnaire completed and attached.
- ☒ Photos of existing signage
- ☒ Details for sign fastening, attachment or mounting in the ground.

Permit fee for signage or awning-with-signage: \$30.00 plus \$2.00 per square foot of sign.

Permit fee for awning-without-signage is based on cost of work:
\$30.00 for the first \$1,000.00, \$10.00 per additional \$1,000.00 of cost.

Base application fee for any Historic District signage is \$65.00.

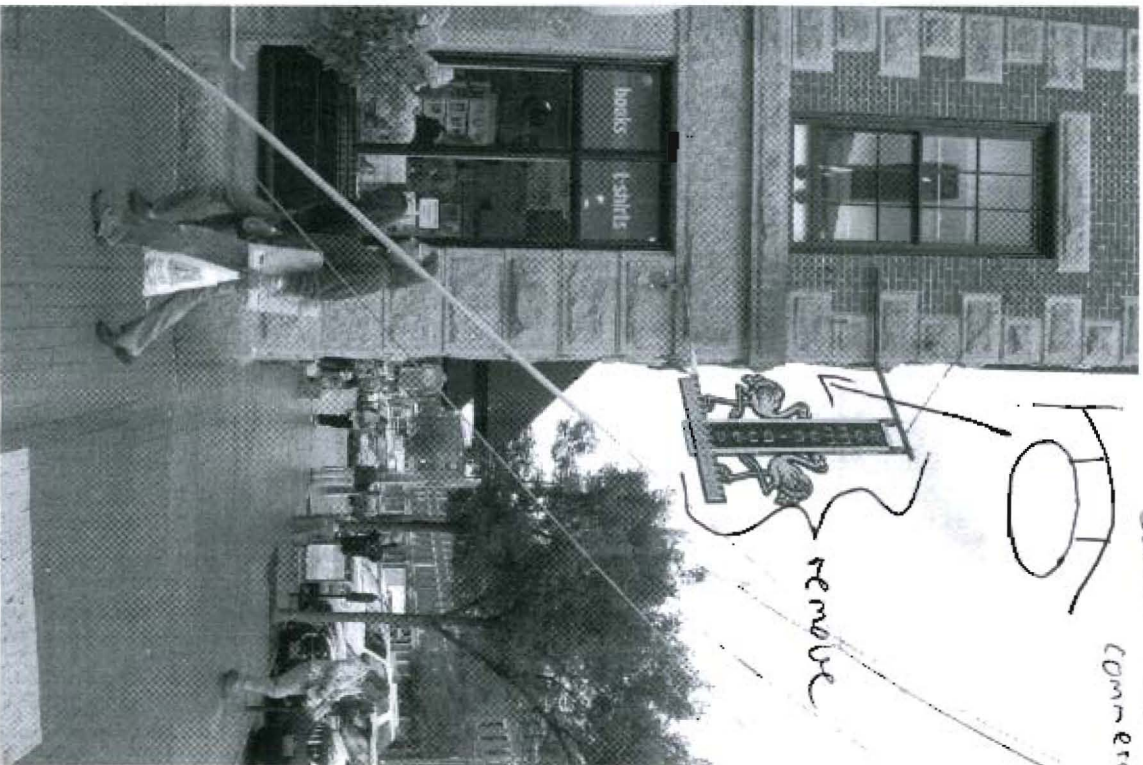


Existing bracket & new sign

new sign & bracket

existing sign to be removed

new sign bracket to be mounted
several feet from the corner of building
commercial



view from corner of Moulton
& Commercial St.

sign to be removed
- mount new sign to
existing bracket



Moulton St looking towards
Commercial St.

This page contains a detailed description of the Parcel ID you selected. Press the **New Search** button at the bottom of the screen to submit a new query.

Current Owner Information:

Services	CBL	012.5005001
	Land Use Type	OFFICE & BUSINESS SERVICE
	Property Location	5 MOULTON ST
	Owner Information	MOULTON STREET REALTY LLC 5 MOULTON ST PORTLAND ME 04101
	Book and Page	22459/319
	Legal Description	12-5-5 COMMERCIAL ST 163 167 MOULTON ST 1-5 3576 SF
	Acres	0.082

Current Assessed Valuation:

TAX ACCT NO.	4844	OWNER OF RECORD AS OF APRIL 2010
LAND VALUE	\$201,900.00	MOULTON STREET REALTY LLC
BUILDING VALUE	\$1,722,300.00	5 MOULTON ST
NET TAXABLE - REAL ESTATE	\$1,924,200.00	PORTLAND ME 04101
TAX AMOUNT	\$34,481.66	

Any information concerning tax payments should be directed to the Treasurer's office at 879-8499 or e-mailed.

