

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

## BUILDING PERMITS DIVISION

Please Read Application And Notes, If Any, Attached

# PERMIT

Permit Number: 101028  
**PERMIT ISSUED**

This is to certify that CLIMBERLAND COUNTY RECREATION CENTER/United Way  
has permission to install a 60' x 5.5' Temporary Shelter for United Way of Greater Portland  
AT 0 FREE ST City 038 D015001 City of Portland

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 lathed or otherwise finished-in. 24 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

*[Signature]*  
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: 10-1028	Issue Date:	CBL: 038 D015001
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Location of Construction: 0 FREE ST	Owner Name: CUMBERLAND COUNTY RECR	Owner Address: 1 CIVIC CENTER SQ	Phone:
Business Name:	Contractor Name: United Way of Greater Portland /Liz	Contractor Address: P.O. Box 15200 Portland	Phone 2078741014
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Temporary	Zone: B-3

Past Use: Cumberland County Civic Center	Proposed Use: Cumberland County Civic Center - - install a 60' x 5.5' Temporary Banner for the United Way of Greater Portland	Permit Fee: \$30.00	Cost of Work: \$690.00	CEO District: 1
		FIRE DEPT: N/A <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: Type: Temp. Banner	

**Proposed Project Description:**  
install a 60' x 5.5' Temporary Banner for the United Way of Greater Portland

Signature: \_\_\_\_\_  
Signature: \_\_\_\_\_  
**PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)**  
Action:  Approved  Approved w/Conditions  Denied  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Taken By: Idobson	Date Applied For: 08/20/2010	<b>Zoning Approval</b>	
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- This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.
- Building permits do not include plumbing, septic or electrical work.
- 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..

<b>Special Zone or Reviews</b> <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>8/25/10</i>	<b>Zoning Appeal</b> <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: _____	<b>Historic Preservation</b> <input type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: _____
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**PERMIT ISSUED**  
SEP - 3 2010  
City of Portland

**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 \_\_\_\_\_



# 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.

Location/Address of Construction: <u>Cumberland County Civic Center</u> <u>45 Spring Street, Portland</u>		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Owner: <u>City of Portland / Cumberland County</u>	Telephone: <u>775-3481</u>
Lessee/Buyer's Name (If Applicable)	Contractor name, address & telephone: <u>City of Portland</u> <u>389 Congress St.</u> <u>Portland ME</u>	Total s.f. of signage x \$2.00 Per s.f. plus \$30.00/\$65.00 For H.D. signage= Total Fee: \$ _____ Awning Fee= cost of work _____ Total Fee: \$ _____
Who should we contact when the permit is ready: <u>Liz Smith</u> phone: <u>874-1000 x 2342</u>		
Tenant/allocated building space frontage (feet): Length: <u>40'</u> Height: <u>5.5'</u> Lot Frontage (feet) _____ Single Tenant or Multi Tenant Lot _____		
Current Specific use: _____ If vacant, what was prior use: _____ Proposed Use: _____		
Information on proposed sign(s): Freestanding (e.g., pole) sign? Yes _____ No <input checked="" type="checkbox"/> Dimensions proposed: _____ Height from grade: _____ Bldg. wall sign? (attached to bldg) Yes <input checked="" type="checkbox"/> No _____ Dimensions proposed: <u>40' x 5.5'</u>		
Proposed awning? Yes _____ No <input checked="" type="checkbox"/> 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 w/communications, message, trademark or symbol: _____ s.f.		
Information on existing and previously permitted sign(s): Freestanding (e.g., pole) sign? Yes _____ No _____ Dimensions: _____ Bldg. wall sign? (attached to bldg) Yes _____ No _____ Dimensions: _____ Awning? Yes _____ No _____ Sq. ft. area of awning w/communication: _____		
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 and existing building are also required.		

Please submit all of the information outlined in the Sign/Awning Application Checklist.  
Failure to do so may result in the automatic denial of your permit.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information visit us on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), stop by the Building Inspections office, room 315 City Hall or call 874-8703.

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: Liz Smith Date: 8/20/10

This is not a permit; you may not commence ANY work until the permit is issued.

