

**City of Portland, Maine – Building or Use Permit Application** 389 Congress Street, 04101, Tel: (207) 874-8703, FAX: 874-8716

Location of Construction:		Owner:		Phone:		Permit No: <i>971335</i>
Owner Address:		Lessee/Buyer's Name:		Phone:		
Contractor Name:		Address:		Phone:		Permit Issued: <b>NOV 29</b>
Past Use:		Proposed Use:		COST OF WORK: \$		
				PERMIT FEE: \$		Zone: CBL:
				FIRE DEPT. <input type="checkbox"/> Approved <input type="checkbox"/> Denied INSPECTION: <i>511041</i> Use Group: Type: <i>BOCA-96</i> Signature: <i>[Signature]</i>		
Proposed Project Description:				PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: Approved <input type="checkbox"/> Approved with Conditions: <input type="checkbox"/> Denied <input type="checkbox"/> Signature: Date:		Zoning Approval:  <b>Special Zone or Reviews:</b> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan maj <input type="checkbox"/> minor <input type="checkbox"/> mm <input type="checkbox"/>
Permit Taken By:		Date Applied For:				

1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal rules.
2. Building permits do not include plumbing, septic or electrical work.
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..

**Zoning Appeal**

Variance  
 Miscellaneous  
 Conditional Use  
 Interpretation  
 Approved  
 Denied

**Historic Preservation**

Not in District or Landmark  
 Does Not Require Review  
 Requires Review

**Action:**

Approved  
 Approved with Conditions  
 Denied

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

**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 provisions of the code(s) applicable to such permit

SIGNATURE OF APPLICANT \_\_\_\_\_ ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE \_\_\_\_\_ PHONE: \_\_\_\_\_

PERMIT ISSUED  
 WITH REQUIREMENTS  
 CEO DISTRICT

BUILDING PERMIT REPORT

DATE: 17 Nov. 99 ADDRESS: 547 Congress ST. CBL: 037-C-017

REASON FOR PERMIT: Signage on bldg. & sidewalk sign.

BUILDING OWNER: Hega Realty Trust

PERMIT APPLICANT: CONTRACTOR ICS INC.

USE GROUP: CONSTRUCTION TYPE: CONSTRUCTION COST: PERMIT FEES: \$56.90

The City's Adopted Building Code (The BOCA National Building code/1996 with City Amendments)
The City's Adopted Mechanical Code (The BOCA National Mechanical Code/1993)

CONDITION(S) OF APPROVAL

This permit is being issued with the understanding that the following conditions are met: \*1, \*35, \*36

- 1. This permit does not excuse the applicant from meeting applicable State and Federal rules and laws.
2. Before concrete for foundation is placed, approvals from the Development Review Coordinator and Inspection Services must be obtained.
3. Foundation drain shall be placed around the perimeter of a foundation that consists of gravel or crushed stone containing not more than 10 percent material that passes through a No. 4 sieve.
4. Foundations anchors shall be a minimum of 1/2" in diameter, 7" into the foundation wall, minimum of 12" from corners of foundation and a maximum 6' O.C. between bolts.
5. Waterproofing and damp proofing shall be done in accordance with Section 1813.0 of the building code.
6. Precaution must be taken to protect concrete from freezing. Section 1908.0
7. It is strongly recommended that a registered land surveyor check all foundation forms before concrete is placed.
8. Private garages located beneath habitable rooms in occupancies in Use Group R-1, R-2, R-3 or I-1 shall be separated from adjacent interior spaces by fire partitions and floor/ceiling assembly which are constructed with not less than 1-hour fire resisting rating.
9. All chimneys and vents shall be installed and maintained as per Chapter 12 of the City's Mechanical Code.
10. Sound transmission control in residential building shall be done in accordance with Chapter 12, Section 1214.0 of the City's Building Code.
11. Guardrails & Handrails: A guardrail system is a system of building components located near the open sides of elevated walking surfaces for the purpose of minimizing the possibility of an accidental fall from the walking surface to the lower level.
12. Headroom in habitable space is a minimum of 7'6".
13. Stair construction in Use Group R-3 & R-4 is a minimum of 10" tread and 7 1/4" maximum rise.
14. The minimum headroom in all parts of a stairway shall not be less than 80 inches.
15. Every sleeping room below the fourth story in buildings of Use Groups R and I-1 shall have at least one operable window or exterior door approved for emergency egress or rescue.
16. Each apartment shall have access to two (2) separate, remote and approved means of egress.
17. All vertical openings shall be enclosed with construction having a fire rating of at least one (1) hour, including fire doors with self closer's.
18. The boiler shall be protected by enclosing with (1) hour fire rated construction including fire doors and ceiling, or by providing automatic extinguishment.

