



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:

*Susan St. Pierre*

Date: 12/10/14

I have provided digital copies and sent them on:

Date:

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



**From:** Suzie St.Pierre <suziep66@hotmail.com>  
**To:** <buildinginspections@portlandmaine.gov>  
**CC:** Martin B Dassa <mdassa@maine.rr.com>, Jack St Pierre <jackstpierre62@yah...  
**Date:** 12/17/2014 3:10 PM  
**Subject:** sign permit for isa -79 portland st  
**Attachments:** Isa\_Sign\_Key\_Permit.pdf; IsaCertificateofLiabilitySign.pdf;  
landlordpermissionSIGN.jpeg; Part.004; Sign permit isa -79 portland st 1.jpeg; Sign permit isa -79  
portland st 2.jpeg; Part.007; isa sign permit.pdf

To whom it may concern,

I am opening a new restaurant called isa at 79 portland st and would like to reuse the existing sign on the building. I have attached all requested documents on your checklist and the last PDF document has several drawings that should cover all the questions.

Grade level to the bottom of the sign is 10', which is not illustrated on the photos.

Also the light fixture shown is a new fixture that says it is UL rated for wet conditions (Rab QB2A), but there is no UL number.

Please contact me with any further questions.

Thank you kindly for your time.  
Suzie St. Pierre  
owner  
207 590 9388



Reviewed for Code Compliance  
Inspectors Division  
Approved with Conditions

Date: 02/19/15

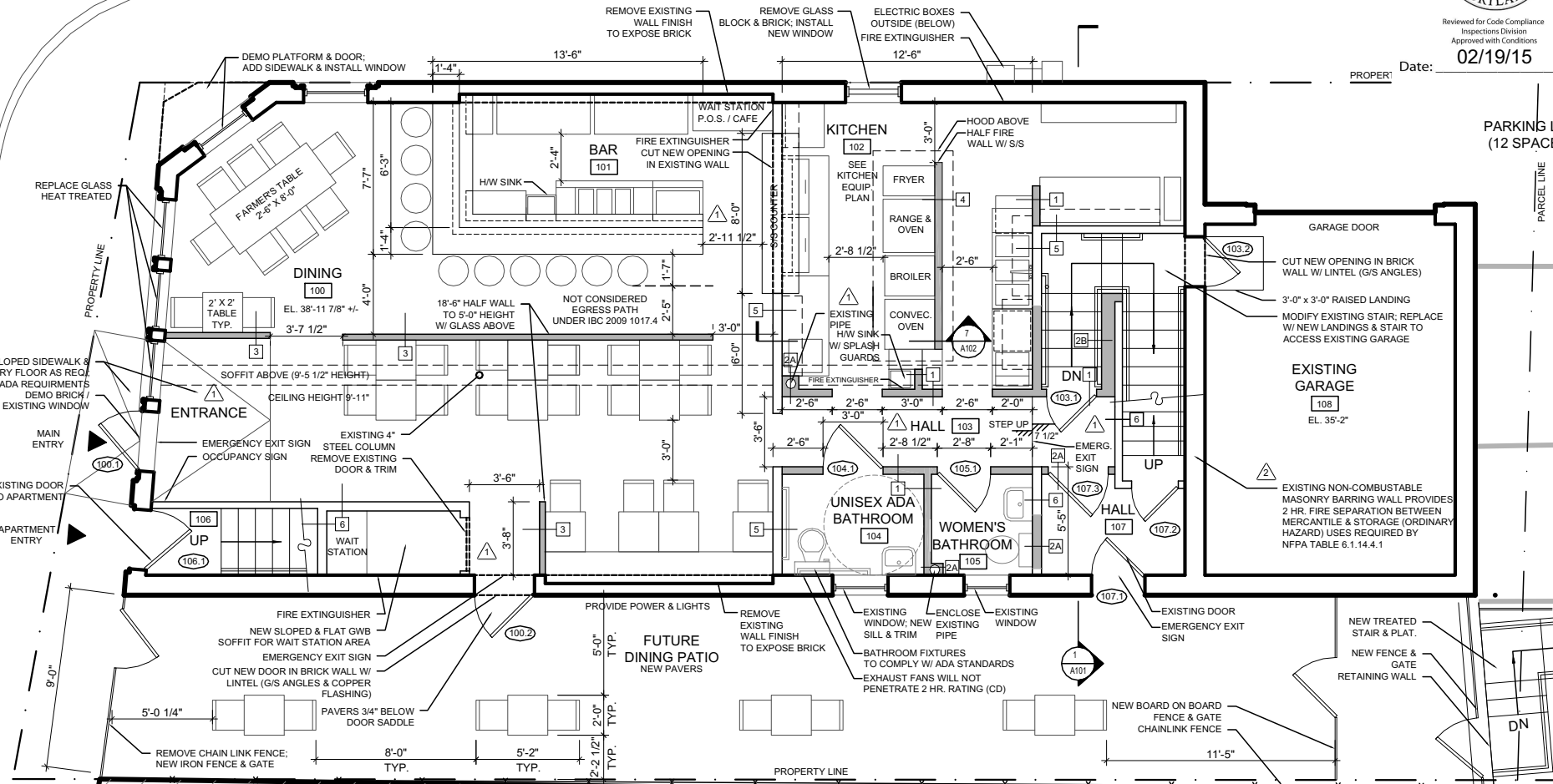
PROPERTY

BRATTLE STREET

PARKING I  
(12 SPACES)

PARCEL LINE

PORTLAND STREET



ADJACENT BUILDING



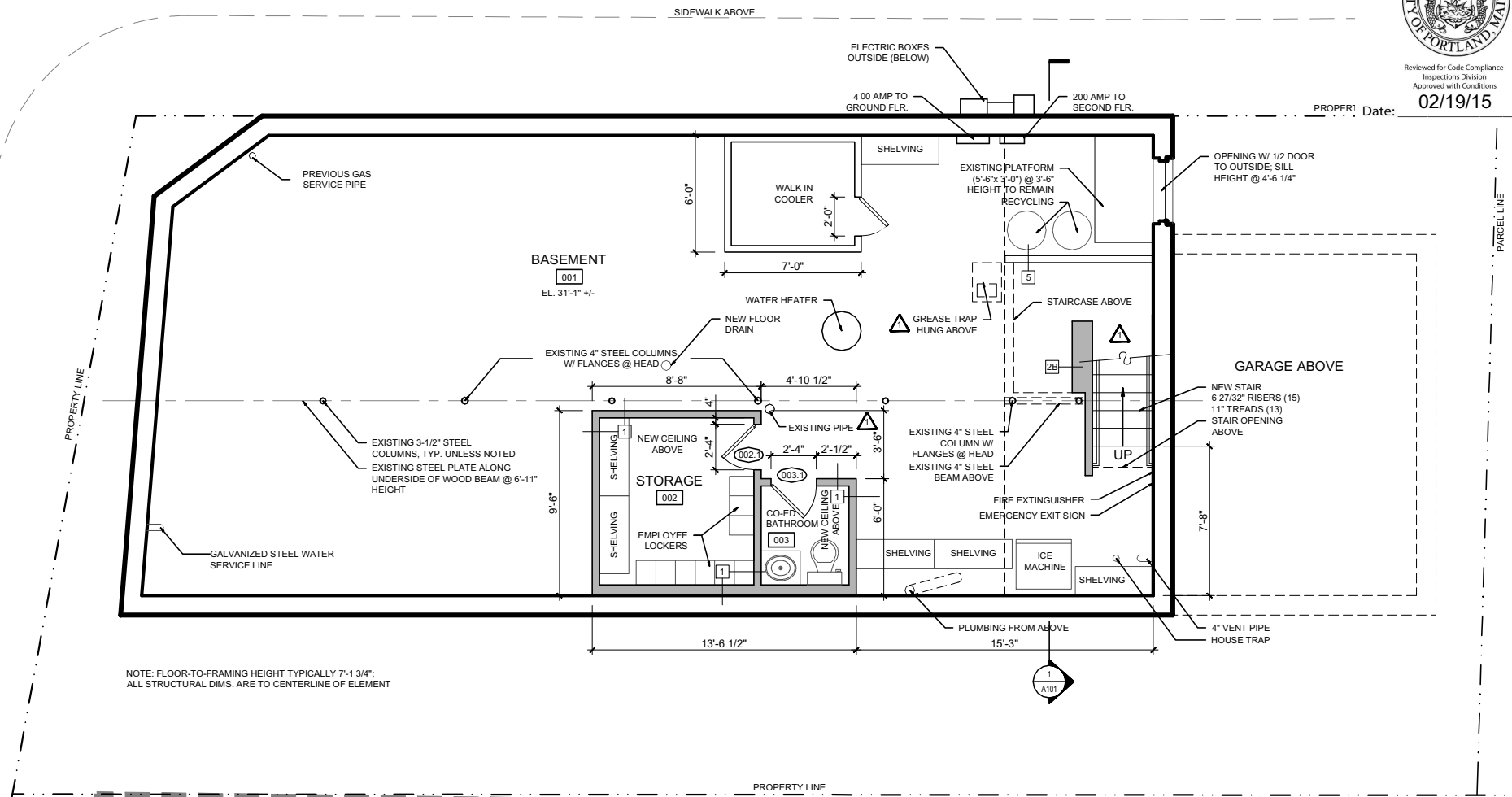
Scale: 1/8" = 1'-0" at 8.5x11"



