



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

Location of Construction: <b>562 Congress St</b>		Owner: <b>Terbax Realty, Inc.</b>		Phone:	Permit No:
Owner Address:		Lease/Buyer's Name:		Phone:	Business Name:
Contractor Name: <b>Terbax Realty</b>		Address: <b>F.O. Box 7525 Portland, ME 04112</b>		Phone: <b>772-6404</b>	
Past Use: <b>Office/Retail</b>	Proposed Use: <b>Same</b>	COST OF WORK: \$		PERMIT FEE: \$ <b>53.60</b>	
Proposed Project Description:  <b>Erect Marquee (Signage) 143 Sq ft</b>		FIRE DEPT. <input type="checkbox"/> Approved <input type="checkbox"/> Denied		INSPECTION... Use Group: <b>3</b> Type: <b>3B</b>	
		Signature:		Signature:	
		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied		Date: <b>5/1/96</b>	
Permit Taken By: <b>Mary Gresik</b>		Date Applied For: <b>25 April 1996</b>			

1. This permit application doesn't 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.

**PERMIT ISSUED  
WITH LETTER**

**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 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 **Steven Dube** ADDRESS: DATE: **25 April 1996** PHONE:

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE PHONE:

White-Permit Desk Green-Assessor's Canary-D.P.W. Pink-Public File Ivory Card-Inspector

**PERMIT ISSUED**

Permit Issued:  
**MAY - 3 1996**

**CITY OF PORTLAND**

Zone: CBL: **3-6-1**  
Zoning Approval: **5/1/96**  
☐ Shoreland  
☐ Wetland  
☐ Flood Zone  
☐ Subdivision  
☐ Site Plan major ☐ minor ☐ minor

**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: **5/1/96**

CEO DISTRICT **2**

Inspection Services  
P. Samuel Hoffses  
Chief



Planning and Urban Development  
Joseph E. Gray Jr.  
Director

**CITY OF PORTLAND**

May 2, 1996

Terbox Realty  
P. O. Box 7525  
Portland, Maine 04112

RE: 562 Congress Street

Dear Sir,

Your application to erect a 143 square foot marquee (signage), has been reviewed and a permit is herewith issued subject to the requirements listed below. This permit does not excuse the applicant from meeting applicable State and Federal laws.

This permit is being issued with the understanding that before work begins, you must submit and get approval on a detailed structural plan. Your application did not include one.

If you have any questions regarding these requirements, please do not hesitate to contact this office.

Sincerely,

A handwritten signature in dark ink, appearing to read "P. Hoffses", written over a horizontal line.

P. Samuel Hoffses  
Chief, Code Enforcement Division

cc: M. Schmuckal, Asst C, Code Enf Div

# SIGNAGE

PLEASE ANSWER ALL QUESTIONS

ADDRESS: 502 CONGRESS STREET ZONE: B-3

OWNER: TERBAX REALTY INC.

APPLICANT: TERBAX REALTY INC.

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

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

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

FREESTANDING SIGN? YES \_\_\_\_\_ NO X DIMENSIONS \_\_\_\_\_  
(ex. pole sign..)

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

BLDG. WALL SIGN? YES X NO \_\_\_\_\_ DIMENSIONS 7' TALL 1/2 CIRCLE  
(attached to bldg) 58.5' RADIUS

APPLY'NG FOR  
MOR E THAN ONE SIGN? YES \_\_\_\_\_ NO X DIMENSIONS \_\_\_\_\_  
submit

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

TENANT SIGNAGE (CATHOLIC CHARITIES) 2'x40' ±

LOT FRONTAGE (FEET) 147' ±

BLDG FRONTAGE (FEET) 140' ±

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

MARQUEE  
HEIGHT OF AWNING: 7' - 0" ±

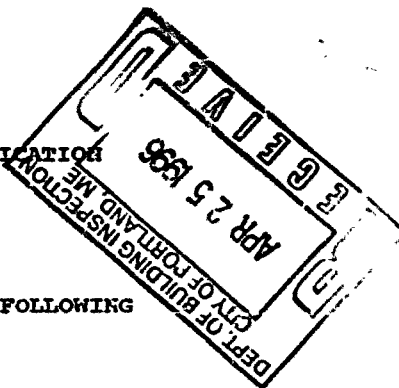
IS THERE ANY COMMUNICATION, MESSAGE, TRADEMARK OR SYMBOL ON IT? YES

A SITE SKETCH AND BUILDING SKETCH SHOWING EXACTLY WHERE EXISTING AND NEW

SIGNAGE IS LOCATED MUST BE PROVIDED. SKETCHES AND/OR PICTURES OF THE

PROPOSED SIGNS ARE ALSO REQUIRED.

**INFORMATION REQUIREMENTS FOR SIGN PERMIT APPLICATION**



APPLICANTS FOR A SIGN PERMIT WILL BE ASKED TO SUBMIT THE FOLLOWING INFORMATION TO THE CODE ENFORCEMENT OFFICE:

1. PROOF OF INSURANCE
2. LETTER OF PERMISSION FROM THE OWNER
3. A SKETCH PLAN OF THE LOT, INDICATING LOCATION OF BUILDINGS, DRIVEWAYS AND ANY ABUTTING STREETS OR RIGHT OF WAYS. LENGTHS OF BUILDING FRONTAGES AND STREET FRONTAGES SHOULD BE NOTED (SEE ATTACHED)
4. INDICATE ON THE PLAN ALL EXISTING AND PROPOSED SIGNS
5. COMPUTATION OF THE FOLLOWING:
  - A) SIGN AREA OF EACH EXISTING AND PROPOSED BUILDING SIGN
  - B) SIGN AREA HEIGHT AND SETBACK OF EACH EXISTING AND PROPOSED FREESTANDING SIGN

A SKETCH OF ANY PROPOSED SIGN(S), INDICATING DIMENSIONS, MATERIALS, SOURCE OF ILLUMINATION AND CONSTRUCTION METHOD (SEE ATTACHED)

FEE FOR PERMIT - \$25.00 PLUS \$0.20 PER SQUARE FOOT

NOTE: ONCE A SKETCH PLAN HAS BEEN FILED FOR A PROPERTY, THE CODE ENFORCEMENT OFFICE WILL KEEP A RECORD OF THE PLAN SO THAT A NEW SKETCH PLAN WILL NOT BE REQUIRED FOR LATER CHANGES TO SIGNAGE ON THE PROPERTY. IN SUCH AN INSTANCE, APPLICANTS WILL ONLY BE REQUIRED TO SUBMIT INFORMATION APPLICABLE TO THE NEW SIGNS.