**THIS IS NOT A PERMIT/CONSTRUCTION CANNOT COMMENCE UNTIL THE PERMIT IS ISSUED**

**Sign Permit Pre-Application**

**Attached Single Family Dwellings/Two-Family Dwelling  
Multi-Family or Commercial Structures and Additions Thereto**

In the interest of processing your application in the quickest possible manner, please complete the Information below for a Building or Use Permit.

**NOTE\*\*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 (include Portion of Building): <i>547 CONGRESS ST.</i>
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Total Square Footage of Proposed Structure <i>3 1/2 Sq. Ft.</i>	Square Footage of Lot
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Tax Assessor's Chart, Block & Lot Number Chart# <i>037</i> Block# <i>C</i> Lot# <i>017</i>	Owner: <i>HEGA REALTY TRUST</i>	Telephone#:
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Owner's Address:	Lessee/Buyer's Name (If Applicable) <i>HAIRCUTS PLUS</i>	Total Sq. Ft. of Sign <i>3 1/2 + 6</i>	Fee <i>\$ 56.90</i>
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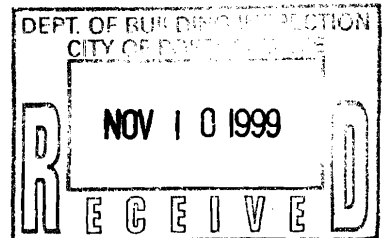
Proposed Project Description:(Please be as specific as possible) <i>Side walk sign + INSTALL DOUBLE SIDED NON-ILLUM. SIGN ON EXISTING BRACKET</i>
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Contractor's Name, Address & Telephone <i>JCS INC. PO BOX 1023 FORTLAND, ME 701-7770</i>	Rec'd By <i>(Signature)</i>
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Current Use: <i>Hair Salon</i>	Proposed Use: <i>SAME</i>
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Signature of applicant: <i>Stuart Smith</i>	Date: <i>11/10/99</i>
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Signage Permit Fee: \$30.00 plus .20 per square foot of signage



SIGNAGE PRE-APPLICATION

PLEASE ANSWER ALL QUESTIONS

ADDRESS: 547 CONGRESS ST ZONE: B-3

OWNER: HEGA REALTY TRUST

APPLICANT: HAIRCUTS PLUS

ASSESSOR NO. \_\_\_\_\_

SINGLE TENANT LOT? YES \_\_\_ NO X

MULTI TENANT LOT? YES \_\_\_ NO X

FREESTANDING SIGN? YES \_\_\_ NO X DIMENSIONS \_\_\_\_\_

(ex. pole sign. . .)

MORE THAN ONE SIGN? YES \_\_\_ NO X DIMENSIONS 18" x 36"

BLDG. WALL SIGN? YES X NO \_\_\_ DIMENSIONS \_\_\_\_\_

(attached to bldg)

MORE THAN ONE SIGN? YES \_\_\_ NO X DIMENSIONS \_\_\_\_\_

LIST ALL EXISTING SIGNAGE AND THEIR DIMENSIONS: \_\_\_\_\_

LOT FRONTAGE (FEET): 50

BLDG FRONTAGE (FEET): 16

AWNING YES \_\_\_ NO \_\_\_ IS AWNING BACKLIT? YES \_\_\_ NO \_\_\_

HEIGHT OF AWNING: \_\_\_\_\_

IS THERE ANY COMMUNICATION, MESSAGE, TRADEMARK OR SYMBOL ON IT? \_\_\_\_\_

\*\*\* TENANT BLDG. FRONTAGE (IN FEET) 16' x 2' - 32' MAX

\*\*\* REQUIRED INFORMATION

AREA FOR COMPUTATION

A SITE SKETCH AND BUILDING SKETCH SHOWING EXACTLY WHERE EXISTING AND NEW SIGNAGE IS LOCATED MUST BE PROVIDED. SKETCHES AND/OR PICTURES OF PROPOSED ARE ALSO REQUIRED.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

Handwritten notes: 648# = 144, A.5#, OK, 32' MAX

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)  
11/10/99

**PRODUCER**  
Hickok & Boardman, Inc.  
346 Shelburne Street  
PO Box 1064  
Burlington, VT 05402-1064

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.