Reviewed for Code Compliance  
Inspectors Division  
Approved with Conditions

02/19/15

PROPERTY Date:



NOTE: FLOOR-TO-FRAMING HEIGHT TYPICALLY 7'-1 3/4\"/>

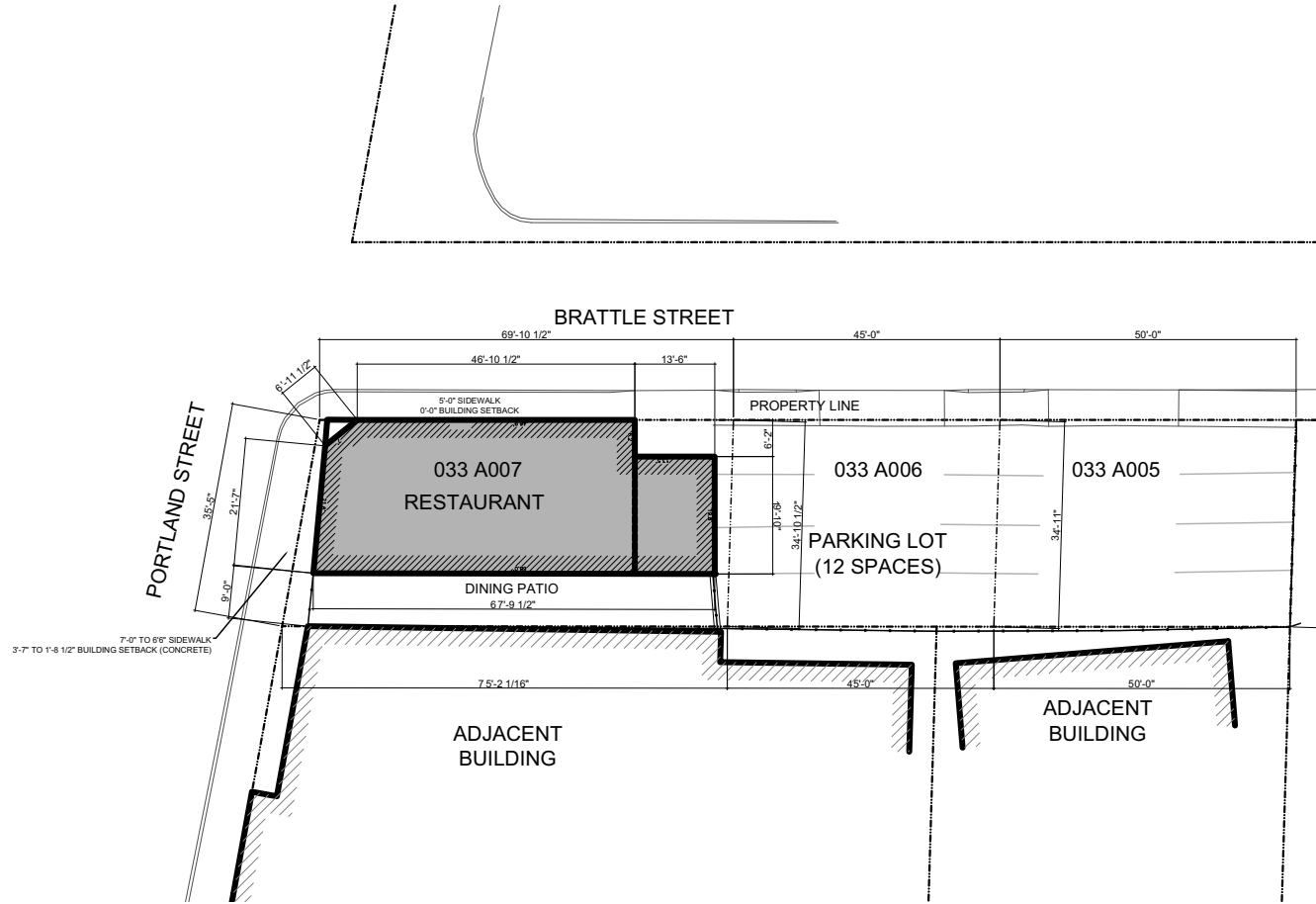


Scale: 1/8" = 1'-0" at 8.5x11"



