



Sign 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>561 Congress St. Portland, ME 04101</u>		
Tax Assessor's Chart/Block/Lot (CBL) Chart: _____ Block: _____ Lot: _____	OWNER Name/Address: <u>Peter Pachios</u>	Telephone: <u>207-761-0660</u> E-Mail: <u>dgalluzzo@salt.edu</u>
LEASEE/BUYER Name (if Applicable)	CONTRACTOR name, address/phone	Total S.F. signage \$ _____ (SF= ___' x \$2.00) Sign Fee: \$ _____ (Sidewalk=\$25) (Regular = \$30)
_____	_____	(S.F. fee + Sign Fee) = TOTAL FEE: \$ _____
_____	_____	
_____	_____	

Who should we contact when the permit is ready: Name: Donna Galluzzo Phone: 207-761-0660
 Address: 561 Congress St. Portland, ME 04101 E-Mail: dgalluzzo@salt.edu

Tenant/allocated building space frontage (in feet): Length: 1ft 11in. Height: 3ft 5inches
 Lot frontage (in feet): _____ Single Tenant or Multi-Tenant Lot: _____

Current Property Specific Use: Salt Institute For Documentary Studies
 If vacant, what was prior use: _____
 Proposed Use: _____

Information on proposed sign(s)

Freestanding (e.g. pole) sign? YES NO Dimensions proposed: 6.5 (sf); Height from grade: 3.5 sf
 BLDG Wall Sign (attached to bldg.?) YES NO Dimensions proposed: _____ 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: Donna M. Galluzzo Exec Dir **Date:** 9/25/13