

**City of Portland, Maine - Building or Use Permit Application**  
 389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 2013-00298	Issue Date:	CBL: 032 T004001
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<b>Location of Construction:</b> 4 Moulton St (#10)	<b>Owner Name:</b> ADRIENNE-JANE INC (Lathrop Property Management)	<b>Owner Address:</b> ONE CITY CENTER PORTLAND, ME 04101	<b>Phone:</b> (207) 772-1131
<b>Business Name:</b> Liberty Graphics Company Store	<b>Contractor Name:</b>	<b>Contractor Address:</b>	<b>Phone:</b>
<b>Lessee/Buyer's Name:</b> Tom Opper/Beverly Kocenko	<b>Phone:</b> (207) 523-0345	<b>Permit Type:</b> Signs - Permanent	<b>Zone:</b> 17
<b>Past Use:</b> Retail	<b>Proposed Use:</b> Retail	<b>Permit Fee:</b> \$165.00	<b>Cost of Work:</b> \$0.00
<b>Proposed Project Description:</b> Install 4' x 4.5' hanging sign & sidewalk sign (24" x 40")		<b>FIRE DEPT:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input checked="" type="checkbox"/> N/A Signature: <i>[Signature]</i>	<b>INSPECTION:</b> Use Group: B Type Sign IBC 99 Signature: <i>[Signature]</i>
		<b>PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)</b> Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: _____ Date: _____	

<b>Permit Taken By:</b> bjs	<b>Date Applied For:</b> 02/14/2013	<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..	<b>Special Zone or Reviews</b> <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: 2/27/13 <i>[Signature]</i>	<b>Zoning Appeal</b> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____	<b>Historic Preservation</b> <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: 3/15/13 <i>[Signature]</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



# 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: 710 MOULTON ST  
 Tax Assessor's Chart/Block/Lot (CBL) 32 - T - 4 OWNER Name/Address: ADRIENNE - JANE MOULTON ST Telephone: 772-1131  
 Chart: 32 - T - 4 Block: 32 - T - 4 Lot: MOULTON ST Telephone: 772-1131  
PART LAND, MAINE 04102

LEASEE/BUYER Name (if Applicable) \_\_\_\_\_ CONTRACTOR name, address/phone: Beverly Kocenko Total S.F. signage \$36 + 24 = 60  
 \_\_\_\_\_ SF =     x \$2.00 =      
 \_\_\_\_\_ SF + \$30 Fee: \$30  
 \_\_\_\_\_ Historic (\$75): \$75  
 \_\_\_\_\_ Awning Fee: \$     
 \_\_\_\_\_ TOTAL FEE: \$141.00

Fee = Cost of Work: \$ \_\_\_\_\_ (\$30/first \$1000; \$10 every other \$1000)

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City of Portland

Who should we contact when the permit is ready: Name: REBECCAH KOCENKO Phone: 518-9579  
Address: A Call when ready do NOT send 525-0345 165.00

Tenant/allocated building space frontage (in feet): Length: 20 Height: 10  
Lot frontage (in feet): \_\_\_\_\_ Single Tenant or Multi-Tenant Lot: \_\_\_\_\_

Current Specific Use: LIBERTY GRAPHICS APPAREL  
If vacant, what was prior use: TWO NOTES, BOTANICAL PERFUMERY  
Proposed Use: \_\_\_\_\_

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

Proposed Awning: YES \_\_\_ NO \_\_\_ If yes, is awning backlit? YES \_\_\_ NO \_\_\_  
Height of awning \_\_\_\_\_ Length of awning \_\_\_\_\_ Depth of awning \_\_\_\_\_  
Is there any communication, message, trademark or symbol on it? YES \_\_\_ NO \_\_\_  
If yes, total square footage of panels with communication, message, trademark or symbol on it: \_\_\_\_\_ sf  
4 1/2 H  
4 W  
4 B&W  
4.5 x 4 = 18 sf

