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Inspections Division
Date: 12/05/17

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

Signage /Awning
Permit Application Checklist

(For the purposes of this application, an awning shall be considered to be a lightweight metal frame structure over which a fabric covering is attached.)

All of the following information shall be submitted:

- ☑ Signage/Awning Permit Application form
- ☑ Certificate of Liability listing the City as an 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.
- ☐ A copy of the signed lease or letter of permission from the property owner indicating the specific permissions granted and the tenant/space building frontage.
- ☑ 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 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.

Please be sure to submit all information outlined in the Sign/Awning Application Checklist with your application.

The Permitting and Inspections Department may request additional information prior to the issuance of a permit. For further information, visit us online at www.portlandmaine.gov/1728/Permitting-Inspections.

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Signage /Awning Permit Application

Project Address: 11 BROWN ST **Tax Assessor's CBL:** _____ (Chart # / Block # / Lot #)

Owner Name: PHELPS CRAIG - BRGR BAR **Phone:** (207) 835 - 0786

Address: 11 BROWN ST **Email:** INFO@BRGR-BAR.COM

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

Address: _____ **Email:** _____

Contractor Name: ~~WHASER SIGNS~~ - WELCH SIGNS **Phone:** (207) 883 - 6200

Address: 7 LINCOLN AVE, SCARBOROUGH, ME **Email:** ejoncas@welchsign.com

Building Information:

Exterior Length of façade of tenant space (ft): _____ Height of exterior façade (ft): _____

Lot frontage on street (ft): _____ This is a (select one): ○ Single Tenant Lot ☑ Multi-Tenant Lot

If multi-tenant, this is a (select one): ☑ Ground floor unit ○ Upper story unit

Current specific use: RESTAURANT If vacant, prior use: N/A

Proposed use: N/A

Information on EXISTING signs that will remain:

Type (i.e. awning, freestanding sign, attached building sign)	For awnings only: Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging)	For awnings only: Is awning backlit? (Y/N)	Dimensions of awning or sign (include length, width, and height, as applicable)	Height of awning or sign above the ground to its highest point	For freestanding signs - setback of closest point of sign to the nearest property line(s)
~~ATTACHED BUILDING~~					

Information on PROPOSED signs:

Type (i.e. awning, freestanding sign, attached building sign)	For awnings only: Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging)	For awnings only: Is awning backlit? (Y/N)	Dimensions of awning or sign (include length, width, and height, as applicable)	Height of awning or sign above the ground to its highest point	For freestanding signs - setback of closest point of sign to the nearest property line(s)
ATTACHED BUILDING	Y - 2" tall x 1" DEEP "BRGR BAR"	N	48" x 40"	12'	

I hereby certify the following:

- *I am the Owner of record of the named property, or the owner of record authorizes the proposed work and I have been authorized by the owner to make this application as his/her authorized agent.*
- *I assume responsibility for compliance with all applicable statutes, codes, ordinances, rules and regulations.*
- *I understand that this application will not be reviewed for code compliance, and I certify that the proposed sign will be installed in accordance with the IBC 2009.*
- *I understand that if a Code Official determines that the sign has been installed in violation of any statute, code, or ordinance, that I am responsible for remedying the violation.*
- *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: 11/28/17

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

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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: 9/28/17

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.