

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

## BUILDING INSPECTION

### PERMIT

Permit Number: 031105

Please Read Application And Notes, if Any, Attached

This is to certify that Hega Realty Trust/n/a  
has permission to Erect 6 sq. Ft. A- Framed Sign  
AT 551 Congress St 037 C016001

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 when permission is procured before this building or part thereof is leased or otherwise used-in. HOUR NOT REQUIRED.

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

#### OTHER REQUIRED APPROVALS

Fire Dept. \_\_\_\_\_  
Health Dept. \_\_\_\_\_  
Appeal Board \_\_\_\_\_  
Other \_\_\_\_\_  
Department Name

*Ch. J. Pugh* 9/12/03  
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:<br>03-1105 | Issue Date: | CBL:<br>037 C016001 |
|-----------------------|-------------|---------------------|

|  |                                  |                                     |                     |
|--|----------------------------------|-------------------------------------|---------------------|
| Location of Construction:<br>551 Congress St | Owner Name:<br>Hega Realty Trust | Owner Address:<br>218 East Rd       | Phone:              |
| Business Name:<br>n/a                        | Contractor Name:<br>n/a          | Contractor Address:<br>n/a Portland | Phone:              |
| Lessee/Buyer's Name<br>n/a                   | Phone:<br>n/a                    | Permit Type:<br>Signs - Side Walk   | Zone:<br><b>B-3</b> |

|                                       |  |  |   |                    |
|---------------------------------------|--|--|---|--------------------|
| Past Use:<br>Commercial / Art Gallery | Proposed Use:<br>Art Gallery / Erect 6 sq. Ft. A-Framed Sidewalk Sign. | Permit Fee:<br>\$42.00   | Cost of Work:<br>\$0.00   | CEO District:<br>2 |
|                                       |  | FIRE DEPT:<br><input type="checkbox"/> Approved<br><input type="checkbox"/> Denied | INSPECTION:<br>Use Group: <i>SCCS</i> Type: <i>WA</i><br><i>9/2/03</i><br>Signature: <i>[Signature]</i> |                    |

**Proposed Project Description:**  
Erect 6 sq. Ft. A- Framed Sidewalk Sign.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)**

Action:  Approved  Approved w/Conditions  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|                        |                                 |                        |  |
|------------------------|---------------------------------|------------------------|--|
| Permit Taken By:<br>gg | Date Applied For:<br>09/12/2003 | <b>Zoning Approval</b> |  |
|------------------------|---------------------------------|------------------------|--|

|   |  |   |   |
|---|--|---|---|
| <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 align="center"><b>Special Zone or Reviews</b></p> <input type="checkbox"/> Shoreland<br><input type="checkbox"/> Wetland<br><input type="checkbox"/> Flood Zone<br><input type="checkbox"/> Subdivision<br><input type="checkbox"/> Site Plan<br>Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/><br><i>NOT A ZONING ISSUE</i><br>Date: <i>9/12/03</i> | <p align="center"><b>Zoning Appeal</b></p> <input type="checkbox"/> Variance<br><input type="checkbox"/> Miscellaneous<br><input type="checkbox"/> Conditional Use<br><input type="checkbox"/> Interpretation<br><input type="checkbox"/> Approved<br><input type="checkbox"/> Denied | <p align="center"><b>Historic Preservation</b></p> <input type="checkbox"/> Not in District or Landmark<br><input type="checkbox"/> Does Not Require Review<br><input type="checkbox"/> Requires Review<br><input type="checkbox"/> Approved<br><input type="checkbox"/> Approved w/Conditions<br><input type="checkbox"/> Denied |
|   | <p>Date: _____</p>   | <p>Date: _____</p>  | <p>Date: _____</p>  |

