



Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 02/19/15

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: 121 Free Street (562 Congress St.) Baxter Building		
Tax Assessor's Chart/Block/Lot (CBL)	OWNER Name/Address:	
Chart: 37	Block: G	Lot: 14
	Name: Terbox Realty, INC.	Telephone: 879-1671
	Address: PO Box 7525 Portland, ME 04112-7525	E-Mail: b.kistler@forevercompany.com
LEASEE/BUYER Info (if Applicable)	CONTRACTOR	Total S.F. signage \$ 56. ⁰⁰
Name: Diversified Communications	Name: Neokraft Signs	(Sq Ft = 28 x \$2.00)
Address: 121 Free St. Portland, ME	Address: 686 Main Street Lewiston, ME 04240	SF + \$30 Fee: \$ 30
Phone: 842-5570	Phone: 782-9654	Historic (\$75): \$ 75.
E-Mail: mroberts@divcom.com	E-Mail: rob@neokraft.com	Awning Fee: \$
Awning Fee = Cost of Work: \$ _____ (\$25/first \$1000; \$11 each additional \$1000)		TOTAL FEE: \$ 161.⁰⁰

Who should we contact when the permit is ready: Name: Rob Mainville Phone: 782-9654 x 226
Address: _____ E-Mail: rob@neokraft.com

Tenant/allocated building space frontage (in feet): Length: NA Height: _____
Lot frontage (in feet): _____ Single Tenant or Multi-Tenant Lot: _____

Current Specific Use: OFFICE
If vacant, what was prior use: N/A
Proposed Use: office

Information on proposed sign(s)
Freestanding (e.g. pole) sign? YES NO Dimensions proposed: _____ (sf); Height from grade: _____ sf
BLDG Wall Sign (attached to bldg.?) YES NO Dimensions proposed: 28 sf

Proposed Awning: YES NO If yes, is awning backlit? YES NO
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: Replace existing Diversified Communications Sign
Freestanding (e.g. pole) sign? YES NO Dimensions proposed: _____ ft X _____ ft; Height from grade: _____
BLDG Wall Sign (attached to bldg.?) YES NO Dimensions proposed: _____ 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: Date: 11/10/2014