Reviewed for Code Compliance  
Inspectors Division  
Approved with Conditions

Date: 02/19/15



Scale: 1/32" = 1'-0" at 8.5x11"

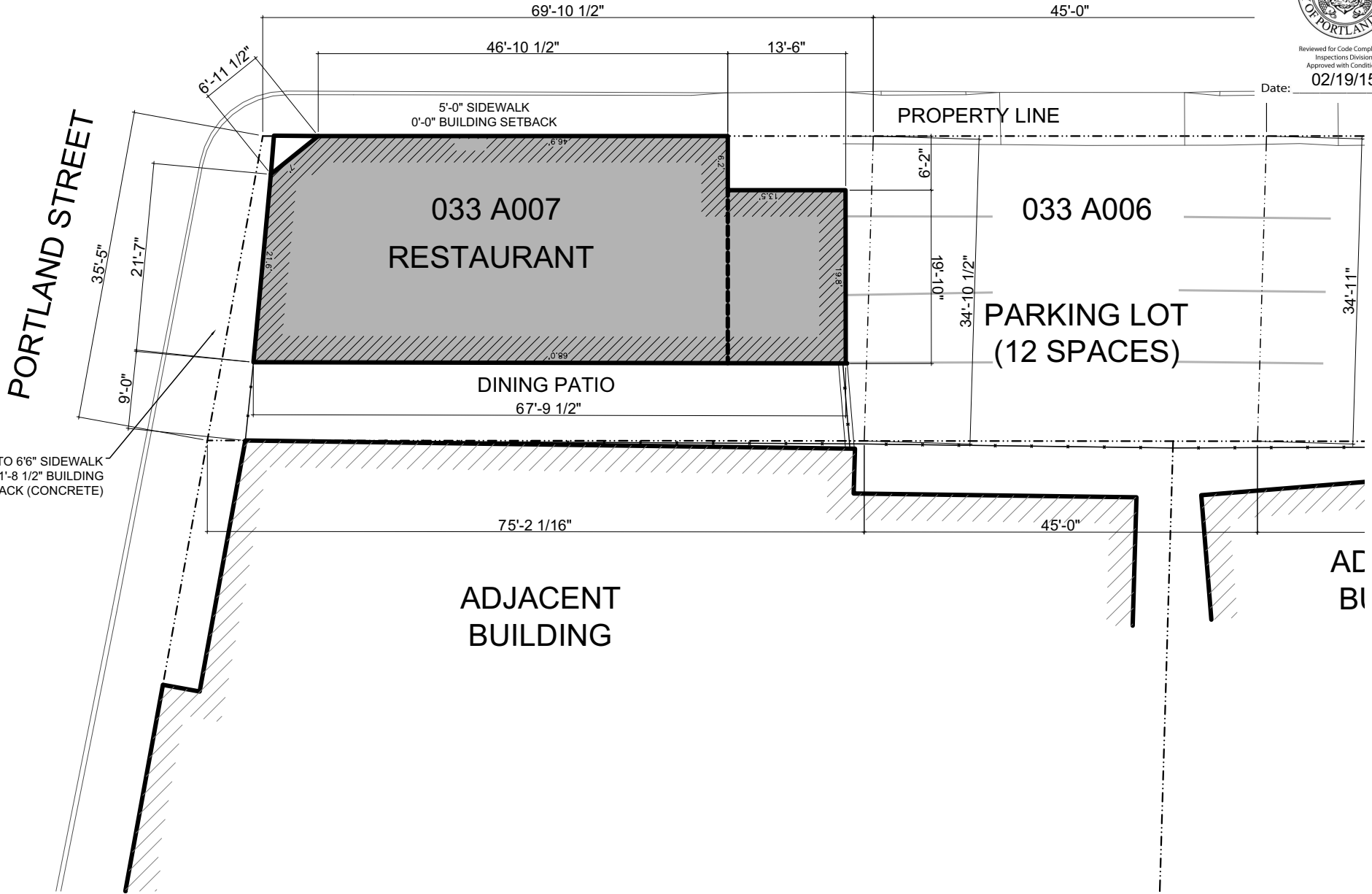
**Proposed New Restaurant**  
79 Portland, St, Portland, ME 04101 | Suzie St. Pierre

