

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND

# BUILDING PERMIT

This is to certify that United Way of Greater Portland

Located At 1 CONGRESS SQ

Job ID: 2011-08-2092-SIGN

CBL: 039 - - A - 017 - 001 - - - -

has permission to install a t12' x 6' temporary banner provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

*N/A*

*[Signature]* 9/2/11

\_\_\_\_\_  
**Fire Prevention Officer**

\_\_\_\_\_  
**Code Enforcement Officer / Plan Reviewer**

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY  
PENALTY FOR REMOVING THIS CARD**



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • [www.portlandmaine.gov](http://www.portlandmaine.gov)*

Director of Planning and Urban Development  
Penny St. Louis

Job ID: 2011-08-2092-SIGN

Located At: 1 CONGRESS SQ

CBL: 039 - - A - 017 - 001 - - - - -

## **Conditions of Approval:**

### **Zoning**

1. This is the third year this temporary banner has been applied for. It was originally approved in 2009 under section 14-368.5(g) by Deb Andrews. She stated, "(A)n exception for the proposed size is granted in this instance because the banner(s) advertize a community-wide campaign supporting a significant number of non-profits within the region. This approval still stands for this year's banner.
2. This temporary banner is being approved with the condition that it will be installed September 1, 2011 and removed by November 25, 2011.

### **Building**

1. Signage Installation to comply with Chapters 31 & 32 of the IBC 2009 building code.

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

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

Job No: 2011-08-2092-SIGN	Date Applied: 8/26/2011	CBL: 039 - - A - 017 - 001 - - - - -	
Location of Construction: 1 CONGRESS SQ (128 High St)	Owner Name: Pacific & Southern Co., Inc.	Owner Address: One Congress Square PORTLAND, ME 04101	Phone:
Business Name:	Contractor Name: Ainsley Wallace, United Way	Contractor Address: P.O. Box 15200 PORTLAND ME 04112	Phone:  (207) 874-1000
Lessee/Buyer's Name:	Phone:	Permit Type: Sign – Temporary Banner	Zone:  B-3
Past Use:  WCSH 6	Proposed Use:  Same – WCSH 6 – install a 12' x 6' temporary banner for the United Way – installed 9/1/11 & removed 11/25/11.	Cost of Work:	CEO District:
		Fire Dept:  <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input checked="" type="checkbox"/> N/A	Inspection: Use Group: Type:  Signature: AB11
Proposed Project Description: 12' x 8' Temporary Banner for United Way		Pedestrian Activities District (P.A.D.)	
Permit Taken By:		<b>Zoning Approval</b>	

Special Zone or Reviews	Zoning Appeal	Historic Preservation
<input type="checkbox"/> Shoreland <input type="checkbox"/> Wetlands <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM Date: <i>OK w/conditions</i> <i>8/26/11 AB11</i>	<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:	<input checked="" type="checkbox"/> Not in Dist 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: <i>AB11</i>

**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.

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SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE





# Signage/Awning Permit Application

B-3, h. 11/12  
211-08-2012

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>WCSH 6</u> <u>one congress square, Portland (125 H. 11/12)</u>		
Tax Assessor's Chart, Block & Lot Chart# <u>39</u> Block# <u>A</u> Lot# <u>17</u>	Owner: <u>Gannett Corp.</u>	Telephone:
Lessee/Buyer's Name (If Applicable)	Contractor name, address & telephone: <u>Public Southern Company</u> <u>Gannett Corp.</u> <u>one congress sq</u> <u>Portland, Maine 04101</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>Mary Beltrante</u> phone: <u>874-1000 x 2309</u>		
Tenant/allocated building space frontage (feet): Length: <u>12'</u> Height: <u>8'</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 <input type="checkbox"/> No <input checked="" type="checkbox"/> Dimensions proposed: _____ Height from grade: _____ Bldg. wall sign? (attached to bldg) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Dimensions proposed: <u>12' x 8'</u>		
Proposed awning? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Is awning backlit? Yes <input type="checkbox"/> No <input type="checkbox"/> Height of awning: _____ Length of awning: _____ Depth: _____ Is there any communication, message, trademark or symbol on it? Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/> Dimensions: _____ Bldg. wall sign? (attached to bldg) Yes <input type="checkbox"/> No <input type="checkbox"/> Dimensions: _____ Awning? Yes <input type="checkbox"/> No <input type="checkbox"/> 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.		

