

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

Please Read  
Application And  
Notes, If Any,  
Attached

SECTION

PERMIT

Permit Number: 070793

This is to certify that 19 SOUTH STREET LLC / S A Rama

has permission to New signage and new awning sign

AT 608 CONGRESS ST

039 A009001

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 inspection must  
given and when permission procured  
before this building or part thereof  
labeled or closed-in.  
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

*Thomas R. Mahley* 8/21/07  
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

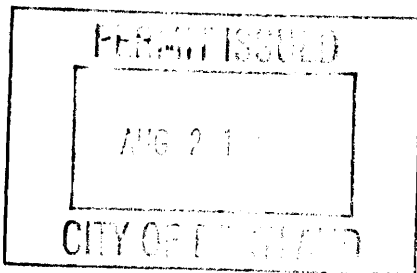
**City of Portland, Maine - Building or Use Permit Application**

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

<b>Permit No:</b> 07-0793		<b>Issue Date:</b>	<b>CBL:</b> 039 A009001
<b>Location of Construction:</b> 608 CONGRESS ST	<b>Owner Name:</b> 19 SOUTH STREET LLC	<b>Owner Address:</b> PO BOX 15430	<b>Phone:</b>
<b>Business Name:</b> Green Elephant	<b>Contractor Name:</b> Sign A Rama	<b>Contractor Address:</b> 245 US Route 1 Scarborough	<b>Phone:</b> 2078830075
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Signs - Permanent	<b>Zone:</b> B-3

<b>Past Use:</b> Restaurant - "Portland Hurn"	<b>Proposed Use:</b> Restaurant - Green Elephant - <del>New signage</del> and new awning w/ signage only - (4'x4' box sign denied)	<b>Permit Fee:</b> \$80.00	<b>Cost of Work:</b> \$80.00	<b>CEO District:</b> 2
<b>Proposed Project Description:</b> <del>New signage</del> and new awning w/ signage only (4'x4' box sign not approved)		<b>FIRE DEPT:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>INSPECTION:</b> Use Group: B Type: SB  IBC 2003  Signature: <i>Jim</i> 8/21/07	
		<b>PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.):</b> Action: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied <i>SPN</i>  Signature: <i>Carmen Marsh</i> Date: 08/15/07		

<b>Permit Taken By:</b> Idobson	<b>Date Applied For:</b> 06/29/2007	<b>Zoning Approval</b>		
<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>		<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"/> OK Date: 7/25/07 ABM	<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 checked="" 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 XBM  Date:

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

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

Permit No: 07-0793	Date Applied For: 06/29/2007	CBL: 039 A009001
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Location of Construction: 608 CONGRESS ST	Owner Name: 19 SOUTH STREET LLC	Owner Address: PO BOX 15430	Phone:
Business Name: Green Elephant	Contractor Name: Sign A Rama	Contractor Address: 245 US Route 1 Scarborough	Phone (207) 883-0075
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	

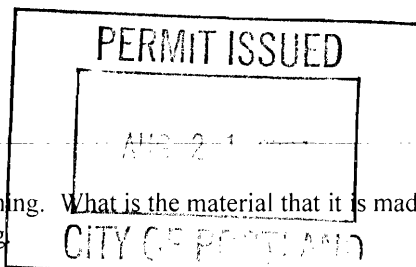
Proposed Use: Restaurant - Green Elephant - new awning w/ signage	Proposed Project Description: new awning w/ signage
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**Dept:** PAD      **Status:** Approved with Conditions      **Reviewer:** Carrie Marsh      **Approval Date:** 08/14/2007**Note:** Approving awning only. Not approving sign because we don't want internally illuminated plastic sign .      **Ok to Issue:** ☒  
Spoke to resaturant owner. He wants to go ahead with the awning and will apply for the sign later.

1) This permit is being issued for the awning only. The 4' x 4' boxsign is denied and not part of this permit.