Information on existing and previously permitted signage:  
Freestanding (e.g. pole) sign? YES \_\_\_ NO \_\_\_ Dimensions proposed: \_\_\_\_\_ ft X \_\_\_\_\_ ft; Height from grade: \_\_\_\_\_  
BLDG Wall Sign (attached to bldg.)? YES \_\_\_ NO \_\_\_ Dimensions proposed: \_\_\_\_\_ ft X \_\_\_\_\_ ft  
Awning? YES \_\_\_ NO \_\_\_ total sq ft of panels with communication on it: \_\_\_\_\_ sf  
2 36 x 40 = 3 x 4 = 12 x 2 = 24.00  
Swedish Beard - 2 36 x 40 = 3 x 4 = 12 x 2 = 24.00

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: 2.14.2013

Revised 06/2012 This is NOT a permit; you may not commence ANY work until the permit is issued  
20 x 2 = 40 sf  
max sign - 10 x 1 = 10 sf  
proposed 11 x 4 = 44 sf = 24 sf (OK)



**Ann Machado - Re: Re:Liberty Graphics Sign and sandwich board**

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**From:** Beverly Kocenko <bkocenko@gmail.com>  
**To:** Ann Machado <AMACHADO@portlandmaine.gov>  
**Date:** 2/27/2013 9:17 AM  
**Subject:** Re: Re:Liberty Graphics Sign and sandwich board  
**CC:** Mark Felder <mfelder@gwi.net>

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Anne ,  
The Liberty Graphics sidewalk sign will be 24 X40.  
Thank you.  
Beverly Kocenko  
Liberty Graphics

On Wed, Feb 27, 2013 at 8:38 AM, Ann Machado <AMACHADO@portlandmaine.gov> wrote:

Beverly -  
I will need something in writing confirming the size of the sidewalk sign to show that it meets the requirements.  
Ann

>>> Beverly Kocenko <bkocenko@gmail.com> 2/26/2013 5:25 PM >>>

Thank you Anne. I will forward this to the sign maker and let him know.  
Beverly Kocenko  
Liberty Graphics

On Tue, Feb 26, 2013 at 2:18 PM, Ann Machado <AMACHADO@portlandmaine.gov> wrote:

Beverly -  
Thanks for the information. I'm moving the permit forward in the review process to Historic Preservation but I can't sign off on the sidewalk sign yet. For a single listing the maximum width is 24" and the maximum height is 40" to top of sign in place & minimum height is 30" to top of sign in place.  
Ann

