

Web Mail - RE: Spinnaker Trust permit application

From: Brad Saucier
To: Mason Legendre
Date: 5/21/2013 2:45 PM
Subject: RE: Spinnaker Trust permit application
CC: buildinginspections.CityHall.Portland@portlandmaine.gov

Yes, you are responsible to tell us what we are to charge you for. It's based on total square ft (rounded to the nearest 1/2 foot). Typically we do not have change in our dollar amounts. According to my calculations, the sign is 7' sq and you owe \$119

\$14.00 sign sq ft

\$30.00 permit fee

\$75.00 Historical

Brad Saucier

Administrative Assistant
Inspections Division
City of Portland
(207) 874-8703

NOTE: If this is a response or communication as a result of a permit request please REPLY ALL or respond to buildinginspections@portlandmaine.gov

>>> "Mason Legendre" <mason@burrsigns.com> 5/21/2013 2:32 PM >>>

Brad, I have added the information you requested. I was under the impression I was to leave that part blank and wait for you folks to calculate, I apologize. The edited application is attached with all the necessary supporting documents. Once I have received your email stating acceptance I will bring a check in. Is that the correct process?

Mason A. Legendre

Burr Signs - "The sign of a good business since 1987"

40A Manson Libby Road

Scarborough, Maine 04074

Office: 207-846-7622

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From: Brad Saucier [mailto:BJs@portlandmaine.gov]
Sent: Tuesday, May 21, 2013 1:56 PM

To: Mason Legendre
Cc: buildinginspections@portlandmaine.gov
Subject: Re: Spinnaker Trust permit application

Hello, we are in receipt of your e-mail and permit application document submission.

Your submission is not complete according to the requirements.

Please review the items below and/or review the entire expectations at this link:

<http://www.portlandmaine.gov/planning/applicantsubmittalelectronicplanreview.pdf>

Items to complete your submittal MAY be:

1. Your submittal is not provided as separate PDFs (per document)
2. You are missing important document requirement(s); please ***check the checklist.***
3. ***The application is missing vital information; it needs to be filled out in its entirety! It's up to YOU to provide dimensions and total cost of work; ie: permit fees***
4. Your PDFs are not titled correctly; you need to name the documents ***what they are*** or follow the naming convention on the website (for more detailed building plans.)

Please note; providing completed applications as required WILL quicken the process for you to receive your issued permits. We cannot enter permits into the system without completed applications AND payment of fees. (In that order) within 24-48 hours.

If we haven't heard from you in 24-48 hours, unfortunately we need to delete the e-mail from our system. You will then need to resubmit the entire application for review.

Once submitted accurately, all permits have been taking at least 15 – 20 business days from submission. If you haven't heard from us ***after that time period***, you can contact us.

Brad Saucier

Administrative Assistant
Inspections Division
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Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.