RECEIVED  
AUG 26 2011  
Dept of Building Inspections  
City of Portland, Maine

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: [Signature] Beltrante Date: 8/19/11

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



## **Permit Application Details**

**WCSH 6  
One Congress Square, Portland, ME  
August 2011**

- Enclosed please find:** Certificate of Liability  
Letter of permission from the property owner
- 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:** [Mary Beltrante, 874, 1000 x 2309](mailto:Mary.Beltrante@unitedway.org)

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.

## Mary Beltrante

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**From:** Liz Smith  
**Sent:** Wednesday, August 03, 2011 9:20 AM  
**To:** Mary Beltrante; Suzanne McCormick  
**Subject:** FW: United Way permits from 2010

The City has waived banner fees for this year – see below.

I will send the City Manager a thank you unless one of you prefers to. Please let me know

Liz

**Liz Smith**  
Senior Associate  
Marketing & Communications  
United Way of Greater Portland  
207.874.1000 x 2342  
[www.liveunitedportland.org](http://www.liveunitedportland.org)

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**From:** Anita LaChance [<mailto:ARL@portlandmaine.gov>]  
**Sent:** Wednesday, August 03, 2011 9:08 AM  
**To:** Liz Smith  
**Subject:** Re: United Way permits from 2010

Hi Liz. The City Manager has approved the waiving of these fees. I will inform the Inspections Division.

Anita

Anita R. LaChance  
Assistant City Manager  
City of Portland  
207-874-8673



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 \_\_\_\_\_

*Philo*





# CERTIFICATE OF LIABILITY INSURANCE

OP ID: M5

DATE (MM/DD/YYYY)

08/19/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. 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).

PRODUCER TD Insurance, Inc. (ME) PO Box 406 Portland, ME 04112-0406 TD Insurance, Inc.	207-239-3500 207-775-0339	CONTACT NAME: <b>Melissa Ledoux</b> PHONE (A/C, No, Ext): <b>207-239-3660</b> E-MAIL ADDRESS: <b>Melissa.Ledoux@TDInsure.com</b> PRODUCER CUSTOMER ID #: <b>UNIT-16</b>	FAX (A/C, No): <b>207-775-0339</b>
INSURED <b>United Way Inc. dba United Way of Greater Portland P.O. Box 15200 Portland, ME 04112</b>	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : <b>Philadelphia Indemnity Ins Co</b>		<b>18058</b>
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			PHPK654094	01/01/11	01/01/12	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COM/OP AGG	\$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:								\$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS							\$
	<input type="checkbox"/> NON-OWNED AUTOS							\$
	UMBRELLA LIAB	<input type="checkbox"/>	OCCUR				EACH OCCURRENCE	\$
	EXCESS LIAB	<input type="checkbox"/>	CLAIMS-MADE				AGGREGATE	\$
	DEDUCTIBLE							\$
	RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	Y/N	N/A			E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Banner hanging August 28, 2011 - October 31, 2011.

**CERTIFICATE HOLDER****CANCELLATION**

<b>GANNETT</b>  Gannett Corporation One Congress Square Portland, ME 04101	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <b>TD Insurance, Inc.</b>

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329 Mt. Hope Avenue  
Bangor, ME 04401  
207-942-4821  
WLBZ2.com



One Congress Square  
Portland, ME 04101-3800  
207-828-6666  
WCSH6.com

August 19, 2011

To Whom it May Concern:

I am writing to give my full support of this application to hang a temporary banner on our building located at One Congress Square, Portland during the fall of 2011

The United Way of Greater Portland is an essential part of our community and the annual campaign plays a significant and 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 support United Way by displaying this temporary banner.

Thank you for consideration of the application.

Sincerely,

A handwritten signature in cursive script that reads 'Steve Carter'.