**Site Plan - CBL 033 A005, A006, A007**  
Martin B. Dassa AIA | Clifford Tremblay



Reviewed for Code Compliance  
Inspectors Division  
Approved with Conditions  
Date: 02/19/15

# BRATTLE STREET



7'-0" TO 6'-6" SIDEWALK  
3'-7" TO 1'-8 1/2" BUILDING  
SETBACK (CONCRETE)

AC  
BI



Scale: 1/16" = 1'-0" at 8.5x11"

**Proposed New Restaurant**  
79 Portland, St, Portland, ME 04101 | Suzie St. Pierre

**Site Plan - CBL 033 A006 & A007**  
Martin B. Dassa AIA | Clifford Tremblay



Reviewed for Code Compliance  
Inspectors Division  
Approved with Conditions

Date: 02/19/15

Existing sign



Proposed sign





Reviewed for Code Compliance  
Inspections Division  
Approved with Conditions

Date: 02/19/15

Signmaker's description:

Dimensional Sign – all Dibond

Qty: 1

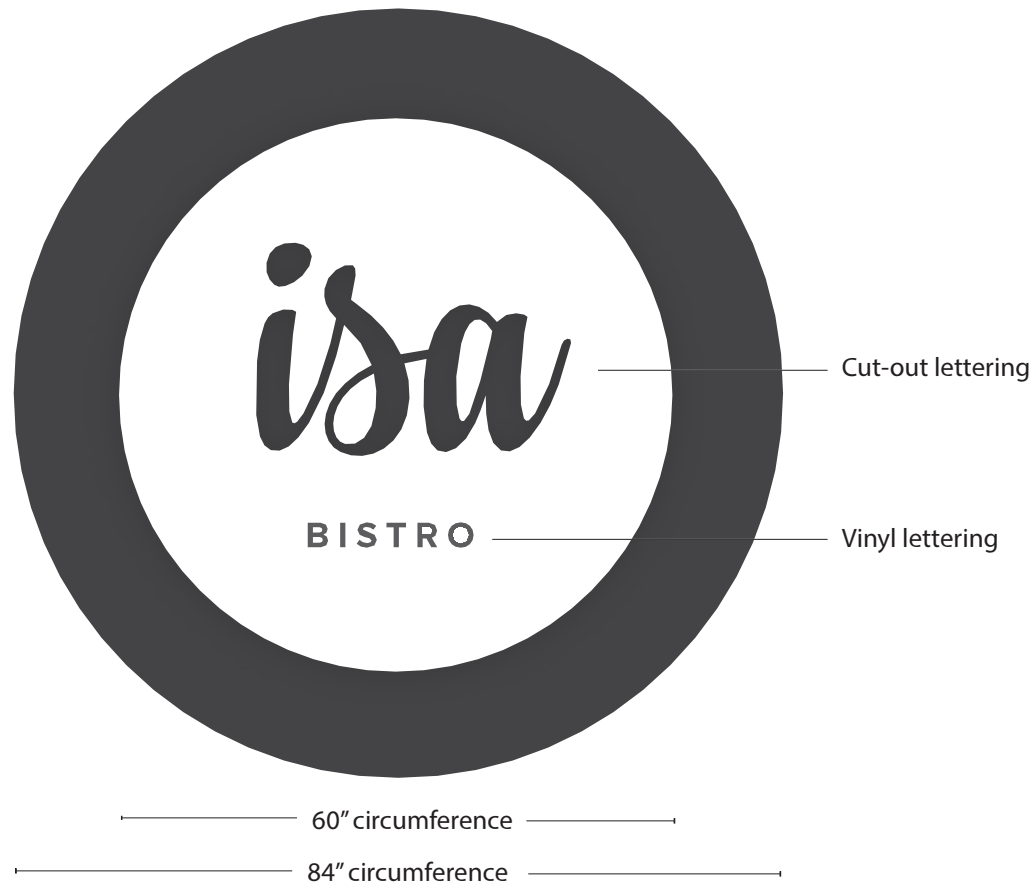
1st Panel Size: 84" circumference 6MM DiBond painted PMS 179-14

