

# DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

Please Read  
Application And  
Notes, If Any,  
Attached

ENGINEERING SECTION  
**PERMIT**

**PERMIT ISSUED**  
Permit Number: 050852  
**AUG - 1 2005**  
**CITY OF PORTLAND**

This is to certify that Brown J B & Sons/Applicant  
has permission to add 2'x6' sign over door of business  
AT 482 Congress St

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and written permission procured before this building or part thereof is altered or closed-in.  
**FOUR HOUR NOTICE IS REQUIRED.**

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

**OTHER REQUIRED APPROVALS**

Fire Dept. \_\_\_\_\_  
Health Dept. \_\_\_\_\_  
Appeal Board \_\_\_\_\_  
Other \_\_\_\_\_  
Department Name

Director, Building & Inspection Services

**PENALTY FOR REMOVING THIS CARD**

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

Permit No: 05-0852	Issue Date: <b>PERMIT ISSUED</b> AUG - 1 2005	City: 037	Office: 003001
Owner Address: Po Box 207	Contractor Address: Portland	CITY OF PORTLAND	
Permit Type: Signs - Permanent		Zone: B-3	

Location of Construction: 482 Congress St	Owner Name: Brown J B & Sons
Business Name:	Contractor Name: Applicant
Lessee/Buyer's Name	Phone:
Past Use: Commercial	Proposed Use: Commercial/ add 2x6 sign over door of business
Proposed Project Description: add 2'x6' sign over door of business	

Permit Fee: \$54.00	Cost of Work: \$54.00	CEO District: INSPECTION: 1
FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Use Group: U	Type: Sign
Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i>	
PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)		
Action	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Conditions
	<input type="checkbox"/> Denied	
Signature	Date	

Permit Taken By: Idobson	Date Applied For: 06/23/2005	<b>Zoning Approval</b>		
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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 Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date: <i>ok 6/24/05</i>	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 Date:	Historic <input type="checkbox"/> <input type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input checked="" type="checkbox"/> Approved <i>AM</i> <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied <i>to DX</i> Date:
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072105

**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 provision of the code(s) applicable to such permit.

\_\_\_\_\_  
SIGNATURE OF APPLICANT ADDRESS DATE PHONE

\_\_\_\_\_  
RESPONSIBLE PERSON IN CHARGE OF WORK. TITLE DATE PHONE

**City of Portland, Maine - Building or Use Permit**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

<b>Permit No:</b> 05-0852	<b>Date Applied For:</b> 06/23/2005	<b>CBL:</b> 037 1003001
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<b>Location of Construction:</b> 482 Congress St	<b>Owner Name:</b> Brown J B & Sons	<b>Owner Address:</b> Po Box 207	<b>Phone:</b>
<b>Business Name:</b>	<b>Contractor Name:</b> Applicant	<b>Contractor Address:</b> Portland	<b>Phone:</b>
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Signs - Permanent	
<b>Proposed Use:</b> Commercial/ add 2x6 sign over door of business		<b>Proposed Project Description:</b> add 2'x6' sign over door of business	

**Dept:** Historical      **Status:** Approved      **Reviewer:** Deborah Andrews      **Approval Date:** 07/22/2005  
**Note:**      **Ok to Issue:**

**Dept:** Zoning      **Status:** Approved      **Reviewer:** Marge Schmuckal      **Approval Date:** 06/29/2005  
**Note:**      **Ok to Issue:**

**Dept:** Building      **Status:** Approved      **Reviewer:** Tammy Munson      **Approval Date:** 07/29/2005  
**Note:**      **Ok to Issue:**



$$\begin{array}{r} 70 \\ 65 \\ 78 \\ \hline 213 \end{array} \text{''} = 17.75 \text{''}$$

**J. B. BROWN & SONS**

**482 CONGRESS STREET**

**P.O. BOX 207**

**PORTLAND, MAINE 04112**

**PHONE 207-774-5908**

**FAX 207-774-0898**

June 6, 2005

City of Portland  
Permitting Division

Re: I/O Computer Service, Inc.      **484** Congress Street

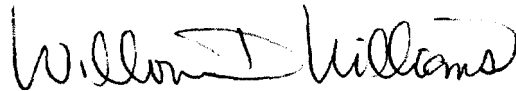
To Whom It May Concern:

J. B. Brown & Sons, owner of **484** Congress Street, has seen the proposal for signage provided by Mr. Signs, Inc. for a **2" x 6"** sign to be placed above the entry.