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

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

<b>Permit No:</b> 10-1028	<b>Date Applied For:</b> 08/20/2010	<b>CBL:</b> 038 D015001
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<b>Location of Construction:</b> 0 FREE ST	<b>Owner Name:</b> CUMBERLAND COUNTY RECR	<b>Owner Address:</b> 1 CIVIC CENTER SQ	<b>Phone:</b>
<b>Business Name:</b>	<b>Contractor Name:</b> United Way of Greater Portland /Liz	<b>Contractor Address:</b> P.O. Box 15200 Portland	<b>Phone</b> (207) 874-1014
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Signs - Temporary	

<b>Proposed Use:</b> Cumberland County Civic Center - - install a 60' x 5.5' Temporary Banner for the United Way of Greater Portland	<b>Proposed Project Description:</b> install a 60' x 5.5' Temporary Banner for the United Way of Greater Portland
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<b>Dept:</b> Zoning	<b>Status:</b> Approved	<b>Reviewer:</b> Marge Schmuckal	<b>Approval Date:</b> 08/25/2010
<b>Note:</b>			<b>Ok to Issue:</b> <input checked="" type="checkbox"/>

<b>Dept:</b> Building	<b>Status:</b> Approved with Conditions	<b>Reviewer:</b> Jonathan Rioux	<b>Approval Date:</b> 09/03/2010
<b>Note:</b>			<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
1) Temporary banner to be removed by 10/29/10.			
2) Signage Installation to comply with Chapters 31 & 32 of the IBC 2003 building code.			

# LIVE UNITED



United Way  
of Greater Portland

## Permit Application Details

**Cumberland County Civic Center  
45 Spring Street, Portland, ME**

**Enclosed please find:**

Certificate of Liability  
Letter of permission from the property owner  
Sketch of the lot with requested detail  
Documentation of existing signage  
Photo of signage from 2009

**Construction:**

The banner is produced by Britten Banners, an international banner production company. It is made to order for this particular location. It is made of vinyl with metal grommets for fastening.

**Details for fastening:**

This is a temporary banner that will attach to the building using a traditional grommet system, easily attached and removed from the building.

**Questions:**

Liz Smith, 874-1000 x 2342  
Mary Beltrante, 874, 1000 x 2309

Thank you for all of your support with our building banner project. It was a huge success last year and we had a great deal of positive support and input from the community.



## Signage/Awning Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

- 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.
- 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. Please 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 façade dimensions for any signage attached to the building.
- A sketch or photo of any proposed sign(s) indicating content, dimensions, materials, source of illumination, construction method as well as specifics of installation/attachment.
- Certificate of flammability required for awning or canopy.
- A UL# is required for lighted signs at the time of final inspection.
- Pre-application questionnaire completed and attached.
- Photos of existing signage
- Details for sign fastening, attachment or mounting in the ground.

**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, \$10.00 per additional \$1,000.00 of cost.**

**Base application fee for any Historic District signage is \$65.00.**



# Sidewalk Signs

## Design, Location and Construction Standards

### Quantity

One sign per establishment for each street frontage having a public entrance, provided that all dimension and location standards are met. When standards would not otherwise permit a sign, a sign may consist of multiple listings.

### Sign Dimensions

**Single Listing:** Maximum width is 24 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major flows. Maximum height is 40 inches to top of sign in place. Minimum height is 30 inches to top of sign in place.

**Multiple Listings:** Maximum width is 30 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major flows. Maximum height is 40 inches to top of sign in place. Minimum height is 30 inches to top of sign in place.

### Location

Minimum distance between signs is 20 feet. Maximum distance of sign from public entrance of advertiser is 20 feet. The City may vary these distances for exceptional physical circumstances where public safety and streetscape aesthetics will be maintained. However, under no circumstances shall signs obstruct vehicular stops, benches, fire hydrants or other street visual amenities. Signs shall be located near the curb rather than the building face.

### Materials and Graphics

All signs shall be of an A-frame type design, shall be constructed of durable, weather-resistant materials and finish, shall have no moving parts and shall be non-electrified. All signs shall be maintained in a clean and original appearance. Sign materials, graphics and finish shall be of a unified design and shall be compatible with the local streetscape. All signs shall have horizontal braces spanning each side of the sign to assure rigid support. Lettering shall be legible and consistent.