04/25/86 13:41 FAX 207 236 6847

ALLEN AGENCY C&amp;M

2002

ACORD. CERTIFICATE OF INSURANCE					
PRODUCER ALLEN AGENCY 34-36 ELM ST P.O. BOX 578 CAMDEN ME 04843		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.			
INSURED FORE RIVER COMPANY ETAL & TERBAX REALTY P.O. BOX 7525 PORTLAND ME 04112		COMPANIES AFFORDING COVERAGE			
		COMPANY A PEERLESS			
		COMPANY B			
		COMPANY C			
		COMPANY D			
COVERAGE					
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED IN LOW 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)	LIMITS
A	GENERAL LIABILITY	BOP9064959	03/14/96	03/14/97	GENERAL AGGREGATE \$2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS - OCCUPANCY \$1,000,000
	<input checked="" type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV. \$1,000,000
	<input type="checkbox"/> OWNERS & CONTRACTORS PROT				EACH OCCURRENCE \$1,000,000
					FIRE DAMAGE (ANY ONE POL) \$500,000
					ADD. EXP. VEH. AND PERSON \$5,000
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT \$
	<input type="checkbox"/> ANY AUTO				BIODLY LIMIT \$
	<input type="checkbox"/> ALL OWNED AUTOS				BIODLY LIMIT \$
	<input type="checkbox"/> SCHEDULED AUTOS				BIODLY LIMIT \$
	<input type="checkbox"/> HIRED AUTOS				BIODLY LIMIT \$
	<input type="checkbox"/> NON-OWNED AUTOS				BIODLY LIMIT \$
	GARAGE LIABILITY				BIODLY LIMIT \$
	<input type="checkbox"/> ANY AUTO				BIODLY LIMIT \$
	EXCESS LIABILITY				BIODLY LIMIT \$
	<input type="checkbox"/> UMBRELLA FORM				BIODLY LIMIT \$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				BIODLY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				BIODLY LIMIT \$
	<input type="checkbox"/> THE PROPRIETOR PARTNERS/EXECUTIVE OFFICERS ARE				BIODLY LIMIT \$
	<input type="checkbox"/> OTHER				BIODLY LIMIT \$
DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES, SPECIAL ITEMS					
LIABILITY FOR LOC. 6, BLDG. 1, BAXTER BUILDING 562 CONGRESS ST. PORTLAND, ME					
CANCELLATION					
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL endeavor TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION ON LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.					
AUTHORIZED REPRESENTATIVE					
GAIL C. THOMPSON, ALSK					

389 Congre

Inc.

Place

COST OF WORK

FIRE DEPT.

PEDESTRIAN

Action

Signature

PEDESTRIAN

Action

Signature

Date

11 1995

Federal Rules

False Informa

PERMIT ISSUED

WITH LETTER

DATE

25 April 1996

PHONE

PHONE

W. Pink-Public File Ivory Card-Inspector

Signature of Property Owner

Date

Signature of Lessee

Date

Date

Date

Date

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Date



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

Location of Construction: <b>362 Congress St.</b>		Owner: <b>Terbax Realty, Inc.</b>		Phone:		Permit No: <b>960528</b>	
Owner Address:		Lease/Buyer's Name:		Phone:		Business Name:	
Contractor Name:		Address:		Phone:		<b>PERMIT ISSUED</b> Permit Issued: <b>JUN 11 1996</b> <b>CITY OF PORTLAND</b>	
Past Use: <b>Retail/Offices</b>		Proposed Use: <b>Store</b>		COST OF WORK: <b>\$ 500</b>			
Proposed Project Description: <b>Brick Awning</b>		Signature: <i>[Signature]</i>		FIRE DEPT. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied		INSPECTION: <i>[Signature]</i> Use Group: <i>[Signature]</i>	
Permit Taken By: <b>Mary Gresik</b>		Date Applied For: <b>04 June 1996</b>		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied		Zone: <b>B-3</b> CBL: <b>037-G-014</b> Zoning Approval: <i>[Signature]</i> Special Zone or Reviews: <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <input checked="" type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> minor	

1. This permit application doesn't 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.

**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 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 *[Signature]* **04 June 1996**  
 ADDRESS: DATE: PHONE:

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE  
 White-Permit Desk Green-Assessor's Canopy-D.P.W. Pink-Public File Grey Card-Inspector

**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: *[Signature]*

**CEO DISTRICT** **2**  
*T. MANSON*

SIGNAGE

PLEASE ANSWER ALL QUESTIONS

ADDRESS: 562 CONGRESS ST. ZONE: B-3

OWNER: TERBAX REALTY INC.

APPLICANT: TERBAX REALTY INC.

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

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

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

FREESTANDING SIGN? YES \_\_\_\_\_ NO X DIMENSIONS \_\_\_\_\_  
(ex. pole sign..)

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

AWNING  
BLDG. WALL SIGN? YES \_\_\_\_\_ NO \_\_\_\_\_ DIMENSIONS \_\_\_\_\_  
(attached to bldg)

MORE THAN ONE SIGN? YES X NO \_\_\_\_\_ DIMENSIONS 5'x4'x6'

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

TENANT AWNING BY YORK INSURANCE 1'x1 1/2'x7'

LOT FRONTAGE (FEET) 145' ±

BLDG FRONTAGE (FEET) 145' ±

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

HEIGHT OF AWNING: 5' ±

IS THERE ANY COMMUNICATION, MESSAGE, TRADEMARK OR SYMBOL ON IT? No

A SITE SKETCH AND BUILDING SKETCH SHOWING EXACTLY WHERE EXISTING AND NEW

SIGNAGE IS LOCATED MUST BE PROVIDED. SKETCHES AND/OR PICTURES OF THE

PROPOSED SIGNS ARE ALSO REQUIRED.

\* AWNING WILL NOT HAVE ANY GRAPHICS. ITS PURPOSE IS TO NOT PROVIDE SHELTER FOR SMOKERS.  
INSURANCE, RENEW CERTIFICATE & MARY GREENE  
OK  
NOT  
gr. age

**INFORMATION REQUIREMENTS FOR SIGN PERMIT APPLICATION**

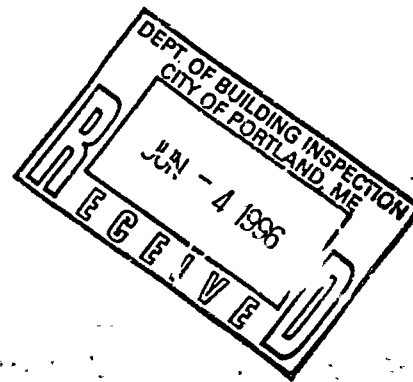
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  - B) SIGN AREA HEIGHT AND SETBACK OF EACH EXISTING AND PROPOSED FREESTANDING SIGN

A SKETCH OF ANY PROPOSED SIGN(S), INDICATING DIMENSIONS, MATERIALS, SOURCE OF ILLUMINATION AND CONSTRUCTION METHOD (SEE ATTACHED)

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05/30/96 16:48 FAX 207 236 8647

ALLEN AGENCY CAM

002

CERTIFICATE OF INSURANCE				DATE (MM/DD/YY) 05/30/96	
PRODUCER ALLEN AGENCY 34-36 ELM STREET P.O. BOX 578 CAMDEN ME 04843		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 POLICES BELOW.			
INSURED FORE RIVER COMPANY AND TERBAX REALTY P.O. BOX 7525 PORTLAND ME 04112		COMPANIES AFFORDING COVERAGE			
		COMPANY A PEERLESS			
		COMPANY B MEMIC			
		COMPANY C			
		COMPANY D			
COVERAGE 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 POLICES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID C. A.M.S.					
CO LITE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT	CBP9067960	3/14/96	3/14/97	GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 PERSONAL & ADV INJURY \$1,000,000 EACH OCCURRENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 VAND EXP (Any one period) \$ 5,000
	AUTO/OMILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$
B	EXCESS LIABILITY <input checked="" type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM	CU9062963	03/14/96	03/14/97	EACH OCCURRENCE \$1000000 AGGREGATE \$1000000
	WORKERS COMPENSATION AND EMPLOYEES' LIABILITY THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				STATUTORY LIMITS EACH ACCIDENT \$ DISEASE - POLICY LIMIT \$ DISEASE - EACH EMPLOYEE \$
	OTHER				
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS INSURED INSTALLING AN AWNING ON BUILDING OWNED BY THEM AT 562 CONGRESS ST. PORTLAND, MAINE - BAXTER BLDG					
CITY OF PORTLAND CITY CLERK 389 CONGRESS STREET PORTLAND ME 04103			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE: <i>Gail C. Thomeon</i> GAIL C. THOMEON, ACSR		

# Certificate of Flame Resistance



REGISTERED  
APPLICATION  
CONCERN No.