### 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

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

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

|                              |  |                            |
|------------------------------|--|----------------------------|
| <b>Permit No:</b><br>03-1105 | <b>Date Applied For:</b><br>09/12/2003 | <b>CBL:</b><br>037 C016001 |
|------------------------------|--|----------------------------|

|   |   |  |               |
|---|---|--|---------------|
| <b>Location of Construction:</b><br>551 Congress St | <b>Owner Name:</b><br>Hega Realty Trust | <b>Owner Address:</b><br>218 East Rd       | <b>Phone:</b> |
| <b>Business Name:</b><br>n/a                        | <b>Contractor Name:</b><br>n/a          | <b>Contractor Address:</b><br>n/a Portland | <b>Phone:</b> |
| <b>Lessee/Buyer's Name:</b><br>n/a                  | <b>Phone:</b><br>n/a                    | <b>Permit Type:</b><br>Signs - Side Walk   |               |

|   |  |
|---|--|
| <b>Proposed Use:</b><br>Art Gallery / Erect 6 sq. Ft. A-Framed Sidewalk Sign. | <b>Proposed Project Description:</b><br>Erect 6 sq. Ft. A- Framed Sidewalk Sign. |
|---|--|

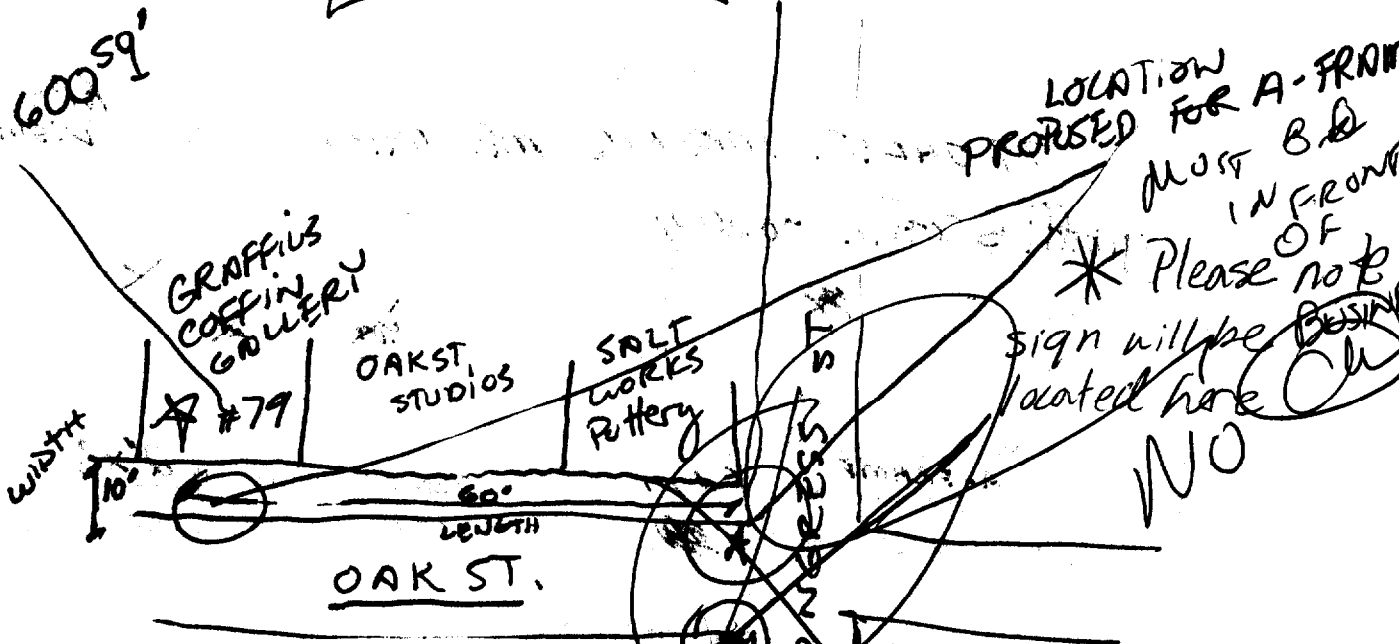
|                                 |                         |                                  |   |
|---------------------------------|-------------------------|----------------------------------|---|
| <b>Dept:</b> Zoning             | <b>Status:</b> Approved | <b>Reviewer:</b> Marge Schmuckal | <b>Approval Date:</b> 09/12/2003                        |
| <b>Note:</b> not a zoning issue |                         |                                  | <b>Ok to Issue:</b> <input checked="" type="checkbox"/> |
| <b>Dept:</b> Building           | <b>Status:</b> Approved | <b>Reviewer:</b> Mike Nugent     | <b>Approval Date:</b> 09/12/2003                        |
| <b>Note:</b>                    |                         |                                  | <b>Ok to Issue:</b> <input checked="" type="checkbox"/> |

|  |
|--|
| <b>Comments:</b><br>09/12/2003-mjn: Must be in front of the business |
|--|