### Sign Removal

All signs shall be removed when the business is closed or while any snow or ice exists on the walk within eight feet of the sign in any direction.

### Insurance

No permit shall be issued unless the applicant has posted in advance with the City a Certificate of Liability listing the City as additional insured in the amount of \$400,000.00.

### Enforcement

If the sign does not conform to the standards outlined, the permit may be revoked and once the owner has been notified, the sign could be removed.

To apply for a sign permit, stop by the Inspections Division, Portland City Hall, 389 Congress Street, room 315 with:

- Certificate of liability insurance
- Drawing of sign showing dimensions and design work
- Payment of fees: \$30.00 plus \$2.00 per s.f. of signage
- Complete application with pre-application questionnaire and checklist complete



# CERTIFICATE OF LIABILITY INSURANCE

OP ID M5  
UNIT-16

DATE (MM/DD/YYYY)

08/12/10

<b>PRODUCER</b> TD Insurance, Inc. (ME) PO Box 406 Portland ME 04112-0406 Phone: 207-239-3500 Fax: 207-775-0339	<b>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</b>	
	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b>  United Way Inc. dba United Way of Greater Portland P.O. Box 15200 Portland ME 04112	INSURER A. Philadelphia Indemnity Ins Co	18058
	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/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	X	<b>GENERAL LIABILITY</b>	PHPK502680	01/01/10	01/01/11	EACH OCCURRENCE \$ 1000000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG \$ 2000000
		<b>AUTOMOBILE LIABILITY</b>				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<b>GARAGE LIABILITY</b>				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY. EA ACC \$ AGG \$
		<b>EXCESS / UMBRELLA LIABILITY</b>				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under SPECIAL PROVISIONS below
		<b>OTHER</b>				W/C STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

### DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

City of Portland is included as Additional Insured with respects to the banner hanging at Cumberland County Civic Center from August 31, 2010 - October 31, 2010.

### CERTIFICATE HOLDER

### CANCELLATION

CITYP00  City of Portland 389 Congress St. Portland ME 04101	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>10</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE TD Insurance, Inc.
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## **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**

This Certificate of Insurance 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.



August 6, 2010

To: Project and Development Department  
Building Inspections

I am writing to give my full support of this application to hang a temporary banner on this location during the Fall of 2010, as the General Manager of the Cumberland County Civic Center at One Civic Center Square, Portland, Me. The United Way of Greater Portland is an essential part of our community and the annual campaign plays an important role in the health and well-being of the people of Portland. We would like to be a part of the LIVE UNITED campaign and encourage all of local companies and individuals to do what they can to change lives throughout Greater Portland, by giving, advocating, and volunteering.

Thank you for your consideration of this application!

Sincerely,

Steven W. Crane  
General Manager  
Cumberland County Civic Center

parking garage

Free Street

entry  
stairs to entry

75'

