

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

|  |  |   |  |   |  |  |  |
|--|--|---|--|---|--|--|--|
| Location of Construction:<br><b>25 Free St.,</b>   |  | Owner:<br><b>Free Street Assoc.</b>         |  | Phone:  |  | Permit No: <b>970754</b>               |  |
| Owner Address:   |  | Lessee/Buyer's Name:<br><b>Martha Clary</b> |  | Phone:<br><b>775-3004</b>   |  | Business Name:<br><b>The Clay Cafe</b> |  |
| Contractor Name:   |  | Address:                                    |  | Phone:  |  | Permit Issued:<br><b>JUL 17 1997</b>   |  |
| Past Use:<br><b>Retail</b>   |  | Proposed Use:<br><b>Signage</b>             |  | COST OF WORK:<br>\$   |  | PERMIT FEE:<br>\$ <b>27.40</b>         |  |
|  |  |   |  | FIRE DEPT. <input type="checkbox"/> Approved<br><input type="checkbox"/> Denied   |  | INSPECTION:<br>Use Group: Type:        |  |
|  |  |   |  | Signature:  |  | Signature:                             |  |
| Proposed Project Description:<br><br><b>erect signage as per plans (sign - 12 sq ft)</b> |  |   |  | PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)<br>Action: Approved <input type="checkbox"/><br>Approved with Conditions: <input type="checkbox"/><br>Denied <input type="checkbox"/><br>Signature: Date: |  |  |  |
| Permit Taken By:<br><b>Vicki Dover</b>   |  | Date Applied For:<br><b>7/11/97</b>         |  |   |  |  |  |

1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal rules.
2. Building permits do not include plumbing, septic or electrical work.
3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..

**Call Martha @775-3004 for P/U**

## 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 provisions of the code(s) applicable to such permit

SIGNATURE OF APPLICANT **Martha Clary** ADDRESS: DATE: **7/11/97** PHONE:

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE PHONE:

White-Permit Desk Green-Assessor's Canary-D.P.W. Pink-Public File Ivory Card-Inspector

## Zoning Appeal

- ☐ Variance
- ☐ Miscellaneous
- ☐ Conditional Use
- ☐ Interpretation
- ☐ Approved
- ☐ Denied

## Historic Preservation

- ☐ Not in District or Landmark
- ☐ Does Not Require Review
- ☐ Requires Review

## Action:

- ☐ Approved
- ☐ Approved with Conditions
- ☐ Denied

Date: \_\_\_\_\_

CEO DISTRICT



|  |                                    |                                      |   |                    |   |   |   |
|--|------------------------------------|--------------------------------------|---|--------------------|---|---|---|
| Location of Construction:<br>26 Free St.,  |                                    | Owner:<br>Free Street Assoc.         |   | Phone:             |   | Permit No: 970754   |   |
| Owner Address:   |                                    | Lessee/Buyer's Name:<br>Martha Clary |   | Phone:<br>775-3004 |   | BusinessName:<br>The Clay Cafe  |   |
| Contractor Name:   |                                    | Address:                             |   | Phone:             |   | <div style="border: 1px solid black; padding: 5px;"> <b>PERMIT ISSUED</b><br/><br/> <b>JUL 17 1997</b> </div> |   |
| Past Use:<br><br>Retail  | Proposed Use:<br><br>Samew/signage |                                      | <b>COST OF WORK:</b><br>\$  |                    | <b>PERMIT FEE:</b><br>\$ 27.40                    |   | <div style="border: 1px solid black; padding: 5px;"> <b>CITY OF PORTLAND</b> </div>   |
|  |                                    |                                      | <b>FIRE DEPT.</b> <input type="checkbox"/> Approved<br><input type="checkbox"/> Denied  |                    | <b>INSPECTION:</b><br>Use Group:    Type:         |   |   |
|  |                                    |                                      | Signature:  |                    | Signature:  |   |   |
| Proposed Project Description:<br><br>erect signage as per plans      (sign - 12 sq ft)   |                                    |                                      | <b>PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)</b><br>Action:                  Approved <input type="checkbox"/><br>Approved with Conditions: <input type="checkbox"/><br>Denied <input type="checkbox"/> |                    | Signature:                                  Date: |   | <b>Zoning Approval:</b><br><br><b>Special Zone or Reviews:</b><br><input type="checkbox"/> Shoreland<br><input type="checkbox"/> Wetland<br><input type="checkbox"/> Flood Zone<br><input type="checkbox"/> Subdivision<br><input type="checkbox"/> Site Plan maj <input type="checkbox"/> minor <input type="checkbox"/> mm <input type="checkbox"/> |
| Permit Taken By:<br><br>Vicki Dover  |                                    | Date Applied For:<br><br>7/11/97     |   |                    |   |   |   |
| <ol style="list-style-type: none"> <li>This permit application does not preclude the Applicant(s) from meeting applicable State and Federal rules.</li> <li>Building permits do not include plumbing, septic or electrical work.</li> <li>Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..</li> </ol> <p>Call Martha @775-3004 for P/U</p>   |                                    |                                      |   |                    |   |   |   |
| <b>CERTIFICATION</b>   |                                    |                                      |   |                    |   |   |   |
| 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 provisions of the code(s) applicable to such permit |                                    |                                      |   |                    |   |   |   |
| SIGNATURE OF APPLICANT<br><br>Martha Clary   |                                    | ADDRESS:                             |   | DATE:<br>7/11/97   |   | PHONE:  |   |
| RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE  |                                    |                                      |   | PHONE:             |   |   |   |
| <div style="display: flex; justify-content: space-between;"> <span>White-Permit Desk   Green-Assessor's   Canary-D.P.W.   Pink-Public File   Ivory Card-Inspector</span> <div style="border: 1px solid black; padding: 5px;"> <b>CEO DISTRICT #2</b><br/>A. Rouse         </div> </div>  |                                    |                                      |   |                    |   |   |   |