FA-3C301

ISSUED BY  
Glen Raven Mills, Inc.  
1831 N. Park Avenue  
Glen Raven, NC 27217

(Phone) 910/227-6211 (Fax) 910/229-4039

treated or  
factured

This is to certify that the materials described on the reverse side hereof have been flame-retardant treated (or are inherently nonflammable).

FOR MAINE Bay CANVAS ADDRESS 53 Industrial City  
CITY PORTLAND STATE MAINE

Certification is hereby made that: (Check "a" or "b")



(a) The articles described on the reverse side of this Certificate have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.

Name of chemical used \_\_\_\_\_ Chem. Reg. No. \_\_\_\_\_  
Method of application \_\_\_\_\_



(b) The articles described on the reverse side hereof are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use

Trade name of flame-resistant fabric or material used FR Sunbrella® Reg. No. FA-36901

The Flame Retardant Process Used will not Be Removed By Washing  
(will or will not)

Glen Raven Mills, Inc.

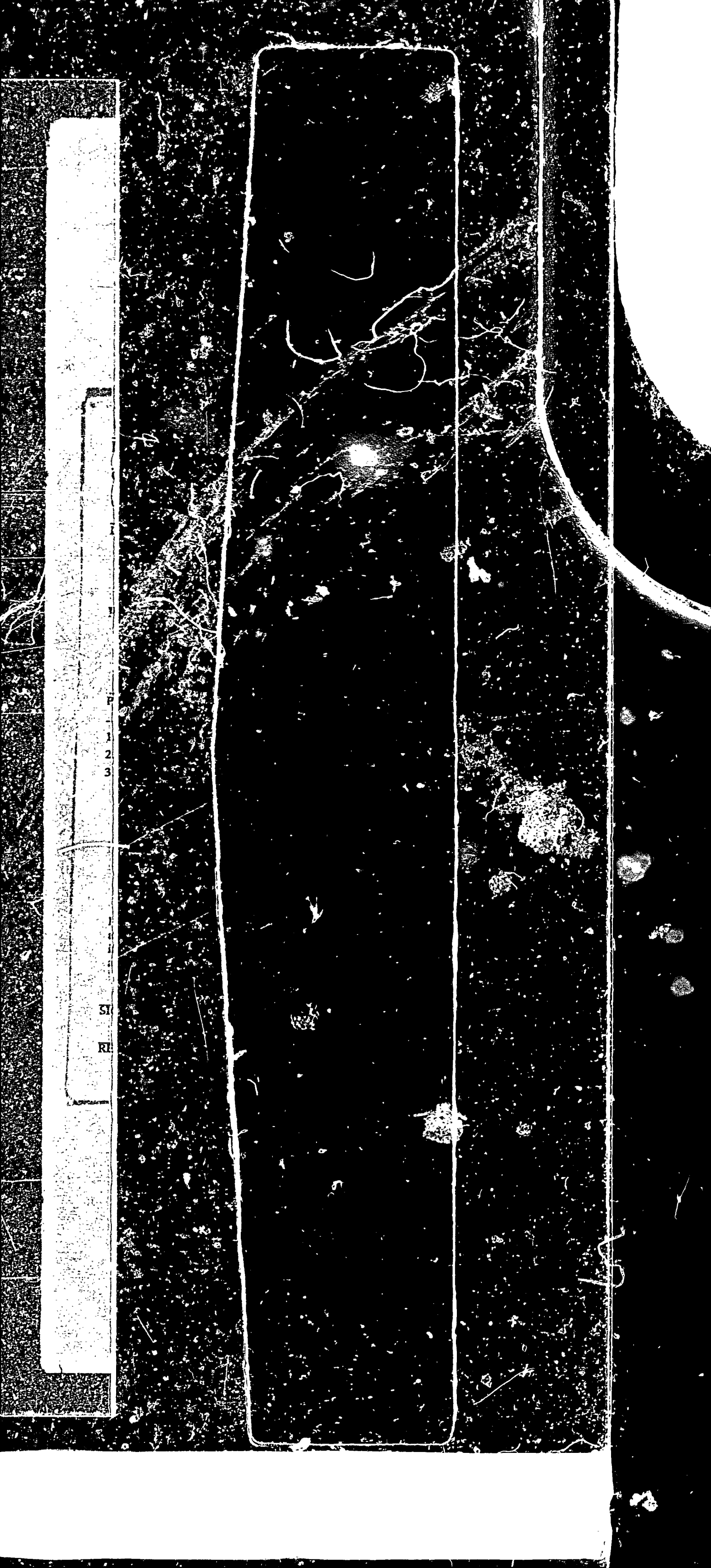
Name of Applicator or Production Superintendent

By

GLEN RAVEN MILLS, INC.

Title

Dist. Rep.



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

Location of Construction: <b>553 Congress St</b>		Owner: <b>Terbath Realty</b>		Phone:		Permit No: <b>96062</b>	
Owner Address:		Leasee/Buyer's Name: <b>Catholic Charities</b>		Phone:		Business Name:	
Contractor Name: <b>J. Richardi Construction</b>		Address: <b>Rt 1 P.O. Box 251 Warren, ME 04862</b>		Phone: <b>723-3900</b>		Permit Issued: <b>JUL - 2 1996</b>	
Proposed Use: <b>Office</b>		Proposed Use: <b>Same</b>		COST OF WORK: <b>\$ 2,400.00</b>		PERMIT FEE: <b>\$ 30.00</b>	
Proposed Project Description: <b>Interior Renovation - Erect Wall/Door</b>		FIRE DEPT. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied		INSPECTION: Use Group: <b>B</b> Type: <b>2</b>		Zone: <b>B-3</b> CBL: <b>037-C-014</b>	
		Signature: <i>[Signature]</i>		Signature: <i>[Signature]</i>		Zoning Approval: <b>OK</b>	
Permit Taken By: <b>Mary Gresik</b>		Date Applied For: <b>27 June 1996</b>		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied		Special Zone or Reviews: <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <input checked="" type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> minor	
				Signature: _____ Date: _____		Zoning Appeal: <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied	

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WITH REQUIREMENTS**

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NATURE OF APPLICANT **Joe Richardi** ADDRESS: \_\_\_\_\_ DATE: **27 June 1996** PHONE: \_\_\_\_\_

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

White-Permit Desk Green-Assessor's Canary-D.P.W. Pink-Public File Ivory Card-Inspector

CEO DISTRICT **2**

*[Signature]*



BUILDING PERMIT REPORT

DATE: 1/July/196 ADDRESS: 562 Congress ST.  
REASON FOR PERMIT: TO MAKE INTERIOR RENOVATIONS.  
BUILDING OWNER: Terbax Realty  
CONTRACTOR: J. Richardi Cons. APPROVED: \*20 \*21 \*16  
PERMIT APPLICANT: \_\_\_\_\_ DENIED: \_\_\_\_\_