Steve Carter  
President/General Manager  
WCSH 6

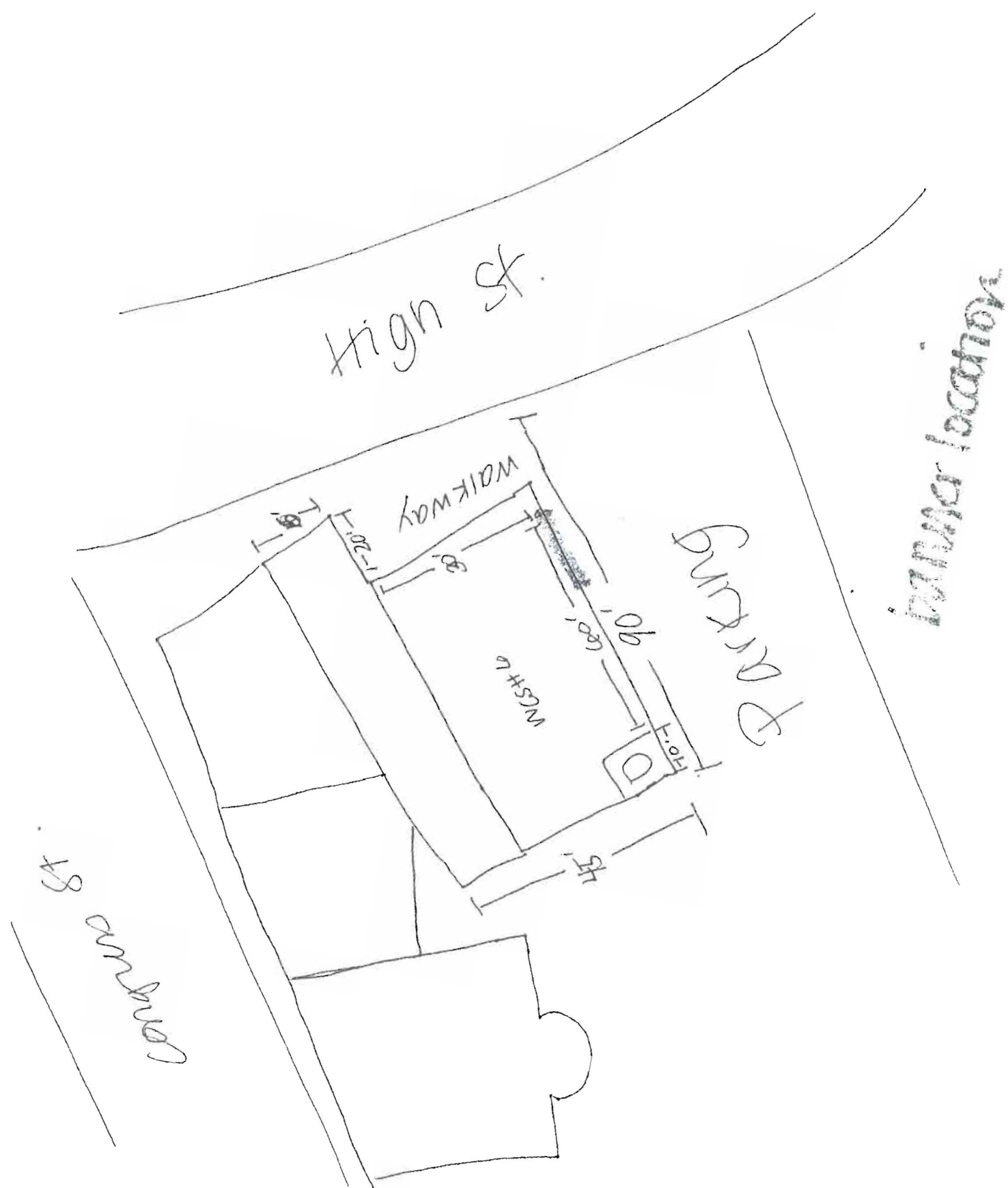


Photo of  
Proposed signoff  
Abanner  
used in 2008  
and in 2009

liveunitedportland.org

**GIVE. ADVOCATE.  
VOLUNTEER.  
LIVE UNITED.**





## BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCU0PIED.