

# DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

Please Read Application And Notes, if Any, Attached

## BUILDING PERMIT

Permit Number: 100158

This is to certify that PACHIOS HAROLD C & PENelope P C ETA/Utopy  
has permission to install (1) 18" x 15" sign (1) 4.5' x 16' sign  
AT 565 CONGRESS ST CB# 037 A038001

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and written permission procured before this building or part thereof is lath or other work is in. 24 HOURS NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

**PERMIT ISSUED**

OTHER REQUIRED APPROVALS  
Fire Dept. \_\_\_\_\_  
Health Dept. \_\_\_\_\_ **MAR - 4 2010**  
Appeal Board \_\_\_\_\_  
Other \_\_\_\_\_ **City of Portland**  
Department Name

*James Runk* 3/2/10  
Director - Building & Inspection Services

**PENALTY FOR REMOVING THIS CARD**

**City of Portland, Maine - Building or Use Permit Application**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 10-0158	Issue Date:	CBL: 037 A038001
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Location of Construction: 565 CONGRESS ST (561)	Owner Name: PACHIOS HAROLD C & PENELO	Owner Address: 565 CONGRESS ST RM 203	Phone:
Business Name:	Contractor Name: Utopia Designs/ Bret Miller	Contractor Address: 74 County Road Portland	Phone 2078394385
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	Zone: B-3

Past Use: "Salt Institute for Documentary Studies"	Proposed Use: "Salt Institute for Documentary Studies" - install (1) 18" x 15" sign (1) 4.5" x 16' sign	Permit Fee: \$95.00	Cost of Work: \$95.00	CEO District: 1
		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: B Type: Sign DBL-2003 Signature: JMB 3/2/10	

Proposed Project Description: install (1) 18" x 15" sign (1) 4.5" x 16' sign	Signature:	Signature:
PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)		
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied		
Signature: _____ Date: _____		

Permit Taken By: Idobson	Date Applied For: 02/24/2010	<b>Zoning Approval</b>
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<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..</p>	<p>Special Zone or Reviews</p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetland</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p>Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/></p> <p>Date: 2/23/10 <i>Agan</i></p>	<p>Zoning Appeal</p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date: _____</p>	<p>Historic Preservation</p> <p><input checked="" type="checkbox"/> <sup>yes</sup> Not in District or Landmark</p> <p><input type="checkbox"/> Does Not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input checked="" type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p>Date: 2/24/10</p>
	<p><i>D. Andrews</i></p>		

**PERMIT ISSUED**

**MAR - 4 2010**

City of Portland

**CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

## **BUILDING PERMIT INSPECTION PROCEDURES**

**Please call 874-8703 or 874-8693 (ONLY )**

**or email: [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)**

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the City of Portland Inspection Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months, if the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue with construction.**

  X   **Final inspection required at completion of work.**

**The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.**

**IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.**

**City of Portland, Maine - Building or Use Permit**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

<b>Permit No:</b> 10-0158	<b>Date Applied For:</b> 02/23/2010	<b>CBL:</b> 037 A038001
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<b>Location of Construction:</b> 565 CONGRESS ST (561)	<b>Owner Name:</b> PACHIOS HAROLD C & PENELO	<b>Owner Address:</b> 565 CONGRESS ST RM 203	<b>Phone:</b>
<b>Business Name:</b>	<b>Contractor Name:</b> Utopia Designs/ Bret Miller	<b>Contractor Address:</b> 74 County Road Portland	<b>Phone</b> (207) 839-4385
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Signs - Permanent	

<b>Proposed Use:</b> "Salt Institute for Documentary Studies" - install (1) 18" x 15" sign (1) 4.5" x 16' sign	<b>Proposed Project Description:</b> install (1) 18" x 15" sign (1) 4.5" x 16' sign
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**Dept:** Historic      **Status:** Approved      **Reviewer:** Deborah Andrews      **Approval Date:** 02/24/2010  
**Note:**      **Ok to Issue:**

**Dept:** Zoning      **Status:** Approved with Conditions      **Reviewer:** Ann Machado      **Approval Date:** 02/23/2010  
**Note:** Tenant fit up permit - #08-0341.      **Ok to Issue:**

1) ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District.

**Dept:** Building      **Status:** Approved with Conditions      **Reviewer:** Jeanine Bourke      **Approval Date:** 03/02/2010  
**Note:**      **Ok to Issue:**

1) Separate permits are required for any electrical, plumbing, sprinkler, fire alarm or HVAC or exhaust systems. Separate plans may need to be submitted for approval as a part of this process.

2) Signage Installation to comply with Chapters 31 & 32 of the IBC 2003 building code.