**Dept:** Zoning      **Status:** Approved      **Reviewer:** Ann Machado      **Approval Date:** 07/25/2007**Note:** Actual certificate of flamibility for this awning will be issued when the awning is made.      **Ok to Issue:** ☒**Dept:** Building      **Status:** Approved with Conditions      **Reviewer:** Tom Markley      **Approval Date:** 08/21/2007**Note:**      **Ok to Issue:** ☒

1) Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approrval prior to work.

**Comments:**

7/9/2007-amachado: Called Sign A Rama. Need more information on the awning. What is the material that it is made out of? Certificate of Flamibility? Translucent? Dimensions of graphics on the awning

7/17/2007-amachado: Recived fax with dimensions of logo on awning. Still need more information of other signage on awning. Left message for Jim O'Rourke.

7/25/2007-amachado: Spoke to Jim O'Rourke. Dimensions for "Vegetarian Bistro" are 6" x 87". Material is sunbrella.

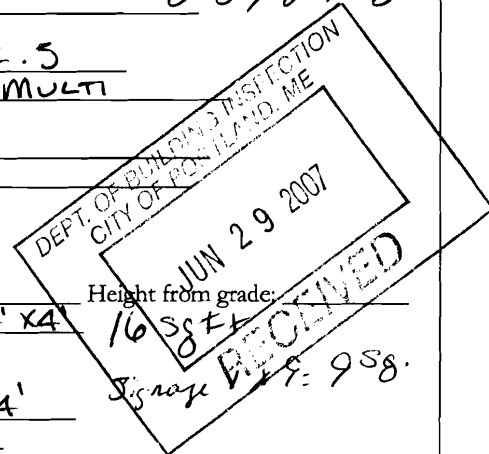
8/14/2007-amachado: Original application was for awning and box sign. Carrie Marsh approved the awning only. The 4' x 4' boxsign was denied.



# 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: <b>608 CONGRESS ST. PORTLAND, ME 04101</b>		
Tax Assessor's Chart, Block & Lot Chart# <b>39</b> Block# <b>A</b> Lot# <b>9</b>	Owner: <b>19 South Street, LLC</b>	Telephone: <b>207-775-6561x202</b>
Lessee/Buyer's Name (If Applicable) <b>Green Elephant INC.</b>	Contractor name, address & telephone: <b>SIGN A RAMA 245 US RTA SCARBOROUGH, ME 04093 207-883-0065 0075</b>	Total s.f. of signage x \$2.00 = <b>48.00</b> Per s.f. plus \$30.00/\$65.00 For H.D. signage= Total Fee: \$ Awning Fee= cost of work <b>5381</b> Total Fee: \$
Who should we contact when the permit is ready: <b>Jim</b> phone: <b>25x2+30</b>		
Tenant/allocated building space frontage (feet): Length: <b>18.5</b> Height: <b>12.5</b> Lot Frontage (feet) <b>18.5</b> Single Tenant or Multi Tenant Lot <b>MULTI</b>		
Current Specific use: <b>VACANT</b> If vacant, what was prior use: <b>RESTAURANT</b> Proposed Use: <b>RESTAURANT</b>		
<b>Information on proposed sign(s):</b> Freestanding (e.g., pole) sign? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Dimensions proposed: <b>4' x 4'</b> Bldg. wall sign? (attached to bldg) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Dimensions proposed: <b>4' x 4'</b> Height from grade: <b>16' 8"</b> Signage Fee: <b>988</b>		
<b>Proposed awning?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Is awning backlit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Height of awning: <b>4'</b> Length of awning: <b>17'</b> Depth: <b>4'</b> Is there any communication, message, trademark or symbol on it? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, total s.f. of panels w/communications, message, trademark or symbol: <b>5</b> s.f.		
<b>Information on existing and previously permitted sign(s):</b> Freestanding (e.g., pole) sign? Yes <input type="checkbox"/> No <input type="checkbox"/> Dimensions: <b>4' x 4'</b> Bldg. wall sign? (attached to bldg) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Dimensions: <b>4' x 4'</b> Awning? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Sq. ft. area of awning w/communication: <b>16</b>		
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: **Nathan Nysse** Date: **06/27/07**