# CERTIFICATE OF INSURANCE

ISSUE DATE (MM/DD/YYYY)

7/14/17

DESCRIPTION

1000000

1000000

1000000

1000000

COPIES

1000000

COVER A

1000000

1000000

1000000

DESCRIPTION

CERTIFICATE

1000000

1000000

1000000

THE FOLLOWING IS A SUMMARY OF THE INSURANCE POLICY(IES) COVERED BY THIS CERTIFICATE:

INSURANCE POLICY(IES) COVERED BY THIS CERTIFICATE:

AUTHORIZED REPRESENTATIVE

*Shirley J. J. J. J.*





03-26-1997

Estimate No. 1144

Clay Cafe  
ATTN: Martha  
26 Free Street  
Portland Maine 04101

Phone: 207-775-3004 Fax: 207

**Dear Martha ,**

Thank you for taking time with me, and for your interest in Sign Pro!  
Listed below is the quotation on the items we discussed.  
If you have any questions please call. Thank You.

|              |   |                |               |           |
|--------------|---|----------------|---------------|-----------|
| ITEM 1       | Product: LUSTERBOARD                                    | Color: WHITE   | Size: 36 X 48 |           |
| Quantity     | 1   | Side(s): 2     |               |           |
| Description: | 3x4' white w/ green and gold 1/2" board                 |                |               | \$ 234.50 |
| ITEM 2       | Product: SHOP LABOR                                     | Color: install | Size: 0 X 0   |           |
| Quantity     | 1   | Side(s): 1     |               |           |
| Description: | installation of sign                                    |                |               | \$ 70.00  |
| ITEM 3       | Product: RTA LETTERING                                  | Color: WHITE   | Size: 0 X 0   |           |
| Quantity:    | 8   | Side(s): 1     |               |           |
| Description: | "Clay Cafe" in 7" letters for side window               |                |               | \$ 14.10  |
| ITEM 4       | Product: RTA LETTERING                                  | Color: WHITE   | Size: 0 X 0   |           |
| Quantity:    | 40  | Side(s): 1     |               |           |
| Description: | "A Contemporary Studio..." for side window 2.5" letters |                |               | \$ 22.40  |
| ITEM 5       | Product: RTA GRAPHICS                                   | Color: 1 COLOR | Size: 9 X 12  |           |
| Quantity:    | 1   | Side(s): 1     |               |           |
| Description: | LOGO FOR DOOR   |                |               | \$ 19.50  |
| ITEM 6       | Product: RTA LETTERING                                  | Color: WHITE   | Size: 0 X 0   |           |
| Quantity:    | 68  | Side(s): 1     |               |           |
| Description: | "A Contemporary Studio..." for door up to 1" letters    |                |               | \$ 20.20  |

Sincerely,

Jacquie Mitchell

|           |           |
|-----------|-----------|
| Sub Total | \$ 380.70 |
| Sales Tax | \$ 22.84  |
| Total     | \$ 403.54 |

Martha,  
We located the graphic in the computer, and will be cleaning up the "POTTERY PAINTING" in it. You will also get a proof before production. I will hold off on that until I hear from you regarding this estimate.

