



Signage / Awning Permit Application

CHECK LIST

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help expedite the permitting process.

- 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.
- Letter of permission from the property owner indicating the specific permissions granted and the tenant/space building frontage.
- 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.
- 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.
- Certificate of flammability is required for awnings, canopies or banners.
- A UL# is required for lighted signs at the time of final inspection
- Photos of existing signage
- 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



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>415 Cumberland</u>			Telephone: <u>207 615-9353</u>
Tax Assessor's Chart/Block/Lot (CBL)	OWNER Name/Address:		E-Mail: <u>cardbot@yahoo.com</u>
Chart: <u>36</u> Block: <u>G</u> Lot: <u>33</u>	Name: <u>415 Cumberland LLC</u> Address: <u>P.O. Box 402</u> <u>Portland, Me 04112</u>		
LEASEE/BUYER Info (if Applicable)	CONTRACTOR	Total S.F. signage \$ <u>4.5</u> (Sq Ft = <u>4.5</u> x \$2.00)	
<u>Charles Bragdon</u> DBA <u>Uptown Antiques and Treasures</u> <u>415 Cumberland Ave</u> <u>Portland, Me 04101</u>	Name: <u>Signarama</u> Address: <u>872 Portland Rd</u> <u>Saco, Me 04072</u> Phone: <u>207-494-8085</u> E-Mail: <u>jenni@signarama.com</u>	SF + \$30 Fee: \$ 30 Historic (\$75): \$ <u>-</u> Awning Fee: \$ <u>-</u>	
Awning Fee = Cost of Work: \$ _____ (\$30/first \$1000; \$10 each additional \$1000)			TOTAL FEE: \$ <u>39.00</u>

Who should we contact when the permit is ready: Name: Charles Bragdon Phone: (207) 615-9353
 Address: 31 Munjoy South, Portland, Me 04101 E-Mail: cardbot@yahoo.com

Tenant/allocated building space frontage (in feet): Length: 12 feet Height: 8 feet
 Lot frontage (in feet): _____ Single Tenant or Multi-Tenant Lot: _____

Current Specific Use: vacant
 If vacant, what was prior use: Studio, office
 Proposed Use: Retail Store

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: 36" x 18"

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: 0 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: _____ X _____
 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, 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: 2-14-14



PORTLAND MAINE

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Jeff Levine, AICP, Director
Director of Planning and Urban Development

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:

Date: 2-14-14

I have provided digital copies and sent them on:

Date:

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

415 CUMBERLAND, LLC

February 14, 2014

Charles Bragdon
Uptown Antiques and Treasures
415 Cumberland Avenue
Portland, ME 04101

RE: Signage for Uptown Antiques and Treasures at 415 Cumberland Avenue

Dear Charles:

This letter will serve as notice that the owners of 415 Cumberland, LLC have given their permission for your most recent sign proof and sign bracket as designed by Signarama in Saco, Maine. They have also given their permission for you to install the sign if you can do so in a safe and professional manner given that you previously owned a sign installation company.

If you have any questions, I can be reached at (207) 865-9790.