**COMPANIES AFFORDING COVERAGE**

- COMPANY A The Hartford
- COMPANY B
- COMPANY C
- COMPANY D

**INSURED**  
Frank Cooper, Inc. et al.  
1475 Shelburne Rd Suite 100  
So Burlington VT 05403

**COVERAGES**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	UNITS
A	<b>GENERAL LIABILITY</b>	04SEKLB5609	7/01/99	7/01/00	GENERAL AGGREGATE \$ 2000000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS - COMP/OP AGG \$ 2000000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY \$ 1000000
	<input type="checkbox"/> OWNERS' & CONTRACTORS PROI				EACH OCCURRENCE \$ 1000000
					FIRE DAMAGE (Any one fire) \$ 300000
					MED EXP (Any one person) \$ 10000
					COMBINED SINGLE LIMIT \$
	<b>AUTOMOBILE LIABILITY</b>				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS				PROPERTY DAMAGE \$
	<input type="checkbox"/> SCHEDULED AUTOS				
	<input type="checkbox"/> HIRED AUTOS				
	<input type="checkbox"/> NON-OWNED AUTO				
	<b>GARAGE LIABILITY</b>				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY:
					EACH ACCIDENT \$
					AGGREGATE \$
	<b>EXCESS LIABILITY</b>				EACH OCCURRENCE \$
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE \$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				WC STATUTORY LIMITS OTHER
	<input type="checkbox"/> THE PROPRIETOR, PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				EL EACH ACCIDENT \$
					EL DISEASE - POLICY LIMIT \$
					EL DISEASE - EA EMPLOYEE \$
	<b>OTHER</b>				

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS**  
RE: HAIRCUTS PLUS, 547 CONGRESS STREET, PORTLAND, ME 04101.  
CITY OF PORTLAND IS INCLUDED AS ADDITIONAL INSURED UNDER THE GENERAL LIABILITY.

**CERTIFICATE HOLDER**  
CITY OF PORTLAND, ME  
ATTN: KATHY ALLEN

**CANCELLATION**  
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 15 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  
*Scott Boardman*

**OWNER CONSENT AND AGREEMENT**

I, HEGA Realty Trust, being the owner of the premises located at  
 (print property location name)  
547 Congress St. in Portland, Maine, hereby give consent to the  
 (print property address)  
 erection of a certain sign/awning/banner owned by \_\_\_\_\_  
 (print lessee's name)  
 over the sidewalk or on building from said premises as described in  
 application to the Division of Inspection Services.

And in consideration of the issuance of said permit, owner of said premises, in event said sign shall cease to serve the purpose for which it was erected or shall become dangerous and in event the owner of said sign shall fail to remove said sign or make it permanently safe in case the sign still serves the purpose for which it was erected, hereby agrees for himself or itself, for his heirs, its successors, and his or its assigns, to completely remove said sign.

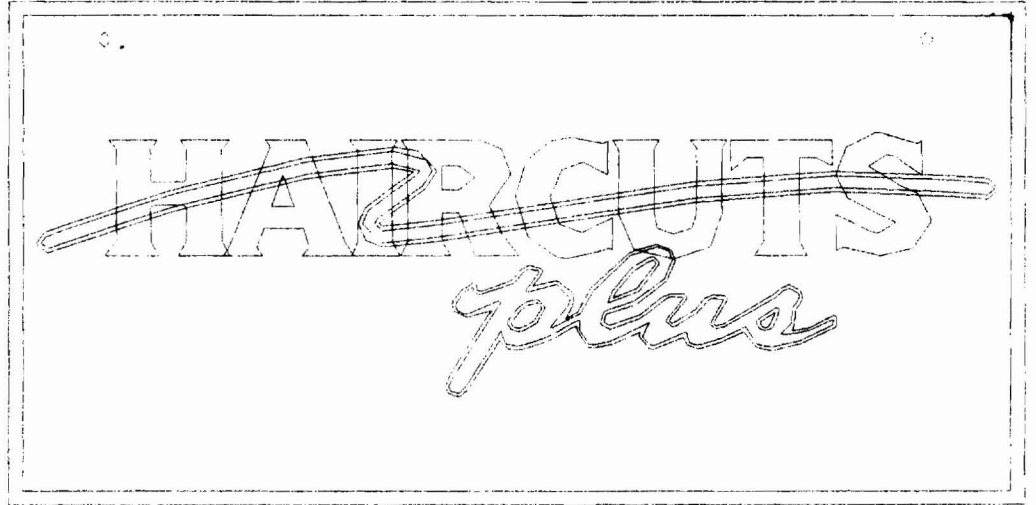
[Signature]  
 Signature of property owner