CONDITION OF APPROVAL OR DENIAL

1. Before concrete for foundation is placed, approvals from the Development Review Coordinator and Inspection Services must be obtained. (A 24 hour notice is required prior to inspection)
2. Precaution must be taken to protect concrete from freezing.
3. It is strongly recommended that a registered land surveyor check all foundation forms before concrete is placed. This is done to verify that the proper setbacks are maintained.
4. All vertical openings shall be enclosed with construction having a fire rating of at least one(1) hour, including fire doors with selfclosers.
5. Each apartment shall have access to two(2) separate, remote and approved means of egress. A single exit is acceptable when it exits directly from the apartment to the building exterior with no communications to other apartment units.
6. The boiler shall be protected by enclosing with one(1) hour fire-rated construction including fire doors and ceiling, or by providing automatic extinguishment. Sprinkler piping serving not more than six sprinklers may be connected to a domestic water supply having a capacity sufficient to provide 0.15 gallons per minute, per square foot of floor throughout the entire area. An INDICATING shut-off valve shall be installed in an accessible location between the sprinkler and the connection to the domestic water supply. Minimum pipe size shall be 3/4 inch copper or 1 inch steel. Maximum coverage area of a residential sprinkler is 144 sq. feet per sprinkler.
7. 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. The units must be operable from the inside without the use of special knowledge or separate tools. Where windows are provided as means of egress or rescue, they shall have a sill height not more than 44 inches (1118mm) above the floor. All egress or rescue windows from sleeping rooms shall have a minimum net clear opening height dimension of 24 inches (610mm). The minimum net clear opening width dimension shall be 20 inches (508 mm), and a minimum net clear opening of 5.7 sq. feet.
8. A portable fire extinguisher shall be located as per NFPA #10. They shall bear the label of an approved agency and be of an approved type.
9. All single and multiple station smoke detectors shall be of an approved type and shall be installed in accordance with the provisions of the City's building code Chapter 9, section 19, 919.3.2(BOCA National Building Code/1993), and NFPA 101 Chapter 18 & 19. (Smoke detectors shall be installed and maintained at the following locations):

1. In the immediate vicinity of bedrooms
2. In all bedrooms
3. In each story within a dwelling unit, including basements

In addition to the required AC primary power source, required smoke detectors in occupancies in Use Groups R-2, R-3 and I-1 shall receive power from a battery when the AC primary power source is interrupted.

10. 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. Private garages attached side-by-side to rooms in the above occupancies shall be completely separated from the interior spaces and the attic area by means of 1/2 inch gypsum board or the equivalent applied to the garage side. (Chapter 4 section 407.0 of the BOCA/1993)
11. Guardrail & 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. Minimum height all Use Groups 42", except Use Group R which is 36". In occupancies in Use Group A, B, H-4, I-1, I-2 M and R and public garages and open parking structures, open guards shall have balusters or be of solid material such that a sphere with a diameter of 4" cannot pass through any opening. Guards shall not have an ornamental pattern that would provide a ladder effect.
12. All exit signs, lights, and means of egress lighting shall be done in accordance with Chapter 10, section & subsections 1023. & 1024. of the City's building code. (The BOCA National Building Code/1993)
13. Stair construction in Use Group R-3 & R-4 is a minimum of 9" tread and 8-1/4" maximum rise. All other Use Group minimum 11" tread, 7" maximum rise.
14. Headroom in habitable space is a minimum of 7'6".
15. The minimum headroom in all parts of a stairway shall not be less than 80 inches.
- \*16. All construction and demolition debris must be disposed at the City's authorized reclamation site. The fee rate is attached. Proof of such disposal must be furnished to the office of Inspection Services before final Certificate of Occupancy is issued or demolition permit is granted.
17. Section 25-135 of the Municipal Code for the City of Portland states, "No person or utility shall be granted a permit to excavate or open any street or sidewalk from the time of November 15 of each year to April 15 of the following year".
18. The builder of a facility to which Section 4594-C of the Maine State Human Rights Act, Title 5 MRSA refers, shall obtain a certification from a design professional that the plans of the facility meet the standards of construction required by this section. Prior to commencing construction of the facility, the builder shall submit the certification to the Division of Inspection Services.
19. This permit does not excuse the applicant from obtaining any license which may be needed from the City Clerk's Office.