2nd Panel Size: 60" circumference 6MM DiBond painted white with "ISA" logo cut out and vinyl letters applied

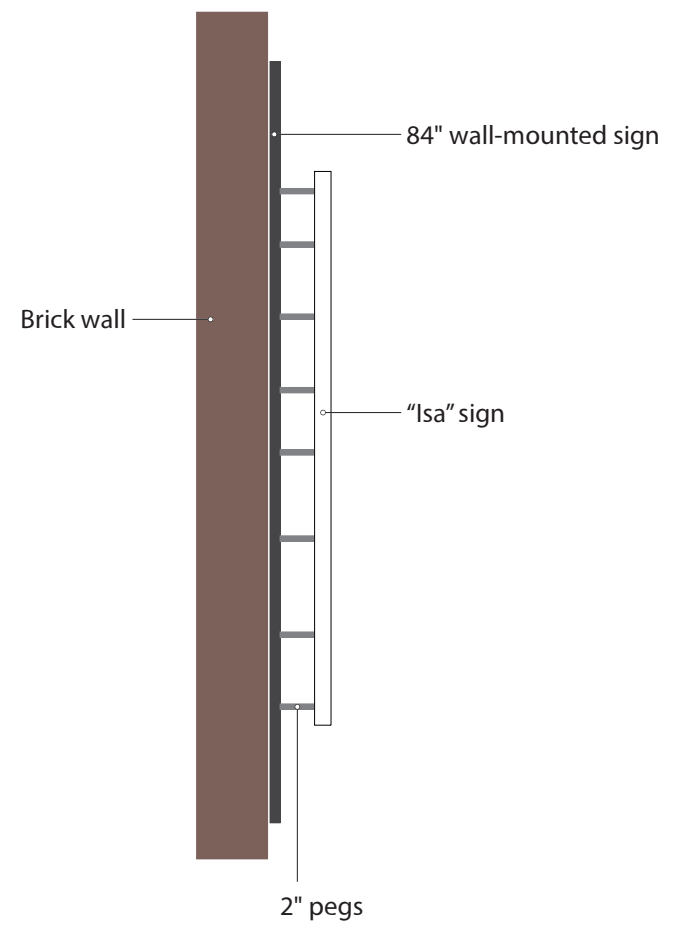
Stud Mounted

Fabrication and Install cost: \$2,085.85

FRONT



SIDE





TO-SCALE MOCK-UP



Reviewed for Code Compliance  
Inspectors Division  
Approved with Conditions

Date: 02/19/15

Source of illumination



ISALLC0-02



# CERTIFICATE OF LIABILITY INSURANCE

D.

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 BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

Reviewed for Code Compliance  
Inspections Division  
Approved with Conditions  
Date: 02/19/15

**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> <b>Clark Insurance</b> 2385 Congress Street Portland, ME 04104	<b>CONTACT NAME:</b> Johanna Kerry <b>PHONE (A/C, No, Ext):</b> (207) 774-6257 <b>E-MAIL ADDRESS:</b> jkerry@clarkinsurance.com	<b>FAX (A/C, No):</b> (207) 774-2994	
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b>  <b>ISA, LLC</b> 77 Portland Street Portland, ME 04101	<b>INSURER A :</b> Ohio Security Insurance Co		<b>24082</b>
	<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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		BKS56422266	11/20/2014	11/20/2015	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 15,000
							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"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED 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 DED \$      RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Insured's policy is endorsed to name the City of Portland as an additional insured

**CERTIFICATE HOLDER****CANCELLATION**

<b>City of Portland</b> 389 Congress Street Portland, ME 04101	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 <i>Johanna C Kerry</i>
--	---

© 1988-2014 ACORD CORPORATION. All rights reserved.