# ZONE 2B

# LOCATION

600sq'

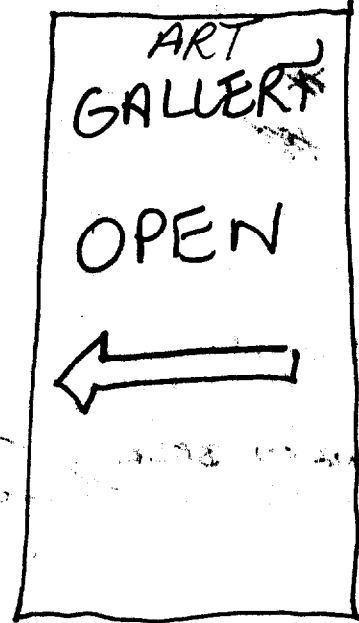
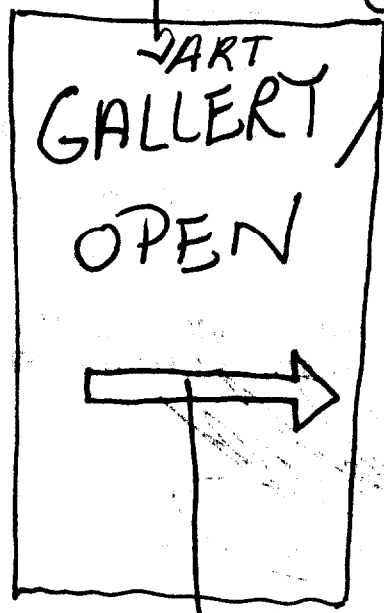


# DESIGN

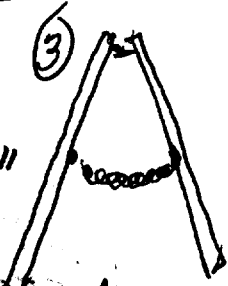
BLACK LETTERING

(2) WHITE or Green

(1) BACK



FRONT



note. Solid wood construction A-Frame, painted no lights. w/ SIDE support

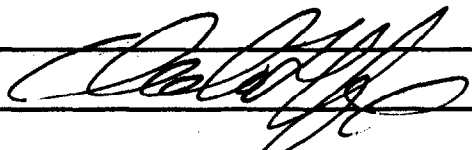
# Signage/Awning Permit Application

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: <u>79 OAK ST. PORTLAND, ME 04102</u>   |   |   |
| Total Square Footage of Proposed Structure<br><u>223' A-FRAME (6')</u>   | Square Footage of Lot<br><u>600<sup>2</sup>'</u>  |   |
| Tax Assessor's Chart, Block & Lot<br>Chart# <u>037</u> Block# <u>C</u> Lot# <u>016</u>   | Owner: <u>DeRaygo Mngmt</u><br><u>1 City Plaza (Peter)</u>  | Telephone:<br><u>871-1080</u>   |
| Lessee/Buyer's Name (If Applicable)<br><u>ANDREW L. COFFIN</u>   | Applicant name, address & telephone:<br><u>ANDREW COFFIN</u><br><u>26 DEERING ST. #7</u><br><u>Portland, ME 04101</u> | <sup>600</sup> Total s.f. of signage x<br><del>\$1.00</del> per s.f. plus \$30.00<br>= Total Fee: <u>12</u><br><u>\$ 36.00</u> <u>30</u><br>Awning Fee = Cost Of<br>Work: \$ <u>42.00</u><br>Total Fee: \$ <u>78.00</u> |
| Current use: <u>ART GALLERY</u>  |   |   |
| If the location is currently vacant, what was prior use: <u>ARTSCHOOL (Oak Street Studios)</u>   |   |   |
| Approximately how long has it been vacant: <u>N/A</u>  |   |   |
| Proposed use: <u>USE WHEN OPEN FOR BUS.</u> <u>ASAP</u>  |   |   |
| Project description: <u>* A-FRAME / WHEN OPEN / CONGRESS ST.</u><br><u>Call 831-9970</u>   |   |   |
| Contractor's name, address & telephone:  |   |   |
| Who should we contact when the permit is ready: <u>ANDREW COFFIN (207) 874-0633</u>  |   |   |
| Mailing address: <u>26 DEERING ST #7 Portland, ME 04101</u>  |   |   |
| We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: <u>874-0633</u> |   |   |