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

$18.5 \times 2 = 37 \phi$   
 $4 \times 4 = 16 \phi$   
 $15' \times 107' = 1605 = 11.15 \phi$   
 $6' \times 87' = 522 \phi = 3.63 \phi$   
 $= 3078 \phi \text{ OK.}$



245 US Route 1

★ Scarborough, Maine 04074

★ 207.883.0075

★ www.signsofmaine.com

# Fax Cover Sheet

To: ANN MFax: 874-8716From: Jim O'RourkeOur Fax: **207.883.0065**Date: 1-24-07Total Pages (including cover): 2Re: \* Additional Information forBob Wongsiahug - Green Elephant
☐ Urgent 
 ☒ For Review 
 ☐ Please Reply

Comments: \_\_\_\_\_

\* Vegetation B is no on  
Front Panel - measures  
16" X 87"

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- ★ ADA Signage
- ★ Ad Specialties
- ★ A-Frame Signs
- ★ Architectural Signs
- ★ Banners
- ★ Carved Wood Signs
- ★ Changeable Letters
- ★ Channel Letters
- ★ Custom Graphics
- ★ Custom Logos
- ★ Digital Graphics
- ★ Directional Signs
- ★ Full Design Services
- ★ Illuminated Boxes
- ★ Individual Letters
- ★ Magnetic Signs
- ★ Menu Boards
- ★ Monument Signs
- ★ Neon Signs
- ★ Point Of Sale Signs
- ★ Real Estate Signs
- ★ Road Signs
- ★ Sand Blasted Signs
- ★ Screen Printing
- ★ Trade Show Displays
- ★ Wall Signs
- ★ Vehicle Graphics
- ★ Vehicle Lettering
- ★ Window Graphics
- ★ Window Lettering
- ★ And Much More!

 DEPT. OF BUILDING INSPECTION  
 CITY OF PORTLAND, ME

JUL 25 2007



Fax: 207.883.0065

245 US Route 1 ★ Scarborough, Maine 04074 ★ 207.883.0075 ★ www.signsofmaine.com

 DEPT. OF BUILDING INSPECTION  
 CITY OF PORTLAND, ME

JUL 25 2007

RECEIVED



Green Elephant

\*  
 Vegetarian Bisons mensura - 6" X 87"

Notes Green Elephant Logo on awning is

15'(H) X 107'(L)

Job number:

Current Date: 7/17/2007

Order taken by:

Name:

Company: H:

Phone:

Fax:

E-mail:

File:

Approved by:

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245 US Route 1



Scarborough, Maine 04074



207.883.0075

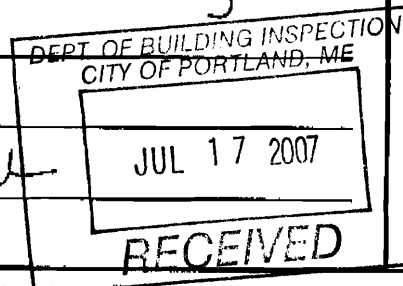


www.signsofmaine.com

# Fax Cover Sheet

To: Ann M.Fax: 874-8716From: Jim O'RourkeOur Fax: **207.883.0065**Date: 1-17-07Total Pages (including cover): 3Re: Sign Permit For Bob Wongsichua -  
Green Elephant - Congress St.
☐ Urgent
 ☒ For Review
 ☐ Please Reply

Comments: \_\_\_\_\_

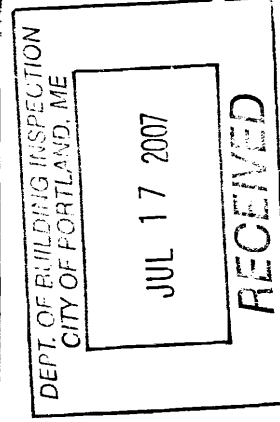
Additional information forTHE Green Elephant: Bob WongsichuaSign permit -Thank you


- ★ ADA Signage
- ★ Ad Specialties
- ★ A-Frame Signs
- ★ Architectural Signs
- ★ Banners
- ★ Carved Wood Signs
- ★ Changeable Letters
- ★ Channel Letters
- ★ Custom Graphics
- ★ Custom Logos
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- ★ Directional Signs
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- ★ Vehicle Lettering
- ★ Window Graphics
- ★ Window Lettering
- ★ And Much More!