Spring Street

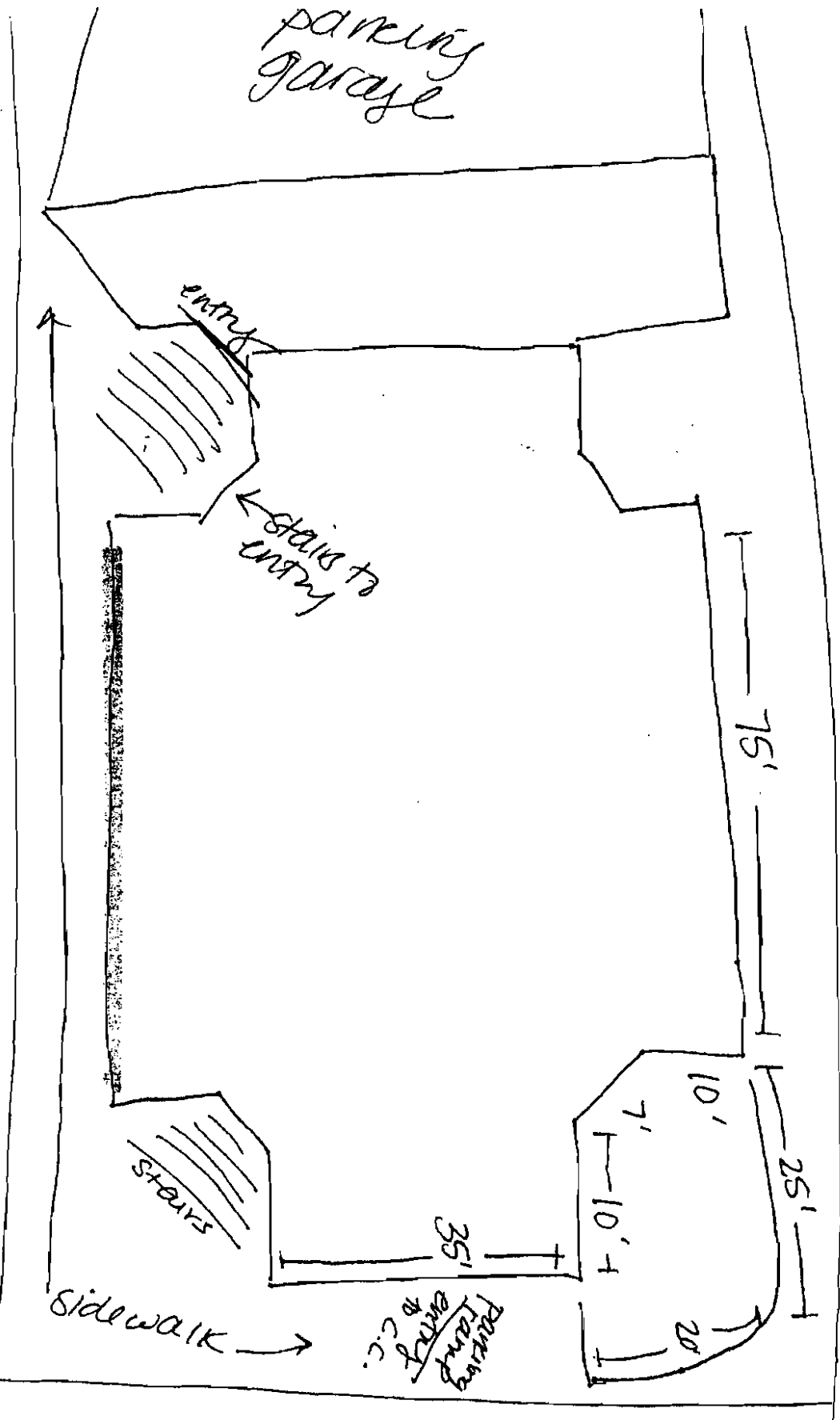
stairs

10'  
7'  
10'  
25'  
20'