**Comments:**

2/25/2010-gg: received permit from historic as of 02/24/10. /gg



# Signage/Awning Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: <b>561 Congress Street Portland ME</b>		
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <b>37-A-38</b>	Owner: <b>Penny Carson</b>	Telephone: <b>207 774-5541</b>
Lessee/Buyer's Name (If Applicable) <b>Salt Institute for Documentary Studies</b>	Contractor name, address & telephone: <b>Utopia Designs Inc Brett Miller 7 County Road Gorham ME 04038 207-839-4385</b>	Total s.f. of signage x \$2.00 Per s.f. plus \$30.00/\$65.00 For H.D. signage= Total Fee: \$ _____ Awning Fee= cost of work _____ Total Fee: \$ _____
Who should we contact when the permit is ready: <b>Donna Galluzzo</b> phone: <b>207 761-0660</b> # <b>Pick-up: 561 Congress St Portland ME 04101</b>		
Tenant/allocated building space frontage (feet): Length <b>33+1</b> Height _____ Lot Frontage (feet) _____ Single Tenant or Multi Tenant Lot <b>multi</b>		
Current Specific use: <b>Institute for documentary studies. We teach approx. 33</b> If vacant, what was prior use: <b>Student) for two 15 week semesters per year</b> Proposed Use: <b>documentary story telling</b>		
<b>Information on proposed sign(s):</b> Freestanding (e.g., pole) sign? Yes _____ No <input checked="" type="checkbox"/> Dimensions proposed: _____ Height from grade: _____ Bldg. wall sign? (attached to bldg) Yes <input checked="" type="checkbox"/> No _____ Dimensions proposed: _____		
<b>Proposed awning?</b> Yes _____ No <input checked="" type="checkbox"/> 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.		
<b>Information on existing and previously permitted sign(s):</b> Freestanding (e.g., pole) sign? Yes _____ No <input checked="" type="checkbox"/> Dimensions: _____ Bldg. wall sign? (attached to bldg) Yes _____ No _____ Dimensions: _____ Awning? Yes _____ No <input checked="" type="checkbox"/> Sq. ft. area of awning w/communication: _____		
<b>RECEIVED</b> FEB 22 2010 Dept. of Building Inspections City of Portland Maine		
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](http://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:	Date: <b>11/20/09</b>
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This is not a permit; you may not commence ANY work until the permit is issued.

**salt** {    }

-----> **educating+promoting documentary storytellers**

February 22, 2010

Enclosed you will find an application for a sign permit for the space at 561 Congress Street, rented by the Salt Institute for Documentary Studies.

Enclosed is the completed application, proof of insurance coverage, a letter of approval for the design from our building landlord, schematics from our architect on the lot/space, and information from our design company regarding the sign itself.

The "salt" sign will be no higher than 18" and no wider than 50". The letters will sit on top of the existing "awning" and will not protrude in any way. The sign will be applied with lag bolts and metal tabs attached to the base of each letter. The entire sign will weigh approximately 100lbs or less, with lighting by Eco-Light, a Super Nova LED model.

Over the picture window will sit a tag line that reads: "EDUCATING + PROMOTING DOCUMENTARY STORYTELLERS-" each letter being 4.5 inches high x 4 inches wide. The letters will be applied by screwing a 2" hole into the exterior wall and adhering with 3M5200 marine adhesive, each letter will weigh approximately 1.5 pounds.

The building exterior is granite, covered by an exterior façade material called, petrarch.

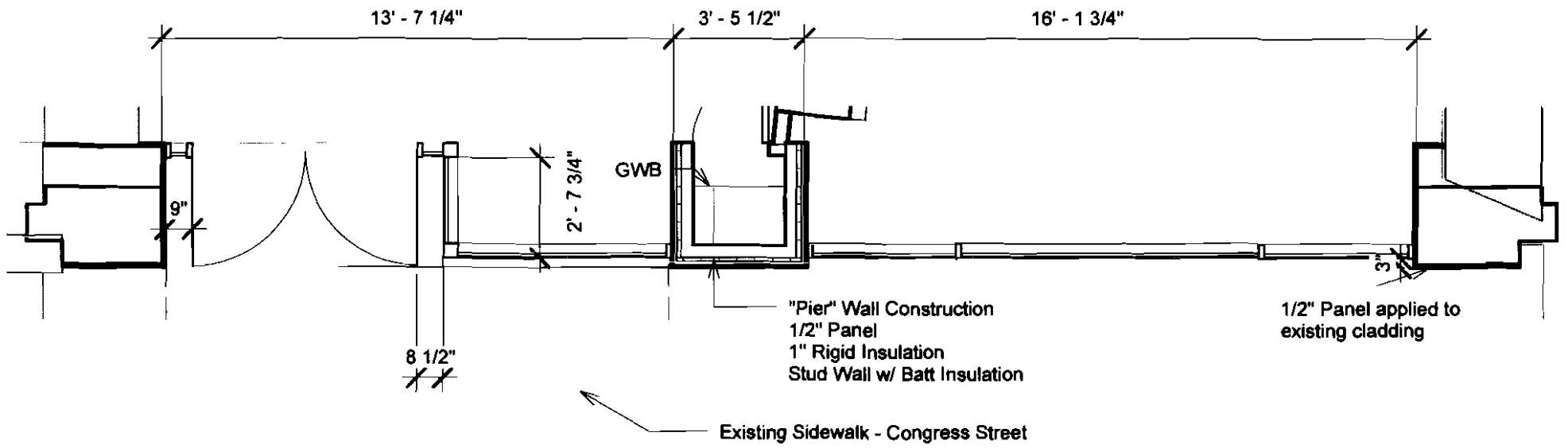
If you have any further questions, please let us know immediately.

