



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

Sidewalk Sign Permit Application

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

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



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Project Address: _____ **Tax Assessor's CBL:** _____
Chart # Block # Lot #

Owner Name: _____ **Phone:** (____) _____ - _____

Address: _____ **Email:** _____

Lessee (if applicable): _____ **Phone:** (____) _____ - _____

Address: _____ **Email:** _____

Contractor Name: _____ **Phone:** (____) _____ - _____

Address: _____ **Email:** _____

Current Property/Tenant Use: _____ **Is this a new use?** **Yes** **No**

Sign Information:

This is a (select one): Single listing sign Multiple listing sign

Proposed dimensions:

 Length: _____

 Width: _____

 Height: _____

Distance from tenant's entrance: _____ Distance from other side walk signs: _____

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: _____

This is a legal document and your electronic signature is considered a legal signature per Maine state law.

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Requirements for Electronic Submissions

In order to ensure the most expedient review of your application, please meet the requirements below for all submissions:

- **All applications must be submitted electronically via e-mail to permitting@portlandmaine.gov.** Paper applications will not be accepted.
- **Drawings sheets shall be submitted individually-- each PDF file shall contain no more than one drawing sheet.** Only PDF files are acceptable for plan review, and each file shall not exceed 5MB in size.*
- **Drawing files shall be named based on the drawing sheet number and name.** It is recommended to include a Category/Discipline letter (such as A for Architectural), a sheet number and a descriptive title (e.g., A1 Existing Exterior Elevation).
- **Revised file submissions must use the exact same file name as originally submitted.** The Electronic Plan Review software will recognize this submission as Version 2.
- **Supporting documents shall be submitted as an individual PDF file for each document (these documents may be multi-page PDF files) and named based on the document type** (e.g., "Deed", "Stormwater Report", "Permit Application", etc.). Searchable PDF files are requested for calculations, reports and other supporting documents.
- **A graphic scale or a scale to reference shall be included on each drawing sheet.**
- **Plans prepared by a design professional shall include a Code Analysis sheet,** referencing the Maine Uniform Building and Energy Code and Portland City Code, Chapter 10 – Fire Prevention and Protection, which includes National Fire Protection Association (NFPA) 1, Fire Code and NFPA 101, Life Safety Code. Chapter 10 of the City Code can be viewed at: <http://www.portlandmaine.gov/citycode/chapter010.pdf>.
- **Files shall be submitted via email to permitting@portlandmaine.gov.** The email subject line shall include the project address and type of permit. Multiple emails may be sent for one project if the files exceed the maximum file size.
- **Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.**

For further information and to access PDF versions of this and other forms, visit the Permitting and Inspections Department online at <http://portlandmaine.gov/1728/Permitting-Inspections>.

*To download a free version of Adobe Acrobat Reader, please visit: <https://get.adobe.com/reader/>



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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: _____

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.