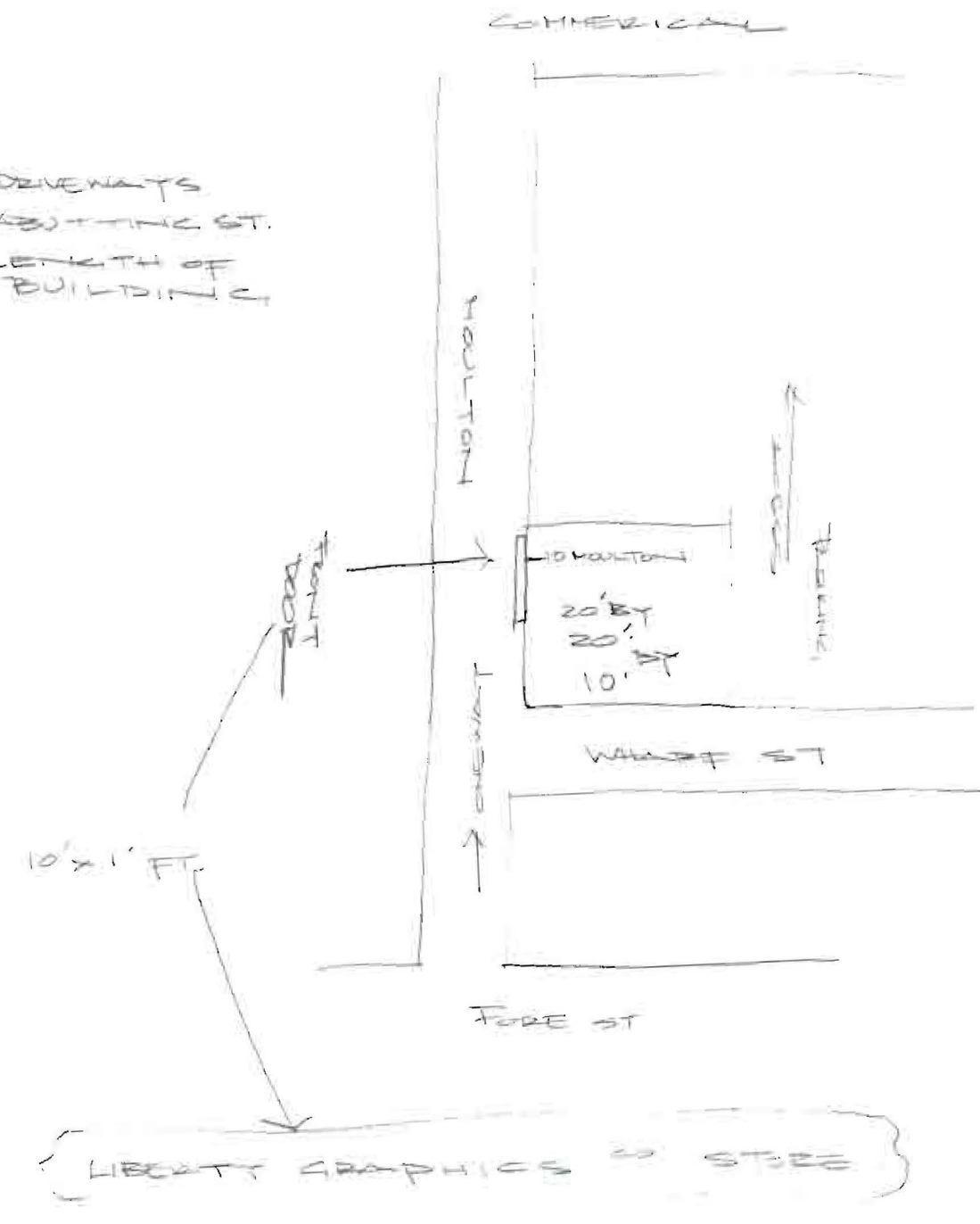
Ann Machado  
Zoning Specialist  
Planning & Urban Development  
Portland City Hall  
(207) 874-8709

>>> Beverly Kocenko <bkocenko@gmail.com> 2/25/2013 3:17 PM >>>

The sandwich board is 30x 36 and the materials will be the same as the sign MDO  
3/4"  
Please let me know if you have any other questions.  
Thank You Beverly Kocenko  
Liberty Graphics  
523-0345

*See email above.*

- Ø DRIVEWAYS
- BUILDING ST.
- LENGTH OF BUILDING



**Ann Machado - attachment 720×501 pixels**

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**From:** mikolaj popik <mikolajpopik@gmail.com>  
**To:** <amachado@portlandmaine.gov>  
**Date:** 2/25/2013 3:09 PM  
**Subject:** attachment 720×501 pixels

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[https://mail-attachment.googleusercontent.com/attachment/?ui=2&ik=89fe8e21e6&view=att&th=13d12dd2e3cc03b5&attid=0.1&disp=inline&safe=1&zw&sadue=AG9B\\_P8Mn--r4MCI2qTEaj02qxEl&sadet=1361822309004&sads=u4YJrdOvfr5jCK4JkBTbk6p2POg](https://mail-attachment.googleusercontent.com/attachment/?ui=2&ik=89fe8e21e6&view=att&th=13d12dd2e3cc03b5&attid=0.1&disp=inline&safe=1&zw&sadue=AG9B_P8Mn--r4MCI2qTEaj02qxEl&sadet=1361822309004&sads=u4YJrdOvfr5jCK4JkBTbk6p2POg)

Anne,  
This is the sign and sandwich board layout and design that we have chosen

It will be hung by Vincent D. Veligor 771-0202 using Steel anchor bolts.

I will send you a second email with the details of the sign that you requested.