Building Information:

Card 1 of 1	
Year Built	1900
Style/Structure Type	OFFICE BUILDING - LOW RISE
# Units	1
Building Num/Name	1 - COMMUNIQUE
Square Feet	25752

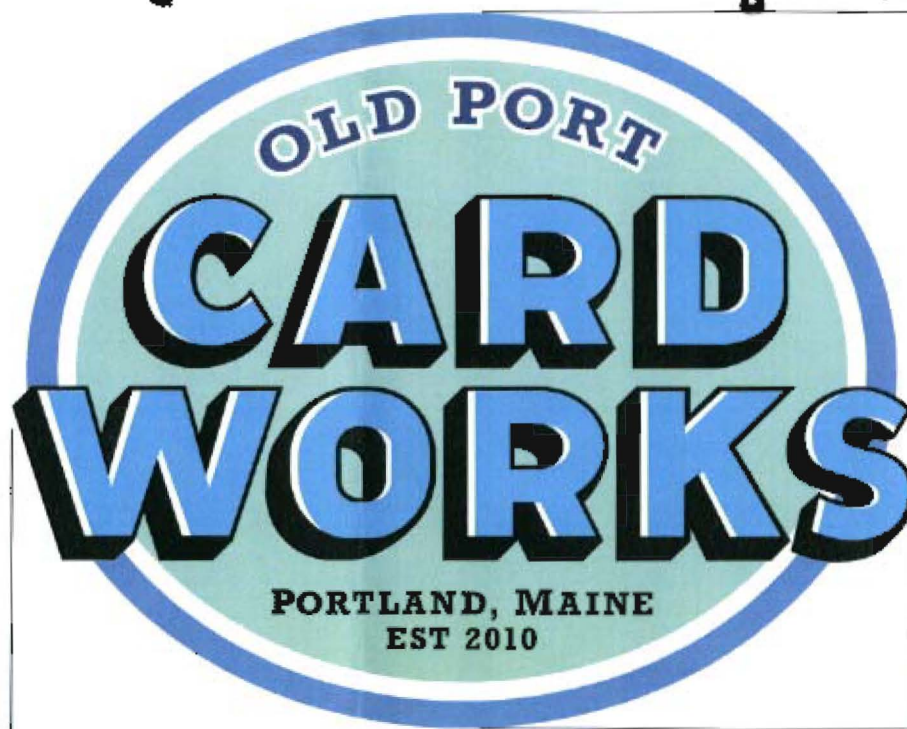
View Sketch View Map [View Picture](#)



Exterior/Interior Information:

Card 1	
Levels	B1/B1
Size	3512
Use	SUPPORT AREA
Height	7
Heating	NONE
A/C	NONE

Card 1	
Levels	01/01
Size	3512
Use	RETAIL STORE
Height	12
Walls	BRICK/STONE
Heating	EST TRC
A/C	CENTRAL



2'-6 1/4"

3'-2"

SIGNConcepts
VISUAL COMMUNICATION EXPERTS

Date: 10/4/10 Scale: 1 1/2" = 1'

Drawing #: 1 Sales Rep: DF

Rev #: xx Rev Date: 00/00/10

Apprv'd by:

Old Port Card Works

- 1 - d/f 30 1/4" x 38" oval hanging sign
- 1/2" white Metalwood substrate
- digitally printed vinyl graphics w/ clear UV overlaminate
- 42" "Mount Hope" style steel scroll bracket *lag bolted to building*

Commercial st.