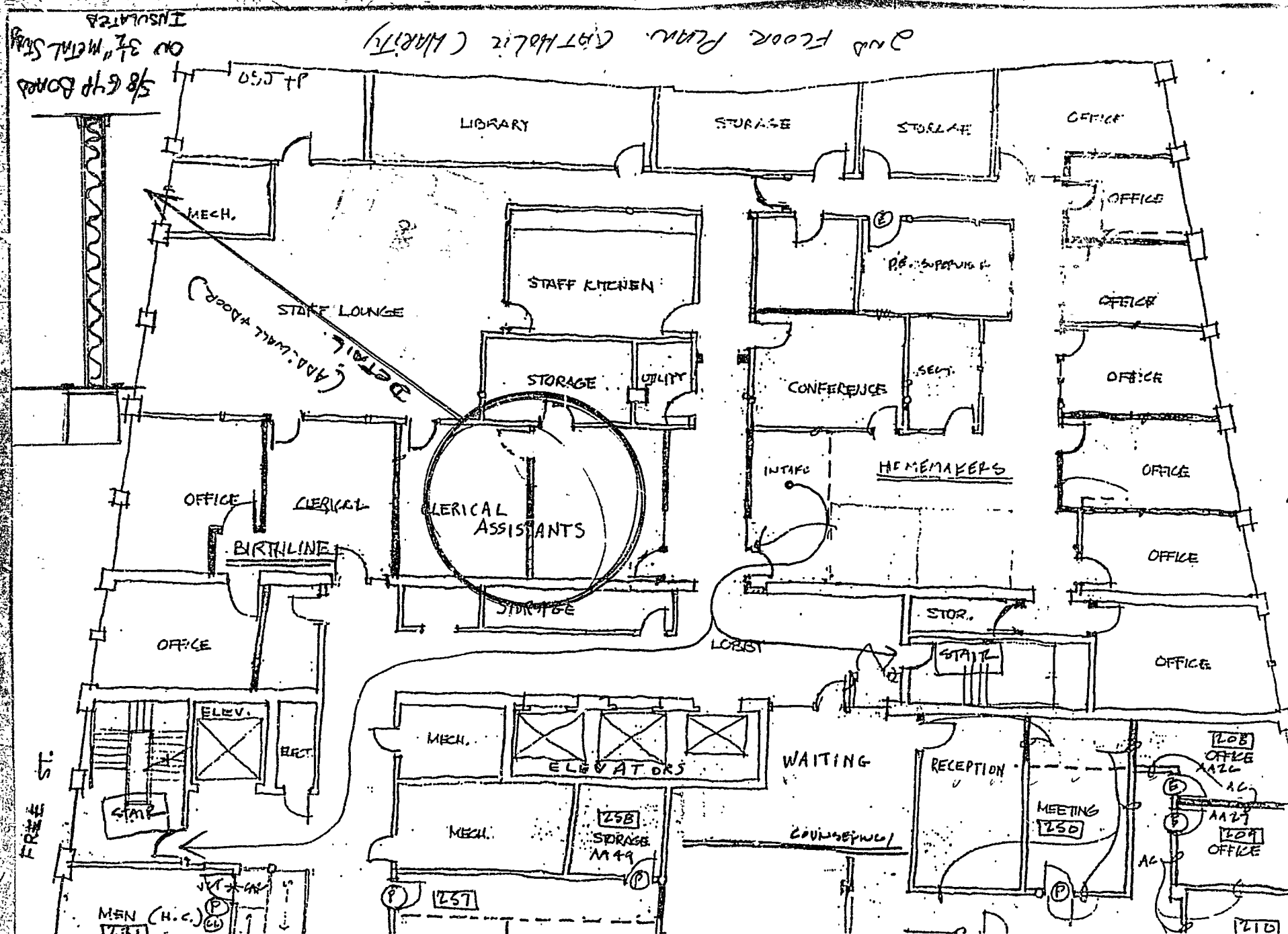
  
P. Samuel Hoffses, Chief of Inspection Services

1el 3/16/95

shall

20. The sprinkler system shall be maintained to NFPA 13 standards.

21 The Fire Alarm system shall be maintained to NFPA 72 standards.





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

Location of Construction: <b>562 Congress Street</b>		Owner: <b>Terbuz Realty</b>		Phone:		Permit No: <b>960698</b>	
Owner Address:		Leasee/Buyer's Name:		Phone:		Business Name:	
Contractor Name:		Address:		Phone:		<b>PERMIT ISSUED</b> <b>JUL 22 1996</b> <b>CITY OF PORTLAND</b>	
Past Use: <b>Office/retail</b>		Proposed Use: <b>Same w/ exterior reno</b>		COST OF WORK: <b>\$ 4,000.00</b>		PERMIT FEE: <b>\$40.00</b>	
				FIRE DEPT. <input type="checkbox"/> Approved <input type="checkbox"/> Denied		INSPECTION: Use Group <b>2</b> Type: <b>2</b>	
Proposed Project Description: <b>Exterior renovations as per plans</b>				Signature: <i>[Signature]</i>		Signature: <i>[Signature]</i>	
Permit Taken By: <b>Vicki Dover</b>		Date Applied For: <b>July 11, 1996</b>		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.): Action: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied		<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 <input checked="" type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> mm <input type="checkbox"/>	

1. This permit application doesn't 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..

Mail to: Fox River Mgt  
P. O. Box 7525  
Portland, ME 04112

**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 *[Signature]* **Steve Dube** **Fox River Co. P.O. Box 7525, Portland, ME 04112 879-1671**  
ADDRESS: DATE: PHONE:

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE PHONE:  
White-Permit Desk Green-Assessor's Canary-D.P.W. Pink-Public File Ivory Card-Inspector

**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: **7/17/96**

**CEO DISTRICT** **2**  
*[Signature]*



# **ELECTRICAL PERMIT** **City of Portland, Me.**

9/17/96  
[Signature]



To the Chief Electrical Inspector, Portland Maine:  
The undersigned hereby applies for a permit to make electrical installations  
in accordance with the laws of Maine, the City of Portland Electrical Ordinance,  
National Electrical code and the following specification:

Date 10 September 1996

LOCATION: 562 Congress St

Permit # 4176

OWNER Terbax / Fore River

ADDRESS \_\_\_\_\_

						TOTAL EACH FEE		
OUTLETS								
	Receptacles		Switches	Smoke Detector		10	.20	2.00
FIXTURES	(number of)							
	incandescent		fluorescent			15	.20	3.00
	fluorescent strip						.20	
SERVICES								
	Overhead			TTL AMPSTO	800		15.00	
	Underground				800		15.00	
TEMPORARY SERV.								
	Overhead			AMPS OVER	800		25.00	
	Underground				800		25.00	
METERS	(number of)						1.00	
MOTORS	(number of)						2.00	
RESID/COM	Electric units						1.00	
HEATING	oil/gas units						5.00	
APPLIANCES	Ranges		Cook Tops	Wall Ovens			2.00	
	Water heaters		Fans	Dryers			2.00	
Disposals	Dishwasher		Compactors	Others (denote)			2.00	
MISC. (number of)	Air Cond/win						3.00	
	Air Cond/cent						10.00	
	Signs						5.00	
	Pools						10.00	
	Alarms/res						5.00	
	Alarms/com						15.00	
	Heavy Duty						2.00	
	Outlets							
	Circus/Carnv						25.00	
	Alterations						5.00	
	Fire Repairs						15.00	
	E Lights					1	1.00	1.00
	E Generators						20.00	
	Panels						4.00	
TRANSFORMER	0-25 Kva						5.00	
	25-200 Kva						8.00	
	Over 200 Kva						10.00	
TOTAL AMOUNT DUE								
MINIMUM FEE/COMMERCIAL 35.00						25.00		25.00
MINIMUM FEE								

INSPECTION: Will be ready \_\_\_\_\_ or will call XXXXXXXXXX

CONTRACTORS NAME Keeley Electric

ADDRESS #12 Portland No. Business Park

TELEPHONE Falmouth, ME 04105

MASTER LICENSE No. 4176

LIMITED LICENSE No. \_\_\_\_\_

SIGNATURE OF CONTRACTOR

*[Signature]*

## ELECTRICAL INSTALLATIONS

Permit Number 2174

Location Spd

Owner: Jerome J. Burke

Date of Permit 2/10/50

Final inspection 11/16/94

By Inspector                     

INSPECTION: Service \_\_\_\_\_ by \_\_\_\_\_

Service called in \_\_\_\_\_

Closing-in 9/16/96 by [Signature]

**PROGRESS INSPECTIONS:**

9/16/88 (closing)

9/16/90 (Final)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / 55000 / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

DATE:

REMARKS:

[illegible]

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

Location of Construction: 562 Congress St		Owner: Terbax Realty		Phone:		Permit No: 961015	
Owner Address:		Leasee/Buyer's Name: 1. Diversified Communications		Phone: 1st, 3rd & 4th fls		Business Name:	
Contractor Name: Fore River		Address: 2. Michael Corson - 556 Congress (Same Bldg) Street Level		Phone:		Permit Issued: OCT 10 1996	
Past Use: Office/Retail		Proposed Use: Same		COST OF WORK: \$ 30,000.00		PERMIT FEE: \$ 170.00	
Proposed Project Description:  Make Interior & Exterior Renovations		FIRE DEPT. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied		INSPECTION: Use Group 20		Zone: CBL:	
		Signature: [Signature]		Signature: [Signature]		Zoning Approval: with conditions	
		PEDESTRIAN ACTIVITIES DISTRICT (F.A.D.)		Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied		Special Zone or Reviews: <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <input checked="" type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> none	
Permit Taken By: Mary Gresik		Date Applied For: 25 September 1996		Signature: D. Andrus		Date: 9/26/96	

1. This permit application doesn't 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..

Fore River Mngmnt  
5 Milk St  
Portland, ME 04101  
772-6404

**PERMIT ISSUED  
WITH REQUIREMENTS**

**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 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 Bruce Kistler ADDRESS: DATE: 25 September 1996 PHONE:

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE PHONE:  
White-Permit Desk Green-Assessor's Canary-D.P.W. Pink-Public File Ivory Card-Inspector

- 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: 9/26/96

D. Andrus

CEO DISTRICT 2  
A. Row





CITY OF PORTLAND, MAINE  
Department of Building Inspection

## Certificate of Occupancy

LOCATION 562 Congress St

Issued to Terban Realty/Fore River Mngmnt

Date of Issue 03 January 1997

This is to certify that the building, premises, or part thereof, at the above location, built — altered — changed as to use under Building Permit No. 961015, has had final inspection, has been found to conform substantially to requirements of Zoning Ordinance and Building Code of the City, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

1st, 3rd & 4th flrs  
Street Level

APPROVED OCCUPANCY

Office - Diversified Communications  
Office - Michael Corson

Limiting Conditions:

This certificate supersedes  
certificate issued

Approved:

(Date)

Inspector

Inspector of Buildings

Notice: This certificate identifies lawful use of building or premises, and ought to be transferred from owner to owner when property changes hands. Copy will be furnished to owner or lessee for one dollar.