Best, Beverly Kocenko  
Liberty Graphics  
523-0345

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FEB 26 2013  
Dept. of Building Inspections  
City of Portland Maine

**Ann Machado - Fwd: Re:Liberty Graphics Sign and sandwich board**

---

**From:** Beverly Kocenko <bkocenko@gmail.com>  
**To:** <amachado@portlandmaine.gov>  
**Date:** 2/25/2013 3:18 PM  
**Subject:** Fwd: Re:Liberty Graphics Sign and sandwich board  
**Attachments:** t shirt.pdf

---

The sandwich board is 30x 36 and the materials will be the same as the sign MDO  
3/4 "

Please let me know if you have any other questions.

Thank You Beverly Kocenko

Liberty Graphics

523-0345

----- Forwarded message -----

**From:** M. Felder <mfelder@gwi.net>  
**Date:** Thu, Feb 21, 2013 at 4:08 PM  
**Subject:** Re: Re:  
**To:** Beverly Kocenko <bkocenko@gmail.com>  
**Cc:** Tom Opper <tom@lgttees.com>

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FEB 26 2013

Dept. of Building Inspections  
City of Portland Maine

Hi Beverly

Here's some info

Material: Medium Density Overlaid Plywood (MDO)

Thickness: 3/4"

Sign plus bracket weight: 60-70 lbs.

Bracket: Steel scroll bracket (70" long), sign attached to bracket by steel fasteners and will swing from bracket. Bracket attached to building by 4 lag bolts through bracket wall plate, in addition, guy wires will be attached from bracket to building for extra support.

Since we're removing the screwed on panel I started getting creative, so attached is pdf showing 3 layouts with different typefaces for the extra wording. Pick one or I can change anything. If you wanted more division between top and bottom lettering, I can add a line or make the bottom lettering in a different color.

I don't remember discussing a sandwich board with anyone, but I do make them.

Mick

*Mickey Felder*

file:///C:/Users/AMACHADO/AppData/Local/Temp/XPgrpwise/512B80AEPortlandCityH... 2/26/2013

**The Sign Shop**  
**27 Fountain Street**  
**Gardiner, ME 04345**

<http://www.thesignshopmaine.com>  
[mfelder@gwi.net](mailto:mfelder@gwi.net)  
207-582-2542

On Feb 21, 2013. at 3:05 PM, Beverly Kocenko wrote:

Mickey,  
The color is Hunter Green. 2041-10  
I got a call from Anne Machado and she will need this information to approve the sign  
Material being used  
thickness of sign  
Approximate weight  
Bracket material and how it will be attached to the bracket.  
A picture of the sign in it's final revised Version

Needs to know how it will be attached to the building. I am waiting to hear from Vinnie on that info.

Sandwich board needs to be figured out . I believe we decided to repeat sign on board.  
Needs same info on materials.

34 x 36 I have to check with Anne on decided size.

Thank you. Beverly Kocenko

On Mon, Feb 18, 2013 at 4:46 PM, M. Felder <[mfelder@gwi.net](mailto:mfelder@gwi.net)> wrote:

Hi Bev

I was thinking... Tom said you are keeping the carved sign up on the building. It would look best if the green backgrounds of the 2 signs matched. The easiest way is to find a commercial paint chip that comes closest to it (a Benjamin Moore chip would be best, since I'll be using their acrylic enamel).