Sincerely,

Donna M. Galluzzo, Executive Director



33' 2 1/2"





From: Brett Miller <brett@utopiadesigns.com>  
Subject: Re: Salt Signage  
Date: August 3, 2009 11:01:49 AM EDT  
To: Donna Galluzzo <dgalluzzo@salt.edu>  
▶ 1 Attachment, 341 KB

Hi Donna,

The pin letter tag line will be applied by screwing a 2" hole into the wall and adhering with 3M5200 marine adhesive. Material is salvaged ferrous steel plate. Each letter weighs approximately 1.5 lbs.  
The SALT sign will be applied with lag bolts and metal tabs attached to the base of each letter. The entire sign will weigh in at approximately 100 lbs. or less. Same material as pin letters.  
Lighting is a product called Eco-Light described as Super Nova LED modules.

Hope this helps!  
Good luck,

Brett

----- Original Message -----

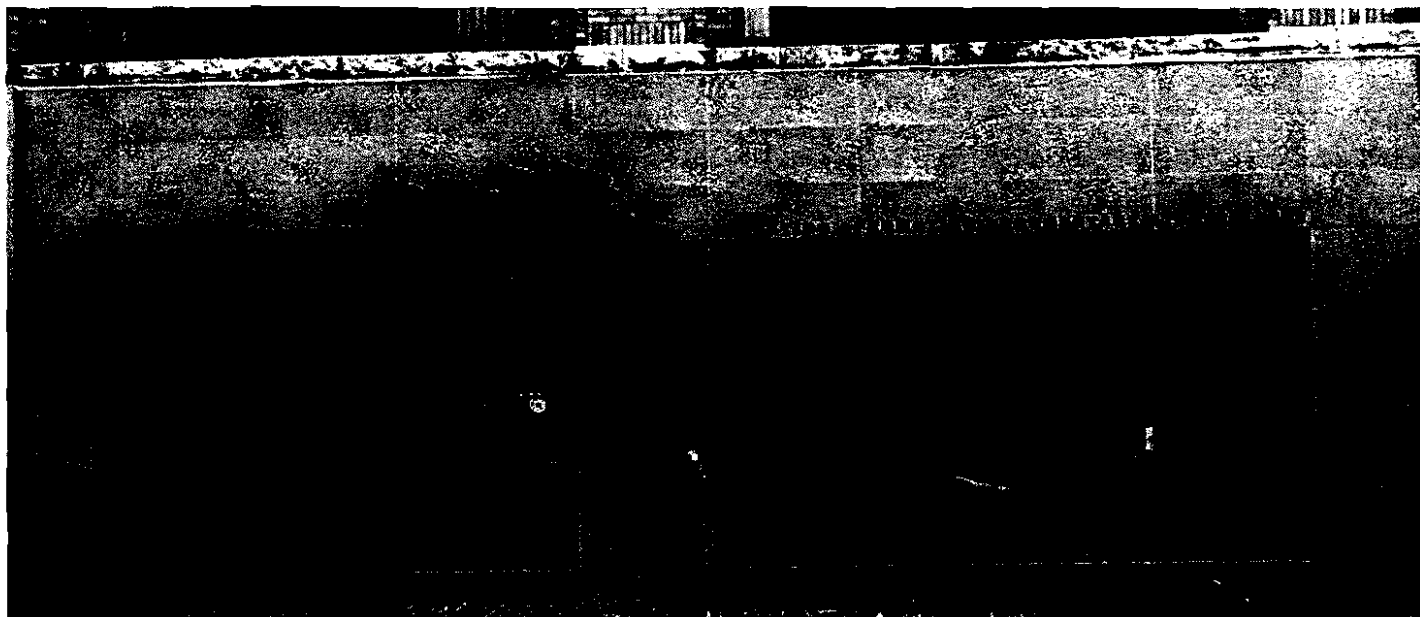
From: "Donna Galluzzo" <dgalluzzo@salt.edu>  
To: "Brett Miller" <brett@utopiadesigns.com>  
Cc: "christine heinz" <cheinz@salt.edu>  
Sent: Friday, July 31, 2009 10:35:21 AM GMT -05:00 US/Canada Eastern  
Subject: Salt Signage

Hi everyone.  
Okay, here's what I know so far.