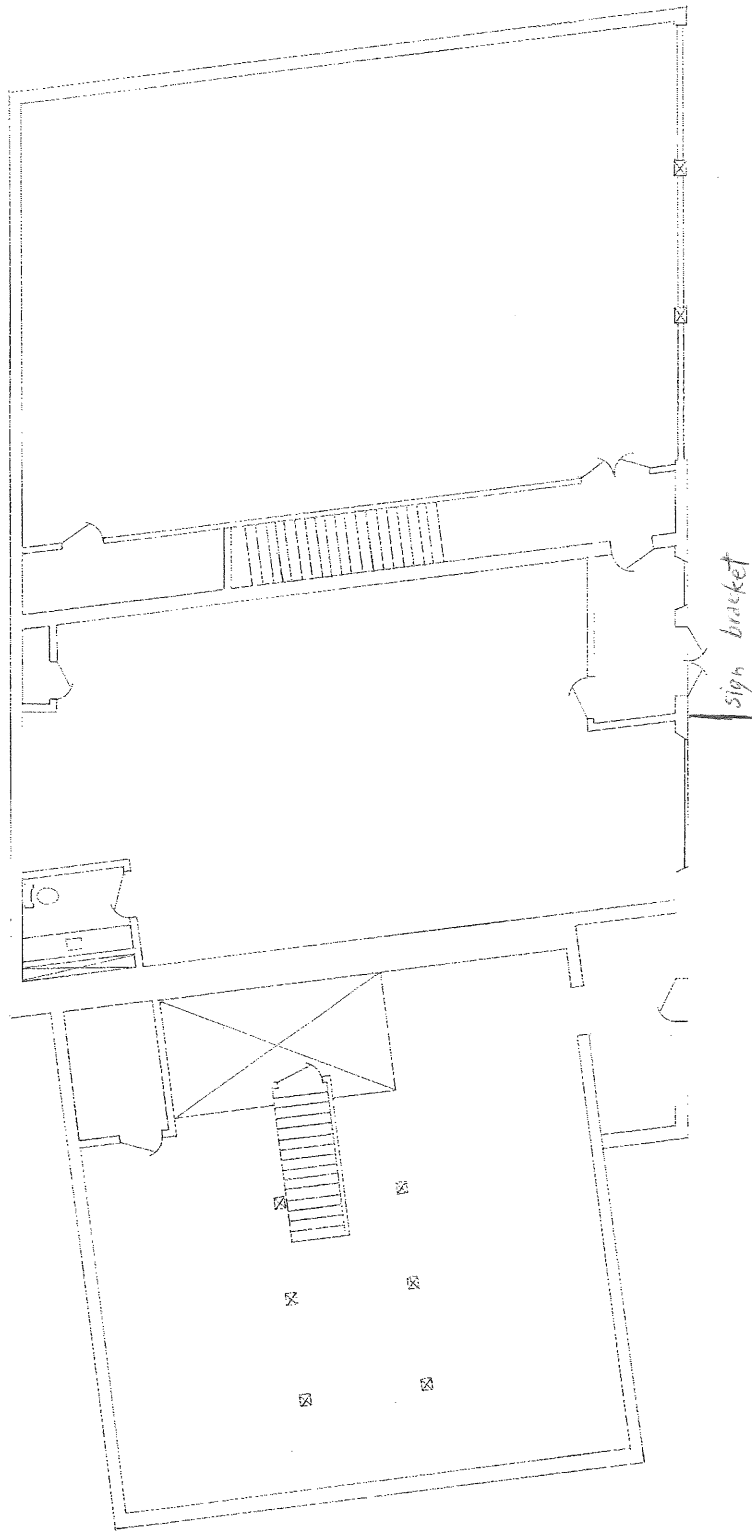
Sincerely,



Lori-Ann Touchette
Assistant Property Manager

Cc: file

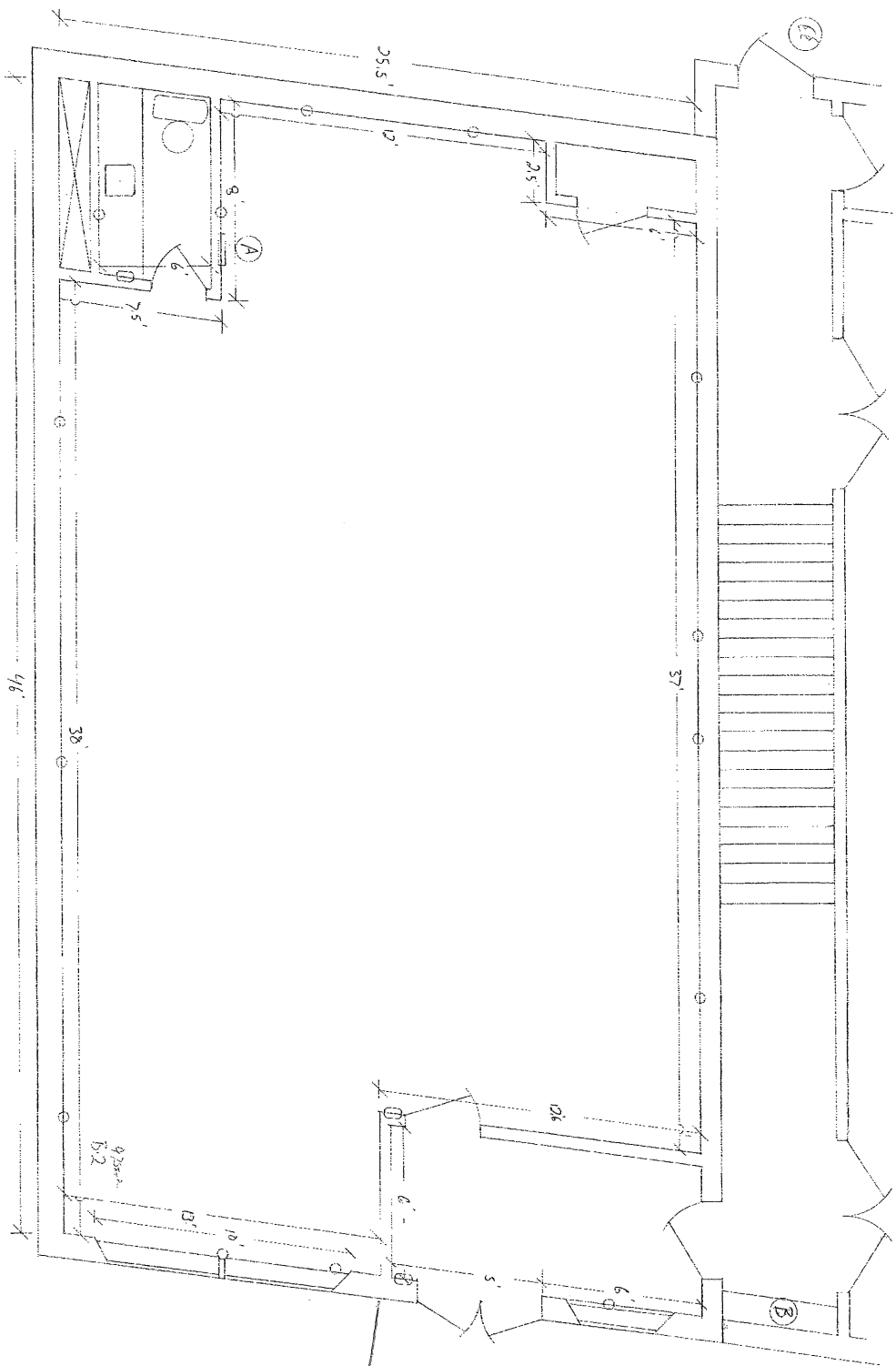
Post Office Box 402 – Portland, Maine 04112
Telephone: (207) 865-9790 - Fax: (207) 865-9792



Cumberland Ave

Forest Ave

415 CUMBERLAND AVE., RICHMOND, VIRGINIA	
DATE: 1/27/51	PROJECT: 415 CUMBERLAND AVE.
NO. 1	FLOOR PLAN
DRAWN BY: [Signature]	
CHECKED BY: [Signature]	
DATE: 1/27/51	
SCALE: AS SHOWN	
SHEET NO. 1 OF 1	



- electrical outlet
- linen cabinet
- ◇ refrigerator