thanks

Mick

**Mickey Felder**  
**The Sign Shop**  
**27 Fountain Street**  
**Gardiner, ME 04345**

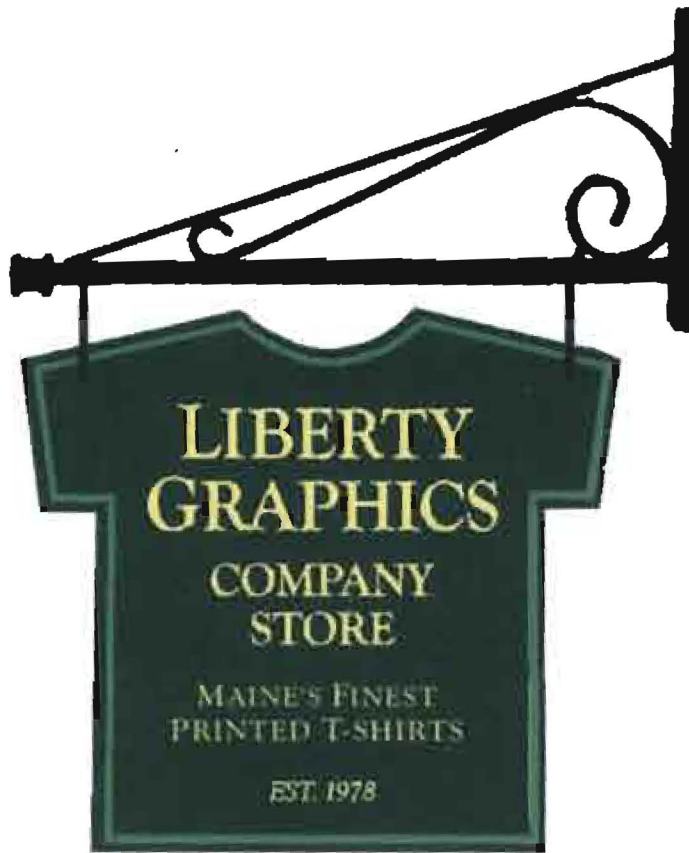
<http://www.thesignshopmaine.com>  
[mfelder@gwi.net](mailto:mfelder@gwi.net)

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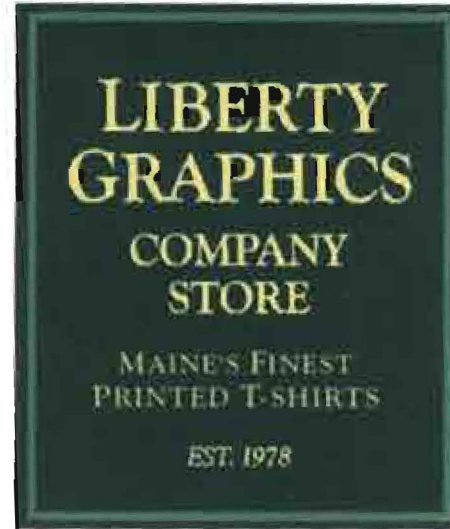
FEB 26 2013