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

Location of Construction: <b>562 Congress St</b>		Owner: <b>Terbax Realty</b>		Phone:	Permit No: <b>961015</b>
Owner/Address:		Leasee/Buyer's Name: <b>1. Diversified Communications - 1st, 3rd &amp; 4th fls</b>		Business Name:	
Contractor Name: <b>Fore River</b>		Address: <b>2. Michael Corson - 556 Congress (Same Bldg) Street Level</b>		Phone:	<div style="border: 2px solid black; padding: 5px; text-align: center;"> <b>PERMIT ISSUED</b>  <b>OCT 10 1996</b>  <b>CITY OF PORTLAND</b> </div>
Past Use: <b>Office/Retail</b>		Proposed Use: <b>Same</b>		<b>COST OF WORK:</b> <b>\$ 30,000.00</b> <b>PERMIT FEE:</b> <b>\$ 170.00</b>	
Proposed Project Description:  <b>Make Interior &amp; Exterior Renovations</b>		<b>FIRE DEPT.</b> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <b>INSPECTION:</b> Use Group/Type: <b>20</b> Signature: <i>[Signature]</i>			
		<b>PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)</b> Action: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied Signature: <i>[Signature]</i> Date: <i>[Date]</i>			
Permit Taken By: <b>Hary Gresik</b>		Date Applied For: <b>25 September 1996</b>			

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2. Building permits do not include plumbing, septic or electrical work.
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**Fore River Agent**  
**5 Milk St**  
**Portland, ME 04101**  
**772-6404**

**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 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]*  
 SIGNATURE OF APPLICANT **Bruce Kistler** ADDRESS: DATE: **25 September 1996** PHONE:

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE PHONE:  
 White-Permit Desk Green-Assessor's Canary-D.P.W. Pink-Public File Ivory Card-Inspector

- 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: *[Signature]*

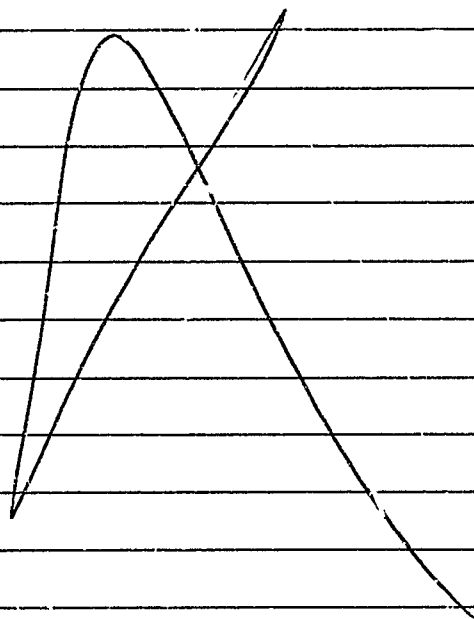
CEO DISTRICT **2**

**PERMIT ISSUED  
WITH REQUIREMENTS**

COMMENTS

12/30/96

CJO. All



Inspection Record

Type	Date
Foundation: _____	_____
Framing: _____	_____
Plumbing: _____	_____
Final: _____	_____
Other: _____	_____

LAND USE - ZONING REPORT

ADDRESS: 562 Congress St DATE: 9/30/96  
REASON FOR PERMIT: interior / Exterior Alterations  
BUILDING OWNER: Terbax Realty C.B.L.  
PERMIT APPLICANT: Bruce Kistler

APPROVED: with conditions DENIED: \_\_\_\_\_  
#7 #9

CONDITION(S) OF APPROVAL

1. During its existence, all aspects of the Home Occupation criteria, Section 14-410, shall be maintained.
2. The footprint of the existing \_\_\_\_\_ shall not be increased during maintenance reconstruction.
3. All the conditions placed on the original, previously approved, permit issued on \_\_\_\_\_ are still in effect for this amendment.
4. Your present structure is legally nonconforming as to rear and side setbacks. If you were to demolish the building on your own volition, you will not be able to maintain these same setbacks. Instead you would need to meet the zoning setbacks set forth in today's ordinances. In order to preserve these legally non-conforming setbacks, you may only rebuild the garage in place and in phases.
5. This property shall remain a single family dwelling. Any change of use shall require a separate permit application for review and approval.
6. Our records indicate that this property has a legal use of \_\_\_\_\_ units. Any change in this approved use shall require a separate permit application for review and approval.
7. Separate permits shall be required for any signage. - includes That of Diversified Communications on Free Street
8. Separate permits shall be required for future decks and/or garage.
9. Other requirements of condition. This permit is only for renovations, any change of use shall require a separate permit application for review and approval

Marge Schmuckal

Marge Schmuckal, Zoning Administrator,  
Asst. Chief of Code Enforcement



### BUILDING PERMIT REPORT

DATE: 9/30/96 ADDRESS: 562 Congress St  
REASON FOR PERMIT: Renovations  
BUILDING OWNER: Fort River  
CONTRACTOR: ...  
PERMIT APPLICANT: Bruce Kesler APPROVAL: \*5\*7\*14\*15  
DENIED: \*16\*17\*18

#### CONDITION OF APPROVAL OR DENIAL

1. Before concrete for foundation is placed, approvals from the Development Review coordinator and Inspection Services must be obtained (A24 hour notice is required prior to inspection)
2. Precaution must be taken to protect concrete from freezing.
3. It is strongly recommended that a registered land surveyor check all foundation forms before concrete is placed. This is done to verify that the proper setbacks are maintained.
4. 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. Private garages attached side-by-side to rooms in the above occupancies shall be completely separated from the interior spaces and the attic area by means of 1/2 inch gypsum board or the equivalent applied to the garage means of 1/2 inch gypsum board or the equivalent applied to the garage side. (Chapter 4 section 407.0 of the BOCA/1996)
5. Guardrail & 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. Minimum height all Use Group 42, except Use Group R which is 36". In occupancies in Use Group A, B, H-4, I-1, I-2 M and R and public garages and open parking structures, open guards shall have balusters or be of solid material such that a sphere with a diameter of 4" cannot pass through any opening. Guards shall not have an ornamental pattern that would provide a ladder effect.
6. Headroom in habitable space is a minimum of 7'6".
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9. 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. The units must be operable from the inside without the use of special knowledge or separate tools. Where windows are provided as means of egress or rescue, they shall

have a sill height not more than 44 inches (1118mm) above the floor. All egress or rescue windows from sleeping rooms shall have a minimum net clear opening height dimension of 24 inches (610mm). The minimum net clear opening width dimension shall be 20 inches (508mm), and a minimum net clear opening of 5.7 sq. feet.

