



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

## Signage /Awning Permit Application

**Project Address:** 261 Commercial Street **Tax Assessor's CBL:** \_\_\_\_\_  
Chart # Block # Lot #  
**Owner Name:** Casco View Holdings II, LLC **Phone:** (207 ) 791 - 3300  
**Address:** 261 Commercial Street **Email:** tpayne@memic.com  
**Lessee (if applicable):** MEMIC **Phone:** (207 ) 791 - 3300  
**Address:** 261 Commercial Street **Email:** tpayne@memic.com  
**Contractor Name:** Bailey Signs **Phone:** ( ) -  
**Address:** 9 Thomas Drive, Westbrook, ME 04092 **Email:** sales@baileysign.com

### Building Information:

Exterior Length of façade of tenant space (ft): <u>~140'</u>	Height of exterior façade (ft): <u>~70'</u>
Lot frontage on street (ft): <u>100'</u>	This is a (select one): <input checked="" type="radio"/> Single Tenant Lot <input type="radio"/> Multi-Tenant Lot
	If multi-tenant, this is a (select one): <input type="radio"/> Ground floor unit <input type="radio"/> Upper story unit
Current specific use: <u>offices</u>	If vacant, prior use: _____
Proposed use: <u>offices</u>	

### Information on EXISTING signs that will remain:

Type (i.e. awning, freestanding sign, attached building sign)	For awnings only:		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)
	Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging)	Is awning backlit? (Y/N)			
attached to building			3' x 12'	~70'	

### Information on PROPOSED signs:

Type (i.e. awning, freestanding sign, attached building sign)	For awnings only:		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)
	Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging)	Is awning backlit? (Y/N)			
attached banners			3' x 12'	12' up to 24'	

**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: Anthony M. Payne, SVP/External Affairs Date: 2.6.2018

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



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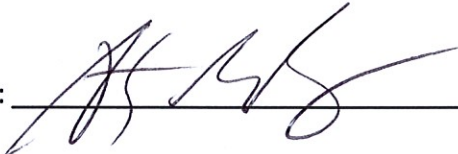
**Electronic Signature and Fee Payment Confirmation**

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](http://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: 2.6.2018

I have provided electronic copies and sent them on: \_\_\_\_\_ Date: 2.6.2018

**NOTE:** All electronic paperwork must be delivered to [permitting@portlandmaine.gov](mailto: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.**