*Thanks!*



OWNERS CONSENT AND AGREEMENT

I, Free Street Associates, being the owner of the premises located at  
(print property owners name)

26 Free Street in Portland, Maine, hereby give consent to the  
(print property address)

erection of a certain sign/awning/banner owned by The Clay Cafe  
(print lessee's name)

over the sidewalk or on building from said premises as described in  
application to the Division of Inspection Services.

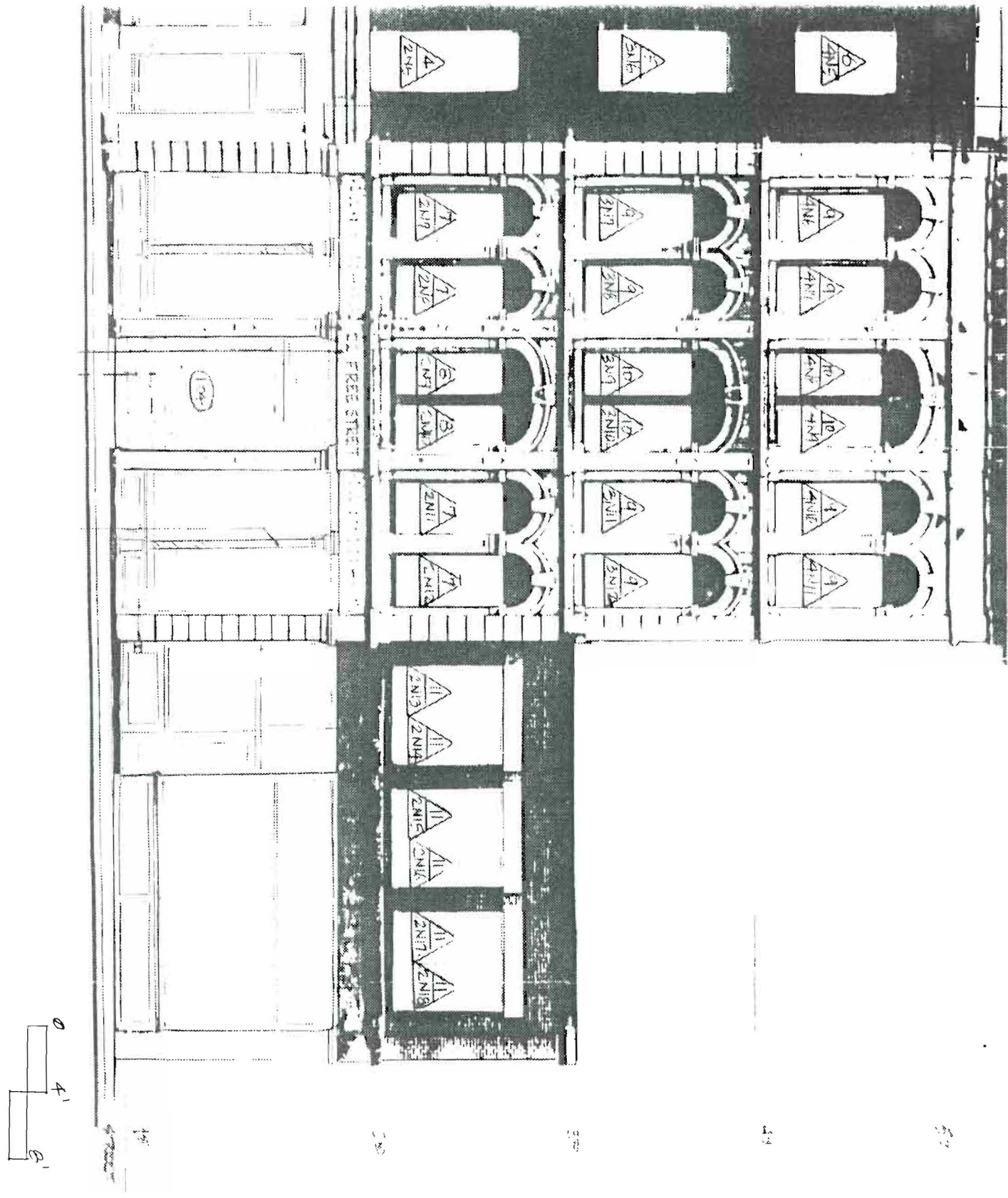
And in consideration of the issuance of said permit, owner of said premises,  
in event said sign shall cease to serve the purpose for which it was erected  
or shall become dangerous and in event the owner of said sign shall fail to  
remove said sign or make it permanently safe in case the sign still serves  
the purpose for which it was erected, hereby agrees for himself or itself,  
for his heirs, its successors, and his or its assigns, to completely remove  
said sign.