10. Each apartment shall have access to two (2) separate, remote and approved means of egress. A single exit is acceptable when it exits directly from the apartment to the building exterior with no communications to other apartment units.
11. All vertical openings shall be enclosed with construction having a fire rating of at least one (1) hour, including fire doors with selfclosers.
12. The boiler shall be protected by enclosing with one (1) hour fire-rated construction including fire doors and ceiling, or by providing automatic extinguishment.
13. All single and multiple station smoke detectors shall be of an approved type and shall be installed in accordance with the provisions of the City's building code Chapter 9, Section 19, 919.3.2 (BOCA National Building Code/1996), and NFPA 101 Chapter 18 & 19. (Smoke detectors shall be installed and maintained at the following locations):

1. In the immediate vicinity of bedrooms
2. In all bedrooms
3. In each story within a dwelling unit, including basements

In addition to the required AC primary power source, required smoke detectors in occupancies in Use Groups R-2, R-3 and I-1 shall receive power from a battery when the AC primary power source is interrupted. (Interconnection is required)

14. A portable fire extinguisher shall be located as per NFPA #10. They shall bear the label of an approved agency and be of an approved type.

15. The Fire Alarm System shall be maintained to NFPA #72 Standard.

16. The Sprinkler System shall be maintained to NFPA #13 Standard.

17. All exit signs, lights, and means of egress lighting shall be done in accordance with Chapter 10 Section & Subsections 1023. & 1024. of the City's building code. (The BOCA National Building Code/1996)

18. All construction and demolition debris must be disposed at the City's authorized reclamation site. The fee rate is attached. Proof of such disposal must be furnished to the office of Inspection Services before final Certificate of Occupancy is issued or demolition permit is granted.

19. Section 25-135 of the Municipal Code for the City of Portland states, "No person or utility shall be granted a permit to excavate or open any street or sidewalk from the time of November 15 of each year to April 15 of the following year".

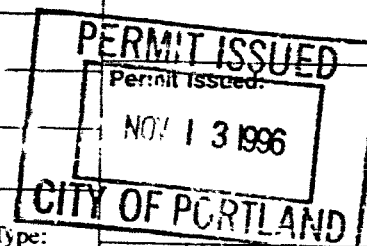
20. The builder of a facility to which Section 4594-C of the Maine State Human Rights Act, Title 5 MRSA refers, shall obtain a certification from a design professional that the plans of the facility meet the standards of construction required by this section. Prior to commencing construction of the facility, the builder shall submit the certification to the Division of Inspection Services.

21. This permit does not excuse the applicant from obtaining any license which may be needed from the City Clerk's Office.

P. Samuel Hennes, Chief of Inspection Services c.c. Lt. McDougall P. F. D.

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

Location of Construction: 562 Congress St		Owner: Terbax Realty		Phone: 861-130	Permit No:
Owner Address:		Leasee/Buyer's Name: Queen of Hats		Address: (Tor Glendinning) P.O. Box 7525 Portland, ME 04112	
Contractor Name: Fore River Management		Address: (Tor Glendinning) P.O. Box 7525 Portland, ME 04112		Phone: 879-1671	
Past Use: Retail	Proposed Use: Same	COST OF WORK: \$	PERMIT FEE: \$ 27.00	INSPECTION: Use Group: Type:	
Proposed Project Description: Erect Signage 10 Sq Ft		Signature: J. Andrews		Signature: [Signature]	
Permit Taken By: Mary Greeik		Date Applied For: 29 October 1996		Zone: CBL: [Signature] 11/12/96	



1. This permit application doesn't 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: 10/29/96

J. Andrews

CEO DISTRICT

2  
A. Rowe

**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 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 Tor Glendinning

ADDRESS:

29 October 1996

DATE:

PHONE:

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE

PHONE:

White-Permit Desk Green-Assessor's Canary-D.P.W. Pink-Public File Ivory Card-Inspector



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

Location of Construction: 562 Congress St		Owner: Terbay Realty		Phone: 964-130		<b>PERMIT ISSUED</b> NOV 13 1996 <b>CITY OF PORTLAND</b>
Owner Address:		Leasee/Buyer's Name: Queen of Hats		Phone: Business		
Contractor Name: Fore River Management		Address: (For Glendinning) P.O. Box 7525 Portland, ME 04112		Phone: 879-1671		
Past Use: Retail		Proposed Use: Same		COST OF WORK: \$		
				PERMIT FEE: \$ 27.00		
Proposed Project Description: Erect Signs 10 Sq Ft				FIRE DEPT. <input type="checkbox"/> Approved <input type="checkbox"/> Denied INSPECTION: Use Group: Type: Signature: Signature:		Zone: CL Zoning Approval:
Permit Taken By: Mary Grosik		Date Applied For: 29 October 1996		PEDESTRIAN ACTIVITIES DISTRICT (P.U.D.) Action: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied Signature: Date:		Special Zone or Reviews: <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <input checked="" type="checkbox"/> major <input type="checkbox"/> minor <input type="checkbox"/> mm

1. This permit application doesn't 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.

**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 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: Glendinning ADDRESS: DATE: 29 October 1996 PHONE: 0

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 White-Permit Desk Green-Assessor's Canary-D.P.W. Pink-Public File Ivory Card-Inspector

- 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: 11/1/96

CEO DISTRICT 2

OWNERS CONSENT AND AGREEMENT

I, TERMAX REALTY, INC., being the owner of the premises located at  
(print property owners name)

560 CONGRESS ST in Portland, Maine, hereby give consent to the  
(print property address)

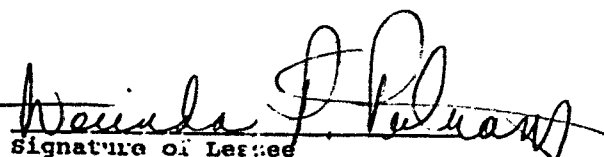
erection of a certain sign/~~awning/banner~~ owned by DORINDA P. PUTNAM  
DBA QUEEN OF HATS  
(print lessee's name)

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 of Property Owner

\_\_\_\_\_  
Date

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

10/25/96  
\_\_\_\_\_  
Date

## DECLARATIONS

## ALLSTATE INSURANCE COMPANY

AMENDED DECLARATION  
SPECIAL FORM CUSTOMIZER POLICY NO.JUN 11, 1996  
0 50 199472 06/111. The Insured  
Mailing AddressOURINDA PUTNAM DBA  
556 CONGRESS ST  
QUEEN OF HATS  
PORTLAND ME 04101LOCATION OF INSURED PREMISES  
550 CONGRESS ST  
PORTLAND ME 04101  
MASONRY RETAIL BUILDING

2. Policy Period From

JUN 11, 1996

To

JUN 11, 1997

BEGINNING AND ENDING 12 01 A.M., STANDARD TIME AT THE ADDRESS OF THE  
INSURED STATED ABOVE

3. The Insured is

AN INDIVIDUAL

4. Additional Interests

This policy also covers the interests of any of the following when indicated by an "X" and named below.

The Mortgagee, under  
Coverage A — Part OneThe Loss Payee, under  
Coverage A — Part TwoThe Additional Insured for Leased Premises, under  
Coverage B — Part OneThe Vendor under  
Coverage B — Part One

Name

TERRELL REALTY, INC

Address

PO BOX 7425

PORTLAND ME 04112

5. Policy Coverage provided

This policy applies to each of the Coverages and Parts shown below. Under Coverage A, Coverage is provided only for property at the Insured  
Premises for which a specific limit of liability is shown.