I called the City of Portland, there's a good chance that our proposed signage is just an "amendment for approval" b/c it is a slight change from the old design that was already approved. It has to go through zoning and historic preservation.

Brett if you can send me information on the materials being used, the weight of the "salt," how it will be affixed, the letters above the window and how they will be affixed, lighting etc etc. I will bring your info and the rendering Christine did to City Hall first thing monday morning.

Attached is Christine's change to your rendering... includes the tag line above the window.  
THanks, If you can get that info to me by end of day today,  
I'm at City Hall at 9am sharp!  
best, donna



From: Christine Heinz <cheinz@salt.edu>  
Subject: **signage** info!  
Date: September 11, 2009 8:54:07 AM EDT  
To: Anne Sleeman <asleeman@salt.edu>  
▶ 1 Attachment, 597 KB

Hi Anne -

Let me know if you need more info than this....

s = 12h x 10w  
a = 12h x 10w  
l = 18h x 10w  
t = 18h x 10w

BUT since the letters are 3-dimensional we should also submit the depth. Basically the letters are going to follow the depth of the letters, therefore s will be much shorter than t. I have a call into our architect to get the exact specs. While I have his ear, do you know if they need any more info about the dimensions of the front of the building. I can get anything like that from him too.

EDUCATING+PROMOTING DOCUMENTARY STORYTELLERS  
All letters = 4.5h x 4w

Each letter will be individually affixed and run across the entire length of the large window.

Anything else? Just let me know. Thanks!

c

*Current Signage*



October 1, 2009

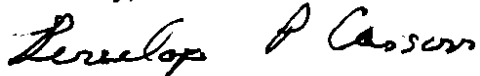
Portland City Hall  
Planning Department  
389 Congress Street  
Portland, Maine 04101

To Whom It May Concern:

The Salt Institute for Documentary Studies is a Tenant in a building I own at 565 Congress Street. Salt has recently spent a great deal of money renovating this space to meet their educational needs. The location of SALT in the Historic District has already enhanced the look and vitality of the city's Arts District.

SALT has provided me with a copy of a rendering of the sign, the last step in their renovation project. As shown in the enclosed rendering, **I approve of this sign for my building.** It is attractive and it is an excellent size for the building and for the signs visibility from several directions.

Sincerely,



Penelope P Carson  
General Partner &  
Property Manager

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# ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID TG  
SALTI-1

DATE (MM/DD/YYYY)  
09/17/09

**PRODUCER**  
Noyes Hall & Allen Insurance  
www.noyeshallallen.com  
170 Ocean Street, PO Box 2403  
South Portland ME 04116-2403  
Phone: 207-799-5541 Fax: 207-767-7590

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURED**  
  
Salt, Inc.  
Donna Galluzzo  
110 Exchange Street  
Portland ME 04101

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Peerless Insurance Company	24198
INSURER B: Maine Employers' Mutual	11030
INSURER C: Mount Vernon Fire Ins. Co.	
INSURER D:	
INSURER E:	

## COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A X	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	CBP9821173	02/22/09	02/22/10	EACH OCCURRENCE \$ 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG \$ 2000000 Emp Ben. 1M/3M
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	CBP9821173	02/22/09	02/22/10	COMBINED SINGLE LIMIT (Ea accident) \$ 1000000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
A	<b>EXCESS/UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$10000	CU9824859	02/22/09	02/22/10	EACH OCCURRENCE \$ 1000000 AGGREGATE \$ 1000000 \$ \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	1810076580	02/22/09	02/22/10	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500000 E.L. DISEASE - EA EMPLOYEE \$ 500000 E.L. DISEASE - POLICY LIMIT \$ 500000
C	<b>OTHER</b> Director & Officer	NDO2006899B	02/22/09	02/22/10	Ea. Claim 1000000 Aggregate 1000000

### DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

School. Exterior Building Signs to be hung. City of Portland is Additional Insured. Additional Insured status does not apply to Workers Compensation.

### CERTIFICATE HOLDER

CITYOFF

City of Portland  
Donna Katsiaficas  
389 Congress Street  
Portland ME 04101

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*Thomas P. Noyes*

## **IMPORTANT**

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

## **DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.