Fax: 207.883.0065

245 US Route 1 ★ Scarborough, Maine 04074 ★ 207.883.0075 ★ www.signsofmaine.com

Notes Green Elephant Logo on awning is15"(H) X 107(L)"Vegetarian Bldg" - 6" (H) X 87"(L)

Job number:

Current Date: 7/17/2007

Order taken by:

Name:

Company: H:

Phone:

Fax:

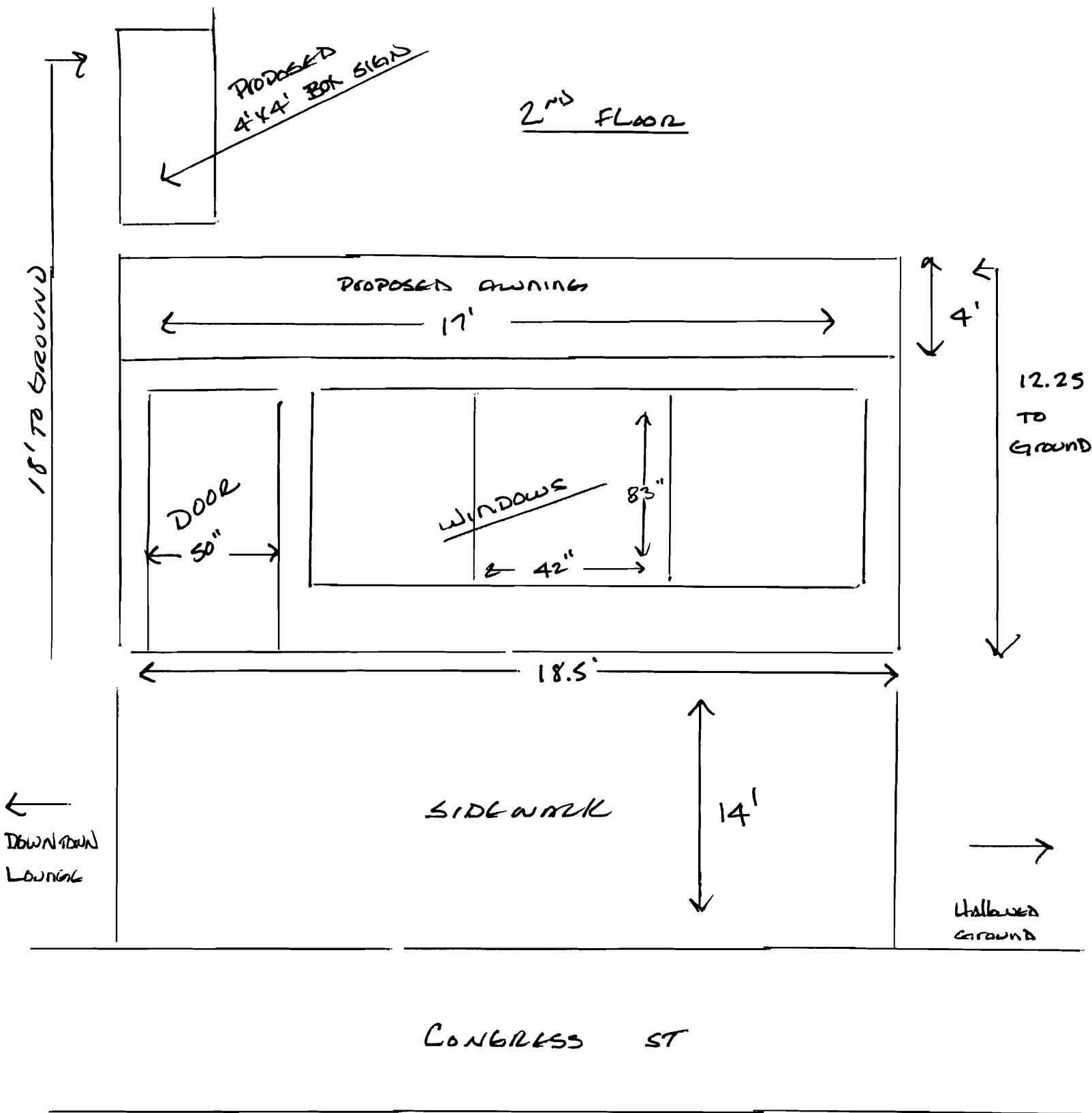
E-mail:

File:

Approved by:

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GREEN SHANTY  
RESTAURANT

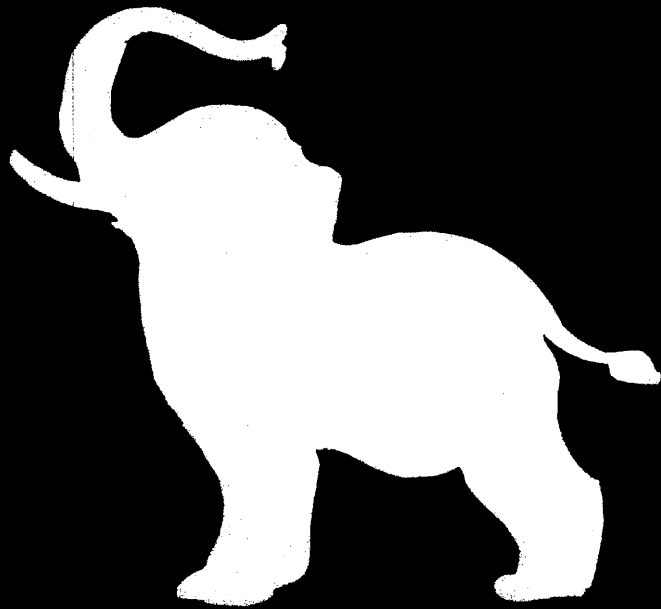


Green Elephant

OPEN

\* AWNING ATTACHED WITH ALUMINUM FRAME  
BOLTS TO BRICK BUILDING FACE  
STEEL BOLTS. STAINLESS STEEL HARDWARE

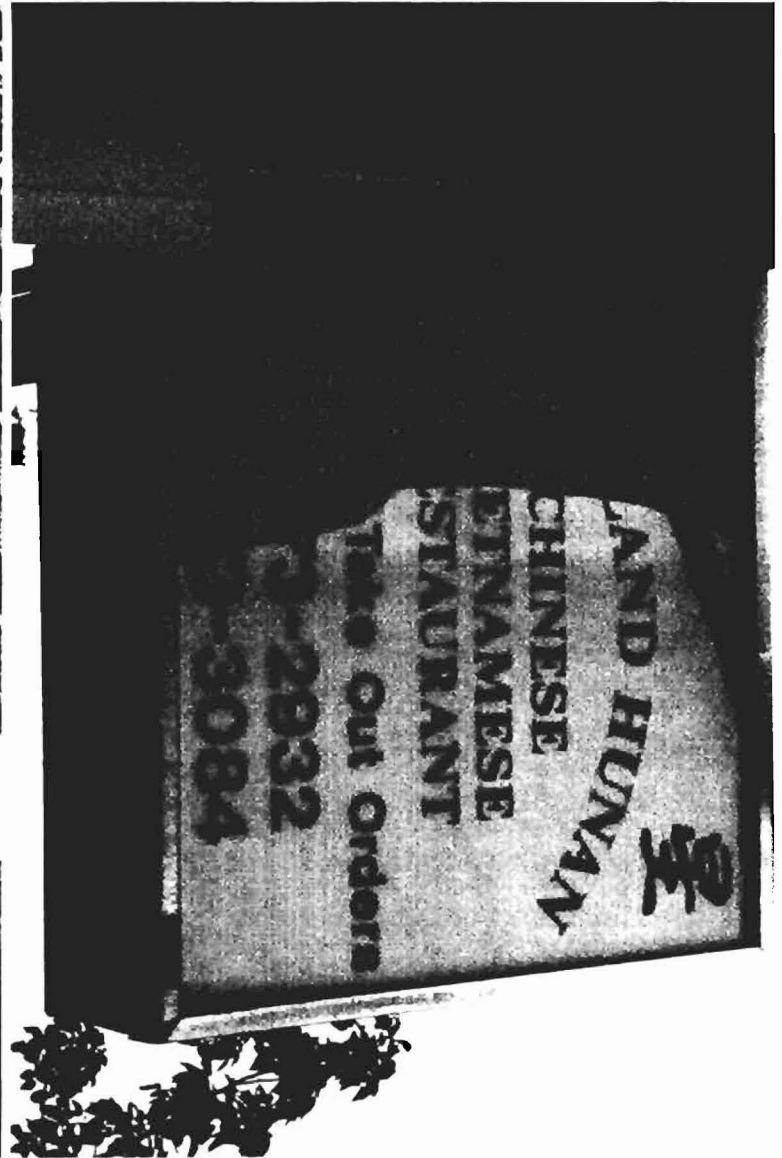
\* Proposed Awning & Sign



Green Elephant  
*Vegetarian Bistro*

BOX SIGN 4'x4'

ATTACHED WITH STEEL BRACE (EXISTING)  
COPPER WIRE (EXISTING)



Photos of Existing signage

Green Elephant

PAGE 02  
P. 01/01

SIGN A RAMA  
FAX NO. 3173368015

# CERTIFICATE OF FLAME RETARDANCE

EXAMPLE ONLY  
DATE: 6-20-2007

ISSUED TO: A I INNOVATIONS  
4162 NORTH AWNING COURT  
NUMBER: GREENFIELD, IN 46140

THIS CERTIFICATE OF COMPLIANCE IS ISSUED TO VERIFY THAT THE ITEMS OR AREAS DESCRIBED BELOW ON THIS CERTIFICATE HAVE BEEN TREATED WITH FLAME CHECK™.

FLAME CHECK™ IS A CLASS A FIRE RETARDANT.

Description of Material: **Sunbrella**

17	YARDS SUNBRELLA BLACK
17	YARDS SUNBRELLA NATURAL
	N.F.P.A. 701 SMALL SCALE, CLASS A, A.S.T.M.E-84, FLAME SPREAD:0,
	SMOKE DENSITY:5, AFTER FLAME AVG: 0.0 seconds, CALIFORNIA T.B.117E
	FOR INTERIOR & EXTERIOR USE

DEPT. OF BUILDING INSPECTION  
CITY OF PORTLAND, ME  
JUL 17 2007  
RECEIVED

6-20-07

ISSUED BY:

**F American  
Flamecoat  
Inc.**

10100 Park Cedar Dr. Suite 152  
Charlotte, NC 28210  
(704) 543-0903



PO# 607972

*[Signature]*  
Director GA-1201.01  
(General)

Note: Fabrics and/or materials described on this certificate are intended for interior use unless otherwise stated. Due to the number of external forces that can diminish flame retardancy, this fabric should be periodically retested to insure it retains its effectiveness. We do not warrant the length of time that the fabric remains fire retardant. We do state that when it leaves our facility, it meets the stated code. Certificate void if material is exposed to open flame or extremely hot lights or electrical wiring.