Dept. of Building Inspections  
City of Portland Maine





*hanging sign*



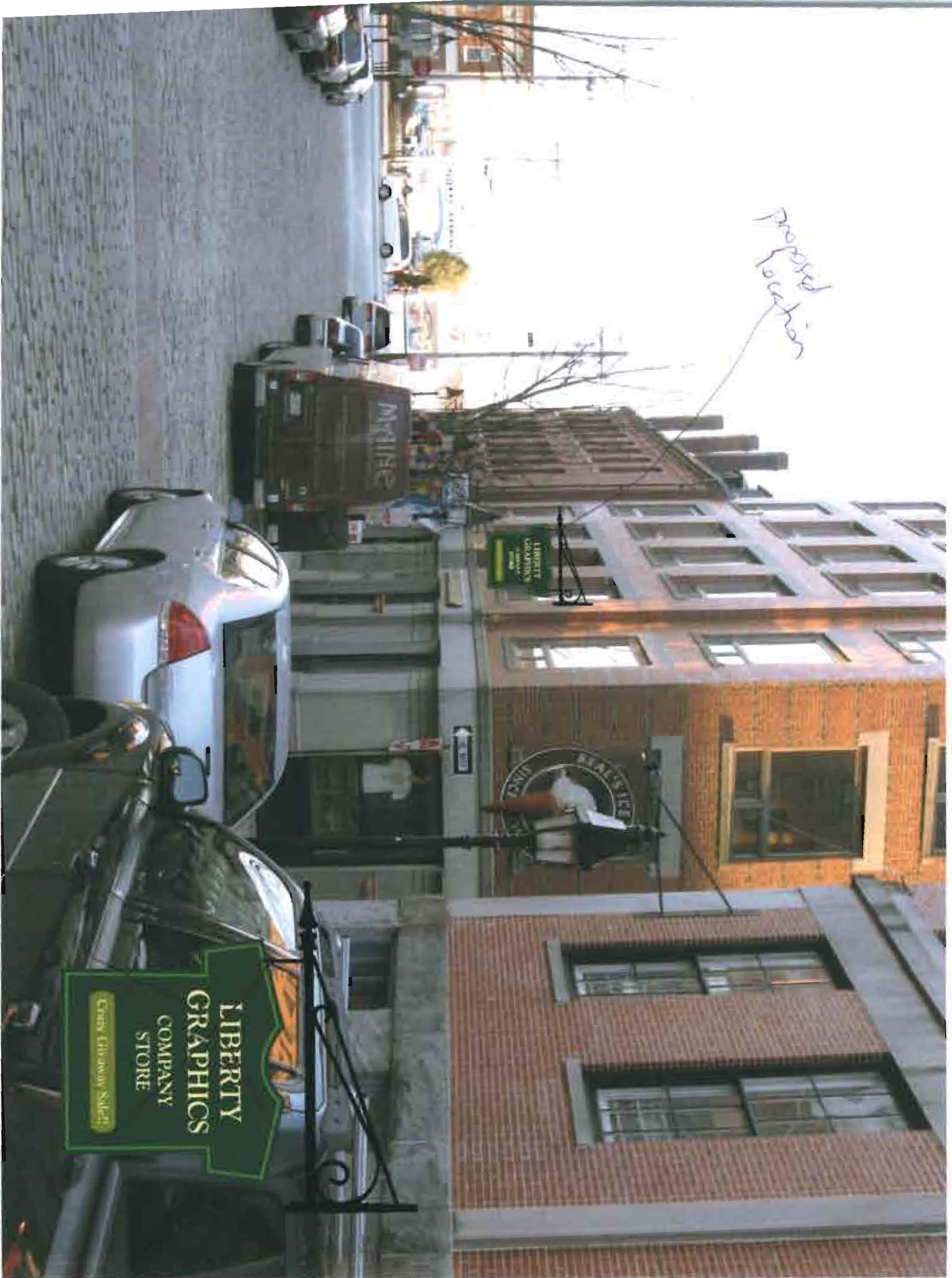
*Sidewalk sign  
30" x 36"*

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FEB 26 2013

Dept. of Building Inspections  
City of Portland Maine





Proposed location

LIBERTY  
COMPANY  
GRAPHICS  
STORE  
Creative Customized Sales!

TOWN REALTY

ONE WAY

MYLINE





Not location for other photos









*LATHROP PROPERTY MANAGEMENT*

February 13, 2013

Tom Opper  
Liberty Graphics

Dear Tom,

I received the pictures of proposed signage for 10 Moulton Street. The sign is very tasteful and appropriate. I like the proposed attachment to the Moulton Street side of the building at the lower level, however, that can be adjusted at the time of installation.

You definitely have my approval for the sign.

Very truly,

A handwritten signature in cursive script that reads "Linnette Pride".

Linnette Pride  
Lathrop Property Management



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: NS

DATE (MM/DD/YYYY)  
05/18/12

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> Allen Insurance Camden 34-36 Elm Street PO Box 578 Camden, ME 04843 Peter M. Williams, CIC	800-439-4311 207-236-6647	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): F-MAIL: ADDRESS: PRODUCER: CUSTOMER ID #: LIBER-1	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Acadia Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	<b>NAIC #</b> 31325
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**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	ADJL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LDC	X	CPP0051727	05/11/12	05/11/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 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)  
 Evidence of insurance. Certificate Holder named as Additional Insured as regards Insured's signage in Portland.

<b>CERTIFICATE HOLDER</b>  CITYPO1  City of Portland 389 Congress St Portland, ME 04104	<b>CANCELLATION</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.  AUTHORIZED REPRESENTATIVE Peter M. Williams, CIC
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