



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>4-10 Moulton Street</u>		
Tax Assessor's Chart/Block/Lot (CBL)	OWNER Name/Address:	Telephone:
Chart: <u>032 - T - 004 - 001</u> Block: <u>see attached</u> Lot: _____	Name: <u>Adrienne-Jane Inc</u> Address: <u>4-10 Moulton St,</u> <u>Portland, Me 04101</u>	<u>207-772-1131</u>
LEASEE/BUYER Info (if Applicable)	CONTRACTOR	E-Mail: <u>lpride@lathropmgmt.com</u>
_____	Name: <u>Maine Bay Canvas</u>	Total S.F. signage \$ _____
_____	Address: <u>53 Industrial Way</u>	(Sq Ft = _____ x \$2.00)
_____	<u>Portland Me 04101</u>	SF + \$30 Fee: \$ 30
_____	Phone: <u>878-8888</u> E-Mail: _____	Historic (\$75): \$ 75.00
Awning Fee = Cost of Work: <u>\$4961.75</u> (\$30/first \$1000; \$10 each additional \$1000)		Awning Fee: \$ _____
		TOTAL FEE: \$ _____

Who should we contact when the permit is ready: Name: Lynette Pride, Property Mgr. Phone: 749-4614
 Address: 10 Moulton St, Portland E-Mail: lpride@lathropmgmt.com

Tenant/allocated building space frontage (in feet): Length: 50ft. Height: 4 stories
Lot frontage (in feet): _____ **Single Tenant or Multi-Tenant Lot:** _____

Current Specific Use: Commercial/Retail
 If vacant, what was prior use: _____
 Proposed Use: _____

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: _____

Proposed Awning: YES NO If yes, is awning backlit? YES NO
 Height of awning 4' 8" Length of awning 21' 6" x 19' 6" Depth of awning 5' 6"
 Is there any communication, message, trademark or symbol on it? YES NO 26.75 sq. ft.
 If yes, total square footage of panels with communication, message, trademark or symbol on it: 13.5 sq. ft. 3 - Small Ones
(3) 5' 8" wide 19" deep
(3) 5' 6" x 3' 6" 8.63 sq. ft.
19.25 sq. ft.

Information on existing and previously permitted signage: 120.40 sq. ft. 109.76 sq. ft. TOTAL sq. ft. of awnings w/ graphics
 Freestanding (e.g. pole) sign? YES NO Dimensions existing: _____ X _____ Height from grade: _____
 BLDG Wall Sign (attached to bldg.)? YES NO Dimensions existing: _____ X _____
 Awning? YES NO total sq ft of panels with communication on it: 130.40 109.76 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, 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: Lynette Pride - authorized agent **Date:** 6/5/14



Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.
- I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature:

Leinette Priole

Date:

6/5/14

I have provided digital copies and sent them on:

Date:

6/5/14

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.