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Date: 10/4/10 Scale: 1 1/2" = 1'

Drawing #: 2 Sales Rep: DF

Rev #: xx Rev Date: 00/00/10

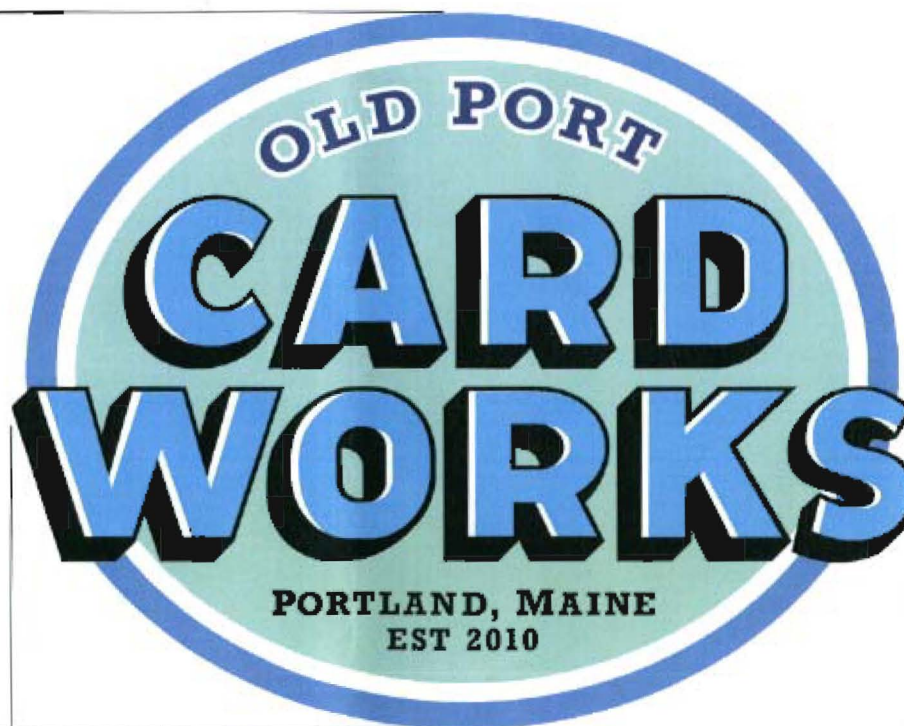
Apprv'd by:

Old Port Card Works

- 1 - d/f 30 1/4" x 38" oval hanging sign
- 1/2" white Metalwood substrate
- digitally printed vinyl graphics w/ clear UV overlaminate
- mounted to existing scroll bracket

max 1/2 in St.

This design is the exclusive property of Sign Concepts, LLC, and cannot be copied, exhibited, or shown to anyone outside of your organization without the prior consent of Sign Concepts, LLC. Copyright © 2010



2'-6 1/4"

3'-2"

Moulton Street Real Estate, LLC

October 5, 2010

To Whom It May Concern:

As owner of the building located at 3 & 5 Moulton Street, Portland, Maine, we approve the attached sign design for the 1st floor space known as 3 Moulton St. Final approval coming from the City of Portland, verifying the attached to be in compliance with the City's sign ordinances.

Best Regards,

A handwritten signature in black ink, appearing to read 'Mark Malone', with a long horizontal flourish extending to the right.

Mark Malone
Moulton Street Realty, LLC

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID 36
OLDPO-2

DATE (MM/DD/YYYY)
10/28/10

PRODUCER
Noyes Hall & Allen Insurance
www.noyeshallallen.com
170 Ocean Street, PO Box 2403
South Portland ME 04116-2403
Phone: 207-799-5541 Fax: 207-767-7590

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

Old Port Card Works
TIA, Inc.
422 Fore Street
Portland ME 04101

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A:	Pearless Insurance Company	24198
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

MIN LTR	MAX LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☐ OCCUR ☒ Business Owners ☐ SOVL AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJ. ☐ LOC	BOP4078572	08/02/10	09/02/11	EACH OCCURRENCE \$1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100000 MOD EXP (Any one person) \$5000 PERSONAL & ADV INJURY \$1000000 GENERAL AGGREGATE \$2000000 PRODUCTS - COMP/PROP AGG \$2000000
		AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATUTORY LIMITS ☐ DYS. ☐ ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
						PROPERTY 75000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CARD STORE AND CANDY SHOP - SIGNS - LOCATION - 3 MOULTON STREET, PORTLAND, MAINE 04101. CITY OF PORTLAND IS LISTED AS ADDITIONAL INSURED.

CERTIFICATE HOLDER

CITY OF

City of Portland
City Hall
Joseph Gray
Congress Street
Portland ME 04101

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER MAILED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Chief, Resumes

IMPORTANT

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

Placement of new sign on Commercial Street side

Commercial Street / Long Wharf / Moulton Street



©2010 Google

Eye alt 22 ft