Portland, Maine

Permitting and Insp
Michael A. Russ

Signage /
Permit Applicat

Inspections Division

Date: 02/22/17

All of the following information shall be submit

- ☑ Signage/Awning Permit Application fo
- ☐ Certificate of Liability listing the City a sign abuts or encroaches on any publi of way.
- ☑ A copy of the signed lease or letter of the specific permissions granted and
- ☑ A plan showing the specific locations of all existing and proposed signs:
  - For freestanding signs: the plan shall depict lot lines, buildings, driveways, abutting streets or rights of way, lengths of street frontages, and setbacks from freestanding signs to the nearest lot line.
  - For all other signs and awnings: the plan shall depict buildings, driveways, abutting streets or rights of way, and building façade dimensions. Photos or other documentation similar to a drawn plan are acceptable, provided that all required information is included.
- ☑ A drawing or photo of the proposed sign showing content, all dimensions, materials, source of illumination, details of anchoring and installation (e.g., attachment specifications, footing details for freestanding signs, etc.).
- ☐ Certificate of flammability is required for awnings, canopies or banners.
- ☑ A UL Classification Mark, found on the product, is required for illuminated signs at the time of final inspection.
- ☐ Photos of existing signage. n/A