



Permitting and Inspections Department
Michael A. Russell, MS, Director

Sidewalk Sign Permit Application

2017-00829

Project Address: 594 Congress street Tax Assessor's CBL: _____
 Owner Name: Tyler Grenzbeck Phone: (207) 536-0964
 Address: 594 Congress street second floor Email: BrokenCrawCollective@gmail.com
 Lessee (if applicable): _____ Phone: (____) _____ - _____
 Address: _____ Email: _____
 Contractor Name: _____ Phone: (____) _____ - _____
 Address: _____ Email: _____
 Current Property/Tenant Use: Tattoo shop Is this a new use? Yes No

Sign Information:

This is a (select one): Single listing sign Multiple listing sign
 Proposed dimensions:
 Length: _____
 Width: 20 in
 Height: 39 in
 Distance from tenant's entrance: 2-3 ft. Distance from other side walk signs: 75 ft.

The following information should be submitted electronically to the Permitting and Inspections Department:

- Completed Sidewalk Sign Permit Application form
- Certificate of liability insurance
- Drawing or picture of proposed signage and existing building with dimensions and design
- Plot plan showing structures, tenant entrance, proposed location of sign and dimensions around the sign

The Permitting and Inspections Department may request additional information prior to the issuance of a permit. For further information, visit us on-line at <http://portlandmaine.gov/1728/Permitting-Inspections>, email permitting@portlandmaine.gov stop by 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: _____ Date: 5/24/17
This is a legal document and your electronic signature is considered a legal signature per Maine state law.

This is not a permit. You may not place any sign until the permit is issued.



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One sign per establishment for each street frontage with a public entrance. When standards won't permit a new single listing sign, then an existing sign may consist of multiple listings.

Single Listing Sign:

- Maximum width = 24 inches or less, as needed to retain 4 ½ feet of unobstructed sidewalk width
- Maximum height = 40 inches to the top of the sign
- Minimum height = 30 inches to the top of the sign

Multiple Listings Sign:

- Maximum width = 30 inches or less, as needed to retain 4 ½ feet of unobstructed sidewalk width
- Maximum height = 40 inches to top of sign in place
- Minimum height = 30 inches to top of sign in place.

Location:

- Minimum distance between signs = 20 feet
- Maximum distance from advertiser's entrance = 20 feet
- Shall not obstruct vehicular stops, benches, or fire hydrants and must be located near the curb
- Shall be removed when the business is closed or while snow or ice exists on the walk within eight feet

Materials and Graphics:

- A-frame design with horizontal braces or a rectangular shape with a secure stand
- Constructed of durable, weather-resistant materials and finish
- No moving parts and not electrified
- Maintained in a clean and original appearance
- Materials, graphics and finish shall be of a unified design and compatible with the local streetscape.
- Letteringshall be legible and consistent.

Insurance:

No permit shall be issued unless and until the applicant has posted a \$400,000.00 Certificate of Liability listing the City as additional insured.

Enforcement:

If the sign does not conform to the above standards, then the permit may be revoked and the sign removed.

Apply for a sign permit by providing:

1. Completed application
2. Certificate of liability insurance
3. Drawing of sign with dimensions and design
4. Plot plan showing structures, tenant entrance, location of sign and dimensions around the sign

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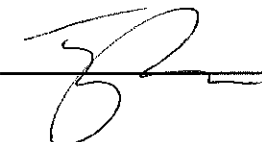
Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: portlandmaine.gov/payyourpermit
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

**City of Portland
Permitting and Inspections Department
389 Congress Street, Room 315
Portland, Maine 04101**

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature:  _____ Date: 5/24/17

I have provided electronic copies and sent them on:

Date: _____

NOTE: All electronic paperwork must be delivered to permitting@portlandmaine.gov or with a thumb drive to the office.

If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.