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT. WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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: July 5, 2003

**This is NOT a permit, you may not commence ANY work until the permit is issued.**

# CHECKLIST FOR SIGN/AWNING APPLICATION

Applicants for a sign or awning permit are required to submit the following information to the Code Enforcement Office at the time of application:

- need* ✓  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. Amount must equal \$400,000.00.
- need* ✓  Letter of permission from the owner indicating the permissions granted and the tenant/space building frontage.
- need* ✓  A sketch plan of lot, indicating location of buildings, driveways, and any abutting streets or rights of way, lengths of building frontages, street frontages, and all existing setbacks. Indicate on the plan all existing and proposed signs with their dimensions and specific locations.
- need* ✓  A sketch or photo of any proposed sign(s) indicating content, dimensions, materials, source of illumination, and construction method, as well as specifics of installation/attachment.
- N/A*  Certificate of Flammability required for awning or canopy at time of application.
- N/A*  UL# required for lighted signs at the time of Final Inspection. Failure to provide this information will invalidate the Sign Permit.
- need* ✓  Pre-Application Questionnaire completed and attached. Photos of existing signage attached.

**Permit Fee for signage or awning-with-signage:**  
\$30.00 plus \$1.00 per square foot of sign. = 36.00

**Permit Fee for awning-without-signage is based on cost of work:**  
\$30.00 for the first \$1,000.00, plus \$7.00 for each additional \$1,000.00.

**CERTIFICATE OF INSURANCE**

This certifies that  STATE FARM FIRE AND CASUALTY COMPANY, Bloomington, Illinois  
 STATE FARM GENERAL INSURANCE COMPANY, Bloomington, Illinois  
 STATE FARM FIRE AND CASUALTY COMPANY, Scarborough, Ontario  
 STATE FARM FLORIDA INSURANCE COMPANY, Winter Haven, Florida  
 STATE FARM LLOYDS, Dallas, Texas

insures the following policyholder for the coverages indicated below:

Policyholder ANDREW COFFIN/JONATHAN GREFFIUS  
 Address of policyholder 79 OAK ST. PORTLAND, ME. 04101  
 Location of operations SAME  
 Description of operations ART GALLERY

The policies listed below have been issued to the policyholder for the policy periods shown. The insurance described in these policies is subject to all the terms exclusions, and conditions of those policies. The limits of liability shown may have been reduced by any paid claims.

| POLICY NUMBER            | TYPE OF INSURANCE  | POLICY PERIOD  |                 | LIMITS OF LIABILITY<br>(at beginning of policy period)  |
|--------------------------|--|----------------|-----------------|---|
|                          |  | Effective Date | Expiration Date |   |
| This insurance includes: | Comprehensive Business Liability   |                |                 | BODILY INJURY AND PROPERTY DAMAGE   |
|                          | <input type="checkbox"/> Products - Completed Operations<br><input type="checkbox"/> Contractual Liability<br><input type="checkbox"/> Underground Hazard Coverage<br><input type="checkbox"/> Personal Injury<br><input type="checkbox"/> Advertising Injury<br><input type="checkbox"/> Explosion Hazard Coverage<br><input type="checkbox"/> Collapse Hazard Coverage<br><input type="checkbox"/><br><input type="checkbox"/> |                |                 | Each Occurrence \$<br>General Aggregate \$<br>Products - Completed Operations Aggregate \$                              |
|                          | EXCESS LIABILITY   | POLICY PERIOD  |                 | BODILY INJURY AND PROPERTY DAMAGE<br>(Combined Single Limit)  |
|                          | <input type="checkbox"/> Umbrella<br><input type="checkbox"/> Other  | Effective Date | Expiration Date | Each Occurrence \$<br>Aggregate \$  |
|                          | Workers' Compensation and Employers Liability  |                |                 | Part 1 STATUTORY<br>Part 2 BODILY INJURY<br>Each Accident \$<br>Disease - Each Employee \$<br>Disease - Policy Limit \$ |
| POLICY NUMBER            | TYPE OF INSURANCE  | POLICY PERIOD  |                 | LIMITS OF LIABILITY<br>(at beginning of policy period)  |
| UNASSIGNED               | BUSINESS   | 09/05/03       | 10/05/04        | 1000000/2000000   |