POLICY NUMBER:

COMMERCIAL GENERAL LIAB

CG 20 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - STATE  
OR GOVERNMENTAL AGENCY OR SUBDIVISION  
OR POLITICAL SUBDIVISION - PERMITS  
OR AUTHORIZATIONS RELATING TO PREMISES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

**State Or Governmental Agency Or Subdivision Or Political Subdivision:**

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II - Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following additional provision:

This insurance applies only with respect to the following hazards for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization in connection with premises you own, rent or control and to which this insurance applies:

1. The existence, maintenance, repair, construction, erection or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners or decorations and similar exposures; or
2. The construction, erection or removal of elevators; or
3. The ownership, maintenance or use of any elevators covered by this insurance.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
  2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



Reviewed for Code Compliance  
Inspections Division  
Approved with Conditions

Date: 02/19/15

**Seventy Nine Portland Street LLC**  
**165 Klinger Drive**  
**Sugarloaf, PA 18249**  
**570-401-1158**

December 9, 2014

City of Portland  
389 Congress Street  
Portland, ME 04101

To Whom It May Concern:

As the owner of a property at 77-79 Portland Street, I hereby give permission to ISA LLC and Suzie St.Pierre, to attach all appropriate signage on both the Portland Street and Brattle Street sides of the building for their restaurant business. Signage will be compliant with Portland City codes.

Very Truly Yours,



Jack St. Pierre  
Owner



# Signage / Awning Permit Application



Reviewed for Code Compliance  
Inspections Division  
Approved with Conditions  
Date: 02/19/15

If you or the property owner owes real estate or personal property taxes or any other charges on any property within payment arrangement **MUST** be made before permits are accepted.

<b>Location/Address:</b> 79 Portland St.		
<b>Tax Assessor's Chart/Block/Lot (CBL)</b> Chart: 033 Block: A007 A006 Lot: _____	<b>OWNER Name/Address:</b> Name: Seventy Nine Portland St LLC Address: 1105 Klinger Dr Sugarloaf, PA 18249	<b>Telephone:</b> JACK 570 401 1158
<b>LEASEE/BUYER Info (if Applicable)</b> Isa LLC Suzie St. Pierre 207 590 9388	<b>CONTRACTOR</b> Name: Sewall Associates Inc Address: 23 Ocean Ave Portland ME 04103 Phone: _____ E-Mail: Sewall@maine.org	<b>E-Mail:</b> jackstpierre62@yahoo.com Total S.F. signage \$ 98 (Sq Ft = 49 x \$2.00) SF + \$30 Fee: \$ 30 Historic (\$75): \$ - Awning Fee: \$ - <b>TOTAL FEE: \$ 128</b>
Awning Fee = Cost of Work: \$ _____ (\$30/first \$1000; \$10 each additional \$1000)		

**Who should we contact when the permit is ready:** Name: Suzie St. Pierre Phone: 207 590 9388  
Address: 77 Portland St Portland ME 04101 E-Mail: Suziepldb@hotmail.com

**Tenant/allocated building space frontage (in feet):** Length: 35'5" 14' 10" 5" Height: \_\_\_\_\_  
Lot frontage (in feet): 35'5" 14' 10" 5" Single Tenant or Multi-Tenant Lot: Restaurant & 1 apt above  
Portland St Brattle St

**Current Specific Use:** \_\_\_\_\_  
If vacant, what was prior use: New World Kitchens  
Proposed Use: Re-use existing sign for Isa (new restaurant)

**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: 7' x 7'

**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

**Information on existing and previously permitted signage:**  
Freestanding (e.g. pole) sign? YES  NO  Dimensions existing: \_\_\_\_\_ X \_\_\_\_\_ Height from grade: \_\_\_\_\_  
BLDG Wall Sign (attached to bldg.)? YES  NO  Dimensions existing: 7' X 7'  
Awning? YES  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: Susan St Pierre Date: 12/16/14