Signage/Awning Permit Applicati

If you or the property owner owes real estate or personal property taxes or user cha
property within the City, payment arrangements must be made before permits of any ki

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 08/01/13

Location/Address of Construction: 1 Dana Street, Portland ME		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 032 U004001	Owner: Dan Soley	Tele (207) 699-6020
Lessee/Buyer's Name (If Applicable) Shay Bellas 19 Oaks (207) 619-7155	Contractor name, address & telephone: Rob Verrier 22 Free Street, Suite A Portland, ME 04101 (207) 775-7110	Total s.f. of signage x $2.00 Per s.f. plus $30.00 For H.D. signage $75.00 Fee: $_____ Awning Fee= cost of work _____ Total Fee: $_____

Who should we contact when the permit is ready: Shay Bellas phone: (207) 619-7155

Tenant/allocated building space frontage (feet): Length: _____ Height _____
Lot Frontage (feet) 25' Single Tenant or Multi Tenant Lot _____

Current Specific use: Office and Business Service
If vacant, what was prior use: _____
Proposed Use: _____

Information on proposed sign(s):
Freestanding (e.g., pole) sign? Yes ___ No X Dimensions proposed: _____ Height from grade: _____
Bldg. wall sign? (attached to bldg) Yes X No ___ Dimensions proposed: 24" x 24"

Proposed awning? Yes ___ No X 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): N/A
Freestanding (e.g., pole) sign? Yes ___ No X Dimensions: _____
Bldg. wall sign? (attached to bldg) Yes ___ No X Dimensions: _____
Awning? Yes ___ No X 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 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: Shay Bellas **Date:** 7/8/13

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

Revised 10/19/09

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CHECK LIST

All of the following information is required and must be submitted. Checking off e
prepare your application package will ensure your package is complete and will hel
permitting process.

- [x] 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.
- [x] Letter of permission from the property owner indicating the specific permissions granted and the tenant/space building frontage.
- [x] A sketch plan of the lot indicating location of buildings, driveways, 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 signage with their dimensions and specific locations. Be sure to include distance from the ground and building façade dimensions for any signage attached to the building.
- [x] 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.
- X [ ] Certificate of flammability is required for awnings, canopies or banners.
- X [ ] A UL# is required for lighted signs at the time of final inspection
- [N/A] Photos of existing signage
- [x] Details for sign fastening, attachment or mounting in the ground.

FEES

Permit fee for signage or awning with signage: $30 plus $2 per square foot of sign (per sign)

Permit fee for awning-without-signage is based on cost of work:
$30 for the first $1000 of cost of work; $10 for each additional $1000 of cost of work

Application fee for any signage in a ***Historic District*** is an additional $75

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