- Ⓐ Swivel box
- Ⓑ Hopper

415 Cambridge Ave. Boston, Mass.	
DATE	11/25/52
BY	W. H. H. H.
PROJECT	Garage Floor (Garage Shop)
NO.	11751-2
Arch. for various drawings	

Forest Ave

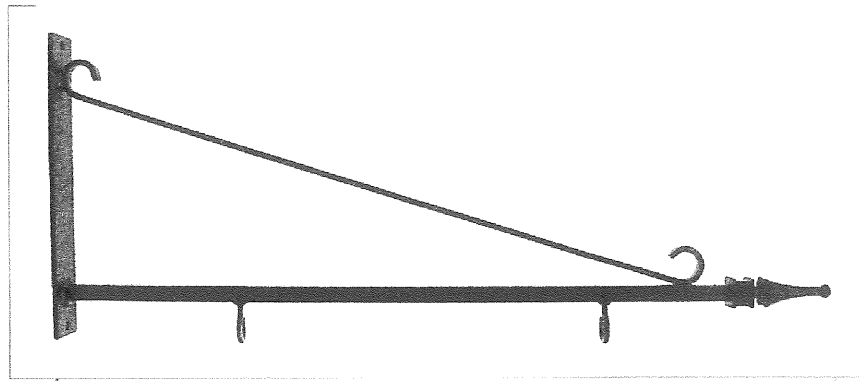
36 inches

UPTOWN ANTIQUES & TREASURES

BUY - SELL - CONSIGN

(207) 615-9353

18 inches



← 42 inches →

Uptown Antiques and Treasures

Sign mounting material details

**Aluminite 1/4" Aluminum with Colored cut Vinyl
W:36.0 in. X H:18.9 in. Double sided white on both
sides with colored vinyl**