Please accept this letter as our approval.

Should you have any questions, please feel free to give me a call.

Sincerely,

A handwritten signature in black ink that reads "Willow D. Williams". The signature is written in a cursive style with a large, stylized "W" and "L".

Willow D. Williams, **RPA**  
Property Manager

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/15/2005

PRODUCER (207) 774-6257 FAX (207) 774-2994  
Clark Associates  
2385 Congress Street  
P O Box 3543  
Portland, ME 04104

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 **I/O Computer Service, Inc.**  
**484 Congress Street**  
Portland, ME 04101

INSURERS AFFORDING COVERAGE	NAIC#
INSURER A <b>Peerless Ins Co</b>	24188
INSURER B	
INSURER C	
INSURER D	
INSURER E	

## COVERAGES

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 POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSR	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 CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	TBD	03/14/2005	03/14/2006	EACH OCCURRENCE \$ <b>1,000,000</b>
					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>50,000</b>
					MED EXP (Any one person) \$ <b>5,000</b>
					PERSONAL & ADV INJURY \$ <b>1,000,000</b>
					GENERAL AGGREGATE \$ <b>2,000,000</b>
					PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
					POLICY
	ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS/UMBRELLA LIABILITY OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? *yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS   OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS / VEHICLES/ EXCLUSIONS ADDED BY ENDORSEMENT/ SPECIAL PROVISIONS  
**Certificate Bolder is additional insured with regards to general liability.**

**RE-Sign hanging over a public way.**

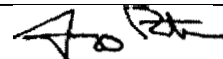
## CERTIFICATE HOLDER

City Of Portland  
389 Congress St  
Portland, ME 04101

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER 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 OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  
**Gregg Ritter/BJR**



## **IMPORTANT**

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate *does* not confer rights to the certificate holder in lieu of such endorsement(s).

## **DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



# Artwork Approval Form

www.mrsignsinc.com

190 Riverside St. Suite 7A Portland, Maine 04103 tel 207.878.1100 fax 207.878.1110

↓ Proposed Sign



Being Attached w/ 2" x 3" Screws

- Alumalite
- aluminum corrugated plastic
- plastic core with metal face
- vinyl over metal

Please review thoroughly, sign and return or advise us of any changes that may be necessary

Reference No 11601_IO_Computer.job	Scale n/a	Prepared by: JG	Sales Rep Carl	Approved by	Page 1 of 1
Date: 05/26/05	Notes: Size 7 x 6 • Scaled 120 Letter Size top of C to bottom of comma is 14 1417 Size of I/O is 12 7359 - Height of C in computer is 6 2187			<b>©2004 Mr. Signs, Inc.</b> This design is the property of Mr. Signs, Inc. All production and duplication rights are reserved by Mr. Signs, Inc. This printout has been designed for your personal use and is not to be used outside your or exhibited in any fashion.	
Prepared for					



# Signage/Awning Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

4		Portland, Me	
Total Square Footage of Proposed Structure		Square Footage of Lot	
Tax Assessor's Chart, Block & Lot Chart# <u>37</u> Block# <u>I</u> Lot# <u>3</u>		Owner:	Telephone:
Lessee/Buyer Name (If Applicable)	Applicant name, address & telephone: <u>I/O Computer Service</u> <u>Chris McMann</u> <u>484 Congress St.</u> <u>Portland Me.</u> <u>(207) 772-3439</u>		Total s.f. of signage x \$2.00 per s.f. plus \$30.00/\$65.00 for H.D. signage = Total Fee: \$ <u>54.00</u> <span style="float: right;">62 s.f.</span> Awning Fee = Cost Of Work: \$ _____ Total Fee: \$ _____
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>DEPT. OF BUILDING INSPECTION CITY OF PORTLAND, ME</p> <p style="font-size: 1.2em; font-weight: bold;">RECEIVED</p> <p>JUN 23 2005</p> </div>	Project description: <u>Computer Repair</u>		
If the location is currently vacant, what was prior use: _____			
Approximately how long has it been vacant: _____			
Proposed use: <u>Computer Repair</u>			
Project description: <u>Sign over the door of my business</u>			
Contractor's name, address & telephone: _____			
Whom should we contact when the permit is ready: <u>Chris McMann / I/O Computer Service</u>			
Mailing address: <u>484 Congress St.</u> <u>Portland Me. 04101</u>			
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A STOP WORK ORDER will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: <u>772-3439</u>			

**IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT. WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.**

*I hereby certify that 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: <u>Chris McMann</u>	Date: <u>6-7-0</u>
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**This is NOT a permit, you may not commence ANY work until the permit is issued.**

# SIGNAGE/AWNING PRE-APPLICATION QUESTIONNAIRE

PLEASE COMPLETE ALL INFORMATION

ADDRESS: 484 Congress St ZONE: B-3

CBL: \_\_\_\_\_

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

MORE THAN ONE SIGN TOTAL WITH PROPOSED SIGN? YES \_\_\_\_\_ NO X

## TENANT/ALLOCATED BUILDING SPACE FRONTAGE (FEET):

Length: 17.75' x 2 = 35.5' <sup>HEIGHT</sup> Height: 10.75'

## INFORMATION ON PROPOSED SIGN(S):

FREESTANDING (e.g., pole) SIGN? YES \_\_\_\_\_ NO X DIMENSIONS PROPOSED: \_\_\_\_\_ ok

BLDG. WALL SIGN? (attached to bldg) YES X NO \_\_\_\_\_ DIMENSIONS PROPOSED: 2' x 6' = 12'

## INFORMATION ON ALREADY EXISTING AND PERMITTED SIGN(S):

FREESTANDING (e.g., pole) SIGN? YES \_\_\_\_\_ NO X DIMENSIONS: \_\_\_\_\_

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

AWNING? YES \_\_\_\_\_ NO \_\_\_\_\_ DIMENSIONS: \_\_\_\_\_

LOT FRONTAGE (FEET): \_\_\_\_\_

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

HEIGHT OF AWNING: \_\_\_\_\_ LENGTH OF AWNING: \_\_\_\_\_ DEPTH: \_\_\_\_\_

IS THERE ANY COMMUNICATION, MESSAGE, TRADEMARK OR SYMBOL ON IT? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, TOTAL S.F. OF PANELS WITH COMMUNICATIONS/MESSAGE/TRADEMARK/SYMBOL? \_\_\_\_\_ s.f.

**A SITE SKETCH AND BUILDING SKETCH SHOWING EXACTLY WHERE EXISTING AND NEW SIGNAGE IS LOCATED MUST BE PROVIDED. SKETCHES AND/OR PICTURES OF PROPOSED SIGNAGE ARE ALSO REQUIRED.**

SIGNATURE OF APPLICANT: [Signature] DATE: 6-22-05

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

## CHECKLIST FOR SIGN/AWNING APPLICATION

Applicants for a sign or awning permit are required to submit the following information to the Code Enforcement Office at the time of application:

- Certificate of Liability listing the City as additional insured if any portion of the sign abuts or encroaches on any public right of way, or can fall into any public right of way. Amount must equal \$400,000.00.
- Letter of permission from the owner indicating the permissions granted and the tenant/space building frontage.
- A sketch plan of lot, indicating location of buildings, driveways, and any abutting streets or rights of way, lengths of building frontages, street frontages, and all existing setbacks. **Indicate on the plan all existing and proposed signs with their dimensions and specific locations. Be sure to include distance from the ground and building facade dimensions for any signage attached to a building.**
- A sketch or photo of any proposed sign(s) indicating *content, dimensions, materials, source of illumination, and construction method, as well as specifics of installation/attachment.*
- Certificate of Flammability required for awning or canopy at time of application.
- UL# required for lighted signs at the time of Final Inspection. Failure to provide this information will invalidate the Sign Permit.
- Pre-Application Questionnaire completed and attached. Photos of existing signage attached.

**Permit Fee for signage or awning-with-signage:  
\$30.00 plus \$2.00 per square foot of sign.**

**Permit Fee for awning-without-signage is based on cost of work:  
\$30.00 for the first \$1,000.00, plus \$9.00 for each additional \$1,000.00.**

**Base Application Fee for any Historic District signage is \$65.00 instead of \$30.00**