\_\_\_\_\_  
 Signature of Lessee

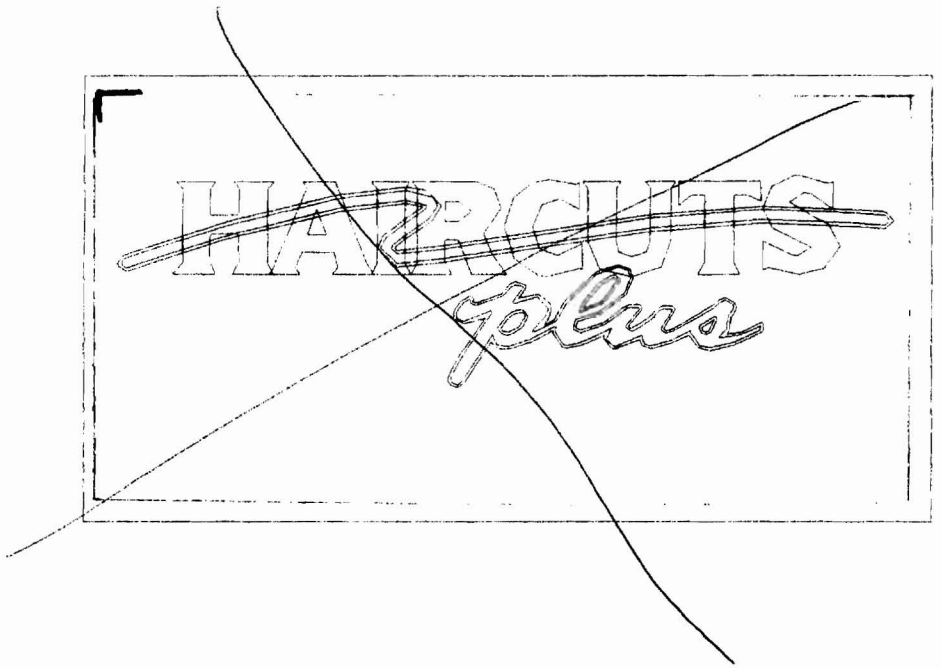
11/5/99  
 Date

\_\_\_\_\_  
 Date

Projecting Sign  
~~24"~~ X 36"  
18"



Window Sign  
~~18"~~ X 30"  
16"



CONGRESS ST. LOCATION

**HICKOK & BOARDMAN  
FINANCIAL SERVICES**

Real Estate ♦ Insurance ♦ Financial Planning

Insurance Division

348 Shelburne Road, P.O. Box 1064

Burlington, Vermont 05402-1064

Tel: (802) 868-3600 Fax: (802) 868-0541

In state: (802) 839-1655

October 29, 1999

Andrea Bergeron  
Frank Cooper, Inc. et al.  
1475 Shelburne Rd Suite 100  
So Burlington, VT 05403

POLICY NUMBER: 04SBKLB8609  
INSURED NAME: Frank Cooper, Inc.  
INSURANCE CO: The Hartford  
POLICY PERIOD: 7/01/99 TO: 7/01/00

Dear Emily:

The following changes have been made to your policy. Please attach this letter to your policy until you receive the endorsement from us. If you have any questions, please do not hesitate to call me.

**EFFECTIVE 07/31/99**

Remove: 295 Forest Avenue Portland, ME 04103

**EFFECTIVE 10/08/99**

Add: Haircuts Plus, 547 Congress St, Portland ME 04101

Special Form/Replacement Cost

Contents: \$10,000

Contents Deductible: \$250

Additional Insured - Landlord: Mega Realty Trust  
One City Center  
Portland, ME 04101**EFFECTIVE 10/31/99**

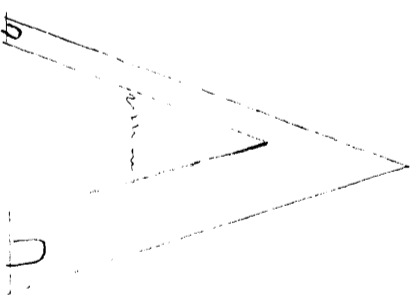
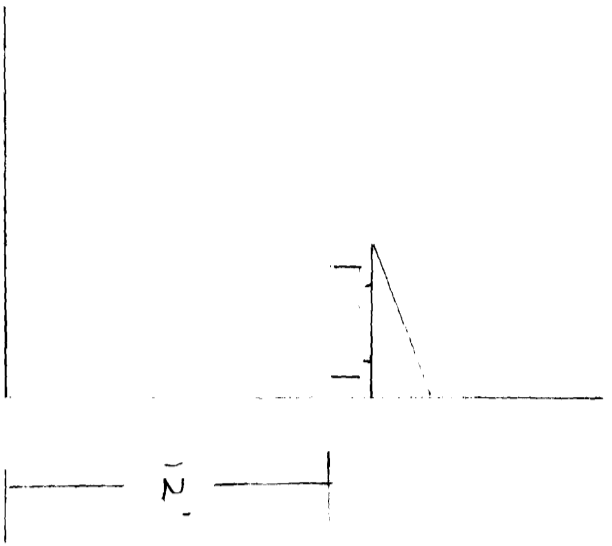
Remove: 11 Main Street Westbrook, ME

Sincerely,

Carrie Ashley  
Commercial Account Assistant



HARKINS PLUS  
599 CANTONMENT  
PO BOX 1000, 11



2' x 3' SIDEWALK  
A-FRAME