Part	Coverage	Limit of Liability
One	Buildings	
	The Property Insurance Adjustment Condition	IS NOT applicable to this policy.
Two	Business Contents	REPLACEMENT COST
	DEDUCTIBLE	\$ 250 Applicable to each adjusted loss.
Part	Coverage	Limit of Liability
One	Comprehensive Liability	\$ 2,000,000 Each Accidental Event
	Fire and Specified Peril Liability	\$ 50,000 Each Accidental Event
	Advertising Injury Liability	\$ 100,000
Two	Medical Payments	\$ 5,000 Each Person 25,000 Each Accident

6. Optional Coverages

The following optional coverages, if any, are provided under this policy.

Loc. No.	Coverage	Part	Title
001-001	A	3	LOSS OF BUSINESS INCOME
001-001	A	4	EXTERIOR BLDG. GLASS
			SEE SUPPLEMENTAL DECLARATION - ITEM 6

7. Annual Premium for the Policy and Optional Coverages

valuation of \$1000 — Non Payment Pen

\$ 341.00

8. Endorsements: The following endorsements amend this policy.

205550-1, 005521, 005523-6, 005524, 005525-2, 005532, 005702, 005730, 005737,  
110913, 005562, 005661, 005725

Countersigned By

F.A. PEABODY

Authorized Agent

207-365-4238



## SIGNAGE

PLEASE ANSWER ALL QUESTIONS

560 CONGRESS ST  
ADDRESS: ~~1217 FREE ST~~ ZONE: B-3  
OWNER: TERBAX REALTY INC  
APPLICANT: TOR GLENDINNING LESSEE: DERINDA PUTNAM  
ASSESSOR NO.: OLIVEN OF HATS  
SINGLE TENANT LOT? YES \_\_\_\_\_ NO \_\_\_\_\_  
MULTI TENANT LOT? YES ☒ NO \_\_\_\_\_  
FREESTANDING SIGN? YES \_\_\_\_\_ NO \_\_\_\_\_ DIMENSIONS \_\_\_\_\_  
(ex. pole sign..)  
MORE THAN ONE SIGN? YES \_\_\_\_\_ NO \_\_\_\_\_ DIMENSIONS \_\_\_\_\_  
BLDG. WALL SIGN? YES ☒ NO \_\_\_\_\_ DIMENSIONS 2'-6" x 4'-0" = 10' <sup>6</sup>  
(attached to bldg)  
MORE THAN ONE SIGN? YES \_\_\_\_\_ NO ☒ DIMENSIONS \_\_\_\_\_  
LIST ALL EXISTING SIGNAGE AND THEIR DIMENSIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
LOT FRONTAGE (FEET) 160'  
TENANT FRONTAGE 15' x 2 = 30'  
BLDG. FRONTAGE (FEET) 160'  
AWNING YES \_\_\_\_\_ NO ☒ IS AWNING BACKLIT? YES \_\_\_\_\_ NO \_\_\_\_\_  
HEIGHT OF AWNING: \_\_\_\_\_  
IS THERE ANY COMMUNICATION, MESSAGE, TRADEMARK OR SYMBOL ON IT? \_\_\_\_\_  
A SITE SKETCH AND BUILDING SKETCH SHOWING EXACTLY WHERE EXISTING AND NEW  
SIGNAGE IS LOCATED MUST BE PROVIDED. SKETCHES AND/OR PICTURES OF THE  
PROPOSED SIGNS ARE ALSO REQUIRED.

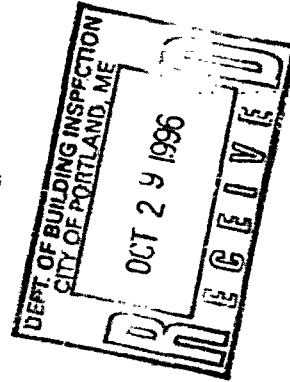
INFORMATION REQUIREMENTS FOR SIGN PERMIT APPLICATION

APPLICANTS FOR A SIGN PERMIT WILL BE ASKED TO SUBMIT THE FOLLOWING INFORMATION TO THE CODE ENFORCEMENT OFFICE:

1. PROOF OF INSURANCE
  2. LETTER OF PERMISSION FROM THE OWNER
  3. A SKETCH PLAN OF THE LOT, INDICATING LOCATION OF BUILDINGS, DRIVEWAYS AND ANY ADJUTING STREETS OR RIGHT OF WAYS. LENGTHS OF BUILDING FRONTAGES AND STREET FRONTAGES SHOULD BE NOTED (SEE ATTACHED)
  4. INDICATE ON THE PLAN ALL EXISTING AND PROPOSED SIGNS
  5. COMPUTATION OF THE FOLLOWING:
    - A) SIGN AREA OF EACH EXISTING AND PROPOSED BUILDING SIGN
    - B) SIGN AREA HEIGHT AND SETBACK OF EACH EXISTING AND PROPOSED FREESTANDING SIGN
- A SKETCH OF ANY PROPOSED SIGN(S), INDICATING DIMENSIONS, MATERIALS, SOURCE OF ILLUMINATION AND CONSTRUCTION METHOD (SEE ATTACHED)

FEE FOR PERMIT - \$25.00 PLUS \$0.20 PER SQUARE FOOT

NOTE: ONCE A SKETCH PLAN HAS BEEN FILED FOR A PROPERTY, THE CODE ENFORCEMENT OFFICE WILL KEEP A RECORD OF THE PLAN SO THAT A NEW SKETCH PLAN WILL NOT BE REQUIRED FOR LATER CHANGES TO SIGNAGE ON THE PROPERTY. IN SUCH AN INSTANCE, APPLICANTS WILL ONLY BE REQUIRED TO SUBMIT INFORMATION APPLICABLE TO THE NEW SIGNS.



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

Location of Construction: 562 Congress St		Owner: Terbax Realty		Phone:		Permit No: 970084	
Owner Address:		Lessee/Buyer's Name: Diversified Communications		Phone: 4th floor		Business Name:	
Contractor Name: Fore River Management		Address: P.O. Box 7525 Portland, ME 04112		Phone: 879-1671		PERMIT FEE: \$ 35.00	
Past Use: Office		Proposed Use: Same		COST OF WORK: \$ 3,000.00		INSPECTION: Use Group: Type:	
Proposed Project Description: Make Interior Renovations (4th floor)				Signature: <i>[Signature]</i>		Signature:	
Permit Taken By: Mary Gresik		Date Applied For: 29 January 1997		Signature:		Date:	

1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal rules.
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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.

**PERMIT ISSUED  
WITH REQUIREMENTS**

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SIGNATURE OF APPLICANT *[Signature]* Tor Glendinning ADDRESS: DATE: 29 January 1997 PHONE:

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE PHONE:  
White-Permit Desk Green-Assessor's Canary-D.F.W. Pink-Public File Ivory Card-Inspector

**PERMIT ISSUED**  
FEB - 4 1997  
**CITY OF PORTLAND**

Zone: B-3 CBL: 037-G-041  
Zoning Approval: *[Signature]* 2/3/97  
Special Zone or Review:  
☐ Shoreland  
☐ Wetland  
☐ Flood Zone  
☐ Subdivision  
☐ Site Plan map ☐ Minor C/n

**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: 2/3/97

*[Signature]*

CEO DISTRICT *[Signature]*