



Permitting and Inspections Department  
 Michael A. Russell, MS, Director

## Signage /Awning Permit Application

**Project Address:** \_\_\_\_\_ **Tax Assessor's CBL:** \_\_\_\_\_  
Chart #                      Block #                      Lot #

**Owner Name:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Lessee (if applicable):** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Building Information:**

Exterior Length of façade of tenant space (ft): _____	Height of exterior façade (ft): _____
Lot frontage on street (ft): _____	This is a (select one):      Single Tenant Lot      Multi-Tenant Lot
	If multi-tenant, this is a (select one):      Ground floor unit      Upper story unit
Current specific use: _____	If vacant, prior use: _____
Proposed use: _____	

**Information on EXISTING signs that will remain:**

Type (i.e. awning, freestanding sign, attached building sign)	For awnings only:		Dimensions of awning or sign (include length, width, and height, as applicable)	Height of awning or sign above the ground to its highest point	For freestanding signs - setback of closest point of sign to the nearest property line(s)
	Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging)	Is awning backlit? (Y/N)			

**Information on PROPOSED signs:**

Type (i.e. awning, freestanding sign, attached building sign)	For awnings only:		Dimensions of awning or sign (include length, width, and height, as applicable)	Height of awning or sign above the ground to its highest point	For freestanding signs - setback of closest point of sign to the nearest property line(s)
	Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging)	Is awning backlit? (Y/N)			

**I hereby certify the following:**

- I am the Owner of record of the named property, or the owner of record authorizes the proposed work and I have been authorized by the owner to make this application as his/her authorized agent.
- I assume responsibility for compliance with all applicable statutes, codes, ordinances, rules and regulations.
- I understand that this application will not be reviewed for code compliance, and I certify that the proposed sign will be installed in accordance with the IBC 2009.
- I understand that if a Code Official determines that the sign has been installed in violation of any statute, code, or ordinance, that I am responsible for remedying the violation.
- 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: \_\_\_\_\_ Date: \_\_\_\_\_

*This is a legal document and your electronic signature is considered a legal signature per Maine state law.*