07/17/2007 18:17 207-883-0065  
JUL-12-2007 THU 11:28 AM AI Innovations

## Nattasak Wongsachua

---

**From:** Marc Fishman [marc@fishmanrealty.com]  
**Sent:** Wednesday, June 27, 2007 11:07 PM  
**To:** Nattasak Wongsachua  
**Subject:** RE: Letter of Permission

you have permission to install the sign on 608-610 Congress St Ptd  
Marc Fishman  
19 South Street LLC, member

---

**From:** Nattasak Wongsachua [mailto:bob@bangkok-thai.com]  
**Sent:** Wed 6/27/2007 10:42 PM  
**To:** Marc Fishman  
**Subject:** Letter of Permission

Marc;

Could you please send me the letter of permission to put the new sign on your building? The city of Portland would like to have it along with the building permit application. I accidentally deleted from my mail.

Thank You,  
Bob

**Nattasak (Bob) Wongsachua**  
*Bangkok Thai Enterprise, Inc.*  
*Green Elephant Inc.*  
*671 Congress Street*  
*Portland, ME 04101*

<b>ACORD CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 06/29/2007
<b>PRODUCER</b> (207) 774-5653 <b>FAX</b> (207) 871-0236 C.M. Bowker Co. 835 Forest Avenue Portland, ME 04103		<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>INSURED</b> Bangkok Thai Enterprises Inc & Green Elephant Inc 671 Congress Street Portland, ME 04101		
<b>INSURERS AFFORDING COVERAGE</b>		<b>NAIC #</b>
INSURER A: MiddleOak		14532
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 ADDL TO INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> <b>CLAIMS MADE</b> <input checked="" type="checkbox"/> <b>OCCUR</b> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> <b>POLICY</b> <input type="checkbox"/> <b>PRO-JECT</b> <input type="checkbox"/> <b>LOC</b>	CP0100018796	10/27/2006	10/27/2007	<b>EACH OCCURRENCE</b> \$ 1,000,000 <b>DAMAGE TO RENTED PREMISES (Ea occurrence)</b> \$ 300,000 <b>MED EXP (Any one person)</b> \$ 15,000 <b>PERSONAL &amp; ADV INJURY</b> \$ 1,000,000 <b>GENERAL AGGREGATE</b> \$ 2,000,000 <b>PRODUCTS - COMP/PROP AGG</b> \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> <b>ANY AUTO</b> <input type="checkbox"/> <b>ALL OWNED AUTOS</b> <input type="checkbox"/> <b>SCHEDULED AUTOS</b> <input type="checkbox"/> <b>HIRED AUTOS</b> <input type="checkbox"/> <b>NON-OWNED AUTOS</b>				<b>COMBINED SINGLE LIMIT (Ea accident)</b> \$ <b>BODILY INJURY (Per person)</b> \$ <b>BODILY INJURY (Per accident)</b> \$ <b>PROPERTY DAMAGE (Per accident)</b> \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> <b>ANY AUTO</b>				<b>AUTO ONLY - EA ACCIDENT</b> \$ <b>OTHER THAN AUTO ONLY:</b> EA ACC \$ AGG \$
	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> <b>OCCUR</b> <input type="checkbox"/> <b>CLAIMS MADE</b> <b>DEDUCTIBLE</b> <b>RETENTION</b> \$				<b>EACH OCCURRENCE</b> \$ <b>AGGREGATE</b> \$ \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <b>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?</b> If yes, describe under SPECIAL PROVISIONS below <b>OTHER</b>				<b>WC STATU-TORY LIMITS</b> <b>OTH-ER</b> <b>E.L. EACH ACCIDENT</b> \$ <b>E.L. DISEASE - EA EMPLOYEE</b> \$ <b>E.L. DISEASE - POLICY LIMIT</b> \$

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

The policy coverage indicated by this Certificate is subject to policy terms, conditions & exclusions. Effective 06/26/07 the City of Portland is named as Additional Insured under the General Liability respects to a sign @ 608 Congress Street, Portland, Maine.

**CERTIFICATE HOLDER**

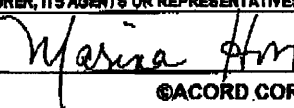
City of Portland  
 389 Congress Street  
 Portland, ME 04101

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Marina Horr CISR



### **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**

The Certificate of Insurance on the reverse side of this form 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.





## 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.