



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: 519 CONGRESS ST			Telephone: 775-8396		
Tax Assessor's Chart/Block/Lot (CBL)			OWNER Name/Address:		
Chart: 37	Block: D	Lot: 24	Name: MAINE CHARITABLE MECHANICAL ASSOC.	Address: 519 CONGRESS ST PTL	
LEASEE/BUYER Info (if Applicable)			CONTRACTOR		
Business Name: _____			Business Name: WELCH SIGN		
Owner Name: _____			Contact: JOHN SCHABERG		
Address: _____			Address: 295 FOREST AVE PTL		
Phone: _____ E-Mail: _____			Phone: 716-8448 E-Mail: JOHN@WELCHUSA.COM		
Total S.F. signage: 15.5			E-Mail: MUMA1857@GMAIL.COM		
(Sq Ft = ___ x \$2.00) \$ 31.00			SF + \$25 Fee: \$ 25		
Historic (\$75): \$ _____			Awning Fee: \$ _____		
Awning Fee = Cost of Work: \$ _____ (\$25/first \$1000; \$11 each additional \$1000)			TOTAL FEE: \$ _____		

Who should we contact when the permit is ready: Name: THOMAS BLACKBURN Phone: 232-8134
 Address: _____ E-Mail: TEB@PORTLAND.

Tenant/allocated building space frontage (in feet): Length: 57' Height: 65' +/-
 Lot frontage (in feet): 57' Single Tenant or Multi-Tenant Lot: MULTI TENANT
 COMMERCIAL BLDG: 2 RETAIL, 1 OFFICE, 1 LIBRARY, 1 ART

Current Specific Use: 1 BALLROOM, 4 STORAGE ROOMS, 2 ART STUDIOS, GALLERY
 If vacant, what was prior use: _____
 Proposed Use: _____

Information on proposed sign(s)

Freestanding (e.g. pole) sign? YES NO Dimensions: ___ ft X ___ ft; Height from grade: 10' feet
 BLDG Wall Sign (attached to bldg.)? YES NO Dimensions: 2 ft X 5 ft CABINET WILL BE
 Proposed Awning: YES NO If yes, is awning backlit? YES NO 20" X 40" 5.5
 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: _____ sf

Information on existing and previously permitted signage:

Freestanding (e.g. pole) sign? YES NO Dimensions: ___ ft X ___ ft; Height from grade: ___ feet
 BLDG Wall Sign (attached to bldg.)? YES NO Dimensions: ___ ft X ___ ft
 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: TON Date: 12/2/15