**On a 42" Northwood Forge Bracket Style A
Mounted with Lag Bolts and pins**

Signarama Saco, ME
 Sign Me Up, Inc
 872 Portland Rd
 Saco ME 04072
 United States
 Phone: 207-494-8085 Fax : 207-494-9011
 jonni@signarama-saco.com
 for Quote : jonni@signarama-saco.com
 http://www.signarama-saco.com



Quote 765 - Hanging Sign with Bracket	Expiration Date : 02/28/2014
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Quote for	Contact	Shipping/Install
Uptown Antiques and Treasures 415 Cumberland Ave Portland ME 04101	Charles Bragdon Phone : (207) 615-9353 Email : uptownantiquesandtreasures@gmail.com Address : 415 Cumberland Ave Portland ME 04101	

Quote #	Quote Date	Sales Rep	Payment Terms	PO	PO Date
765	02/13/2014	Jonni Peace jonni@signarama-saco.com			

Items

#	Item	Qty	Unit Price	Disc. Price	Total (Ex. Tax)	Tax
1	Alumilite 1/4" Aluminum with Colored Cut Vinyl Alumilite 1/4" Aluminum with Colored Cut Vinyl W:36.0 in. X H:18.0 in. , Double Sided: white on one both sides 1/4" Digitally Printed vinyl Includes : 1.0 Hrs Travel to & install sign on building -	1	\$221.06	\$221.06	\$221.06	\$12.16
2	Northwood Forge Bracket Northwood Forge Bracket : Style A 42"	1	\$120.00	\$120.00	\$120.00	\$6.60

	Sub Total	Total Tax	Final Price
	\$341.06	\$18.76	\$359.82

Downpayment(100.0 %) \$359.82

Terms And Conditions Invoices & Cancellation of Orders: Sign-A-Rama (Vendor) prepares your order according to your specifications. Therefore, prior to its commencement, your order is only cancelable with the Vendor's prior written consent. After commencement of your order (the point at which materials are assembled and work has begun), your order is non-cancelable. The Customer is Solely Responsible for Proofreading Vendor does not assume any responsibility for the correctness of copy. Therefore, you must review and sign a proof prior to our commencement of your order. By signing your proof, you approve of its content and release the Vendor to commence our work. You are solely responsible for the content of the proof once it has been signed. However, if we should make an error in producing the work as proofed, please be assured that we will redo the work as quickly as possible and without charge to you. Vendor's Liability Vendor's total liability is hereby expressly limited to the services indicated on the invoice and Vendor will not be liable for any subsequent damages, consequential damages, or otherwise. All dates promised on this invoice are approximations unless the word "firm" is written and acknowledged by the Vendor.

Terms of Payment: Upon ordering, you must give Vendor a 50% deposit. Your balance will be due upon delivery and/or installation. Vendor may, at its sole discretion, extend credit terms to you upon approval. Collection Procedures: Invoices are considered delinquent thirty (30) days from the date that your order is completed. After the thirtieth day, a late charge of \$25.00, together with interest accruing at the rate of 1.5% per annum, or the maximum rate allowable by law is assessed. You shall be liable for all costs related to collection of delinquent invoices, including court costs and attorney's fees. Customer's Acceptance of Work: Customer's acceptance, either personal or through his/her agent(s) and/or employee(s) of the work ordered shall be deemed as full acceptance. This means that by accepting delivery of the work, customer affirms that the work substantially conforms to all expectations. Lost or Substantially Forgotten Work: If customer does not take possession of completed work within thirty (30) days from notification of completion, then the work will be considered lost or forgotten, and vendor will not be responsible for further loss. Customer will be billed and responsible for payment for work that has been completed

for **Uptown Antiques and Treasures**

Signature

Date

We agree to your terms and conditions Please proceed with the order.