**THE CERTIFICATE OF INSURANCE IS NOT A CONTRACT OF INSURANCE AND NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS, EXTENDS OR ALTERS THE COVERAGE APPROVED BY ANY POLICY DESCRIBED HEREIN.**

Name and Address of Certificate Holder

CITY OF PORTLAND  
 CONGRESS ST  
 PORTLAND, ME. 04101

If any of the described policies are canceled before its expiration date, State Farm will try to mail a written notice to the certificate holder days before cancellation. If however, we fail to mail such notice, no obligation or liability will be imposed on State Farm or its agents or representatives.

*Bob Boylen*  
 Signature of Authorized Representative  
 Title Agent Date 9/10/03

Agent's Code Stamp

 B Boylen  
 AFO Code ME 19-1074  
 FB74  
**BRONZE TABLET**



**DIRIGO  
MANAGEMENT  
COMPANY**

September 10, 2003

Andrew Coffin  
79 Oak Street  
Portland, Maine 04101

RE: Exterior Sign Approval

Dear Andrew,

HEGA Realty Trust has reviewed and approved your proposed exterior A-frame sign.

If you or anyone from the City of Portland has any questions, please do not hesitate to call me.

Sincerely,

Peter S. Skapinsky, CPM  
Authorized Agent for HEGA Realty Trust



Individual Member



ONE CITY CENTER, PORTLAND, MAINE 04101-4009  
TEL: (207) 871-1080 • FAX (207) 871-7189  
E-MAIL: [info@dirigomgmt.com](mailto:info@dirigomgmt.com)  
WEB SITE: [www.dirigomgmt.com](http://www.dirigomgmt.com)



STATE OF MAINE  
CITY OF PORTLAND

CERTIFICATE OF ASSOCIATION FOR PURPOSE OF ENGAGING IN MERCANTILE ENTERPRISE  
(Title 31 M. R. S. A. Section 1)

The undersigned hereby certify that they have become associated as partners or otherwise

for the purpose of engaging in the Fine Art / Gallery

business, under the partnership name (or d/b/a) with the name, style or designation of

GRAFFIUS COFFIN FINE ART in the conduct of said business.

Business Address 79 Oak St., Portland, Maine 04101  
Zip Code

ANDREW L. COFFIN  
Printed Name of Partner

26 DEERING ST. # 7  
Residence Address

[Signature]  
Signature

PORTLAND, ME 04101  
City, State, Zip

JONATHAN W. GRAFFIUS  
Printed Name of Partner

79 REVERE STREET  
Residence Address

[Signature]  
Signature

PORTLAND, ME 04103  
City, State, Zip

If not ample space for partners as required above, you may attach separate sheet indicating additional partner(s) information.

**BELOW INFORMATION MUST BE COMPLETED BY A NOTARY PUBLIC OR ATTORNEY**

STATE OF MAINE

Cumberland SS. August 14 A.D. 2003

Then Andrew Coffin and Jonathan Graffius personally appeared and oath to the foregoing certificate that the same is true.

Before me,

Brand Maxwell  
Attorney  
Notary Public (Commission Expires 11/2/08)

Note: This certificate shall be deposited in the office of the clerk of the city or town in which the business is to be carried on. The clerk is entitled to a fee of TEN dollars for recording this certificate.