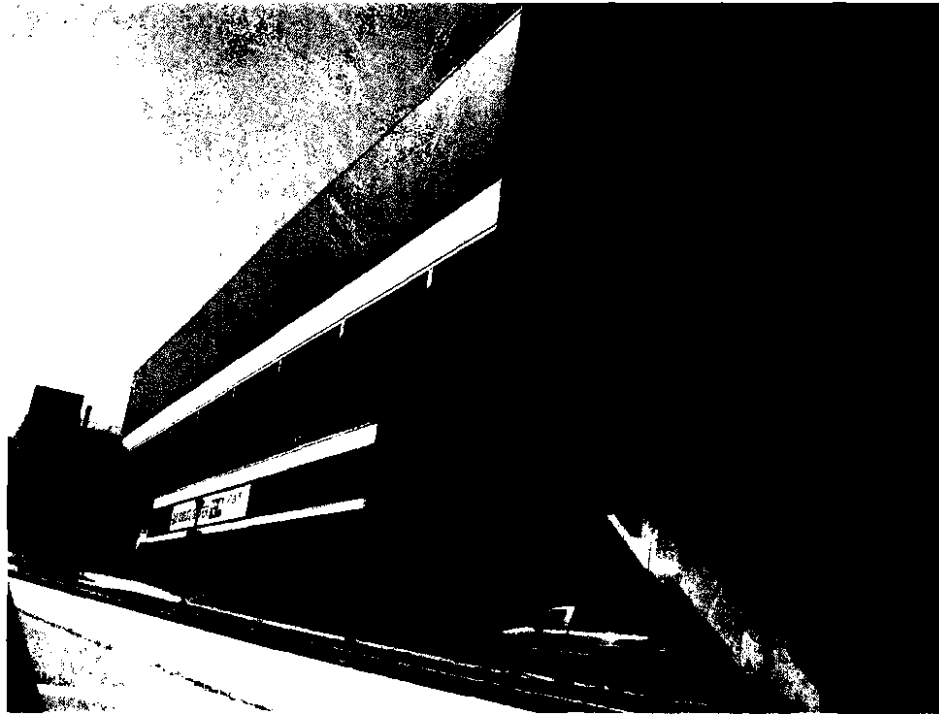
Sidewalk

35'  
Parking ramp entry to C.C.

Center Street



Cumberland County Civic Center existing signage and banner image from 2009



wdy



United Way  
of Greater Portland

# AdMesh Vinyl Coated Scrim 9x9

AdMesh Vinyl Coated Scrim 9x9 is a lightweight, porous fabric that allows air to flow through it. It is ideally suited for signs, banners or as a protective barrier for scaffolding or bleachers. AdMesh Vinyl Coated Scrim 9x9 can be used on most inkjet printing machines or can be screen printed.

**Applications:**  
Screen printing

Properties	Test Method	Results
Support Cloth		9x9 1000D Polyester
Weight	5041	6.5 oz/yd <sup>2</sup>
Type of Coating		PVC
Width		62"
Tensile Strength	5100(warp x fill)	209 x 204 lbs/inch

- Breathable
- Flexible
- High Tensile Strength
- Heat Sealable
- Rot & Tear Resistant

**Available Colors:**

Standard Green	Red
Standard Orange	Bermuda Blue
BFI Blue	Black
Standard Yellow	C. Green
Fluorescent Orange	Saturn Yellow

The above information on physical and chemical characteristics is based upon test believed to be reliable. The values are intended only as a source of information. They are given without guaranty and do not constitute a warranty. The purchaser should independently determine prior to use, the suitability of this material for his/her specific purpose. (Data represents averages and is not intended for use as a specification.)

CITY OF NEW YORK  
DEPARTMENT OF BUILDINGS

Pursuant to Administrative Code Section 27-131, the following equipment or material has been found acceptable for use in accordance with, the Report of Materials and Equipment Acceptance (MEA) Division.

Richard C. Visconti, R.A., Acting Commissioner  
MEA109-00-M

Report of Material and Equipment Acceptance Division Manufacturer-  
Britten Inc., 2322 Cass Road, Traverse City, Michigan 49684.

Trade Name – Admesh Vinyl-Coated Scrim

Product - PVC coated fabric for flex sign.

Pertinent Code Section(s) -27-499, 27-501, 27-506, 27-507, and TPPN #11/99.

Prescribed Test(s) - RS 7-3 [NFPA 701(Test Method 2)].

Laboratory - Govmark Organization Inc.

Test Report(s) - Test Report #2-278410-0, dated March 3, 2000

Description –Admesh Vinyl-Coated Scrim material for use as flex sign, is a polyester fabric coated with PVC Vinyl. It is used for large hanging banners and signs. It can be printed on

**Recommendation - That the above material be accepted as meeting the flame resistance requirements of Section 27-506 and 27-507 of the Building Code, for use on flex signs. The acceptance of this material is limited to flame resistance only. Structural and other requirements shall be in accordance with pertinent Building Code provisions and Technical Policy and Procedure Notice #11/99. All installations, uses and locations shall be in accordance with the New York City Building Code, specifically with Section 27-499 and 27-501, and the Zoning Resolution. All shipments and deliveries of such materials shall, in addition, be accompanied by a tag, certifying that the materials shipped or delivered is equivalent to those tested and accepted for use, as provided for in Section 27-131 of the Building Code.**

Final Acceptance *ftp*

Examined By



**rg Schmuckal - United Way Signs**

**n:** Lannie Dobson  
Ann Machado; Gayle Guertin; Lannie Dobson; Marge Schmuckal; Penny Li...  
**a:** 8/20/2010 11:36 AM  
**ject:** United Way Signs

Joe Gray we are to waive the fees for the United Way Signs. Thank you, Lannie Dobson

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