Acknowledgment of Code Compliance Responsibility- Fast Track Project



I, Charles E Bragdon am the owner or duly **authorized owner's agent** of the property listed below
Print Legal Name

415 Cumberland Ave, Portland, Me 04101
Physical Address

I am seeking a permit for the construction or installation of:

Sign Bracket and Hanging Sign

Proposed Project Description

I understand that the permits obtained pursuant to this acknowledgement of code compliance responsibility will be in my name and that I am acting as the **general contractor** for this project. I accept full responsibility for the work performed.

I am submitting for a permit authorized by the **State of Maine Uniform Building and Energy Code (MUBEC), Fuel Board Laws and Rules and all locally adopted codes and standards applying to Plumbing, Electrical, Fire Prevention and Protection in anticipation of having it approved or approved with conditions.** I have read the following statement and understand that **failure to comply with all conditions once construction is begun may necessitate an immediate work stoppage until such time as compliance with the stipulated conditions is attained.** I certify that I have made a diligent inquiry regarding the need for concurrent state or federal permits to engage in the work requested under this building permit, and no such permits are required or I will have obtained the required permits prior to issuance of this permit. I understand that the granting of this permit shall not be construed as satisfying the requirements of other applicable Federal, State or Local laws or regulations, including City of Portland historic preservation requirements, if applicable. I understand and agree that this permit does not authorize the violation of regulations.

In addition, I understand and agree that this building permit does not authorize the violation of the **12 M.R.S. § 12801 et seq. - Endangered Species.**

I certify under penalty of perjury and under the laws of the State of Maine the foregoing is true and correct. I further certify that all easements, deed restrictions, or other encumbrances restricting the use of the property are shown on the site plans submitted with this application.

I hereby apply for a permit as a Owners Agent of the below listed property and by so doing will assume
Owner or Owner's Agent
responsibility for compliance with all applicable codes, bylaws, rules and regulations.

I further understand that it is my responsibility to schedule inspections of the work as required and that the City's inspections will, at that time, check the work for code compliance. The City's inspectors may require modifications to the work completed if it does not meet applicable codes. _____ INITIAL HERE

Sign Here: Ch
Owner or Owner's Authorized Agent

Date: 2-14-14

PLEASE ALSO FILL OUT AND SIGN SECOND PAGE

Acknowledgment of Code Compliance Responsibility- Fast Track Project

OFFICE USE ONLY

PERMIT # _____

CBL # _____



THIS PROJECT IS ELIGIBLE FOR FAST TRACK PERMITTING BECAUSE IT IS IN THE FOLLOWING CATEGORY / CATEGORIES (CHECK ALL THAT APPLY):

One/Two Family Swimming Pools, Spas or Hot Tubs

One/Two Family Decks, Stairs and Porches (attached or detached) First Floor Only

One/Two Family Detached One Story Accessory Structures (garages, sheds, etc.) not to exceed 600sq ft with no habitable space

Home Occupations (excluding day cares)

One/Two Family Renovation/Rehabilitation (within the existing shell)

Attached One /Two Family Garages /Additions/Dormers bearing the seal of a licensed design professional

New *Sprinklered* One and Two Family Homes (bearing the seal of a licensed design professional stating code compliance) – **MUST STILL RECEIVE LEVEL 1 SITE PLAN APPROVAL FROM PLANNING**

One/Two Family HVAC (including boilers, furnaces, heating appliances, pellet and wood stoves)

Interior office renovations with no change of use (no expansions; no site work; no load bearing structural changes are eligible) bearing the seal of a licensed design professional stating code compliance

Interior Demolition with no load bearing demolition

Amendments to existing permits

Commercial HVAC systems (with structural and mechanical plans bearing the seal of a licensed design professional stating code compliance)

Commercial HVAC for Boilers/Furnaces/Heating Appliances

Commercial Signs or Awnings

Exterior Propane Tanks

Residential or Commercial Subsurface Waste Water Systems (No Rule Variance Only)

Renewal of Outdoor Dining Areas

Temporary Outdoor Tents and stages under 750 sq ft per tent or stage

Fire Suppression Systems (Both non-water and water based installations)

Fences over 6'-0" in height

Site work only

Retaining walls over 4ft in height with stamped plans (or approval from inspection staff)

I understand that if the property is located in a historic district this application will also be reviewed by Historic Preservation. I further understand that the Building Inspections Division reserves the right to deny a fast track eligible project.

Sign Here: 
Owner or Owner's Authorized Agent

Date: 2-14-14