[Signature]  
Signature of Property Owner

6/30/97  
Date

[Signature]  
Signature of Lessee

11 July 97  
Date



22 FREE

NORTH  
ELEVATION  
1/8" = 1'-0"

5 JAN 84  
9 APR 84

A-7



# PROOF

\_\_\_\_ OK AS IS

\_\_\_\_ DATE

\_\_\_\_ SEE CHANGES

\_\_\_\_ INITIALS

This design is the property of Sign Pro and may not be copied or reproduced without written consent of Sign Pro.

SIZE: 36" x 48" (12 SQ. FT.)

PRODUCT: 1/2" LUSTERBOARD ; WHITE + GREEN AND GOLD VINYL LETTERING.



**SIGNAGE**

**PLEASE ANSWER ALL QUESTIONS**

Address: 26 FREE STREET, PORTLAND Zone: \_\_\_\_\_  
Owner: THE CLAY CAFE Assessors #: \_\_\_\_\_  
Applicant: MARTHA CLAY

Single Tenant Lot?: Yes \_\_\_\_\_ No ☒

Multi Tenant Lot?: Yes ☒ No \_\_\_\_\_

Freestanding (Ext pole sign)? Yes \_\_\_\_\_ No ☒ Dimensions \_\_\_\_\_

More than (1) one sign?: Yes \_\_\_\_\_ No ☒ Dimensions \_\_\_\_\_

Bldg Wall Sign (att to bldg)? Yes ☒ From Backlot No \_\_\_\_\_ Dimensions 48" w x 36" h

List all existing signage and their dimensions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lot Frontage(feet): \_\_\_\_\_ Tenant Frontage(feet): 25'

**AWNINGS**

Awning?: Yes \_\_\_\_\_ No ☒ Is Awning Backlit?: Yes \_\_\_\_\_ No N/A

Is there any communication, message, trademark or symbol on awning? N/A

Height of Awning?: N/A

**PLEASE NOTE:** Approvals for signs on the Public Sidewalk and temporary signs come under different requirements and regulations.

ALSO: See reverse side for additional information, requirements and materials needed for signage application submittal.



### INFORMATIONAL REQUIREMENTS

1. Proof of Insurance: Current, single page certificate showing a minimum of \$300,000.00 liability coverage of owner of sign.
2. Letter of permission from owner. Exemption: If applicant and property owner are one and the same.
3. A sketch plan of the lot, indicating location of buildings, driveways, and any abutting streets or right of ways. Lengths of building and street frontages should be noted.
4. Indicate on the plan all existing and proposed signs.
5. Computation of the following:
  - a) Sign area of each existing and proposed building sign.
  - b) Sign area height and setback of each existing and proposed freestanding sign.
6. A sketch of any proposed sign(s), indicating dimensions, materials, source of illumination and construction method.

### PERMIT FEES

Signage: \$25.00 + .20 per square foot of signage.

Awning: Based on cost of work - labor/materials  
\$25.00 1st \$1,000.00 worth of work  
\$5.00 each additional 1,000.00 worth of work

Note: Once a sketch plan has been filed for a property, the Code Enforcement Office will keep a record of the plan so that a new sketch plan will not be required for later changes to signage on the property. In such an instance, applicants will only be required to submit information applicable to the new signs.