

City of Portland, Maine - Building or Use Permit Application

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

Permit No: 04-0802	Issue Date:	CBL: 039 A017001
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Location of Construction: 1 Congress Sq	Owner Name: Pacific & Southern Company Inc	Owner Address: One Congress Sq	Phone:
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Business Name:	Contractor Name: NeoKraft Signs	Contractor Address: 686 Main St. Lewiston	Phone: 2077829654
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Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	Zone: B-3
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Past Use: Commercial / WCSH TV6	Proposed Use: Commercial / WCSH TV6 install single faced illuminated sign.	Permit Fee: \$80.00	Cost of Work: \$80.00	CEO District: 1
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FIRE DEPT: <i>N/A</i>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: <i>V</i> Type: <i>Sign</i> <i>BOLA 1999</i>
Signature:		Signature:

Proposed Project Description:
install single faced illuminated sign.

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)

Action: Approved Approved w/Conditions Denied

Signature: _____ Date: _____

Permit Taken By: Idobson	Date Applied For: 06/14/2004	Zoning Approval
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Special Zone or Reviews	Zoning Appeal	Historic Preservation
<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"/>	<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	<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
Date: <i>06/14/2004</i>	Date: _____	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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Permit No: 04-0802	Date Applied For: 06/14/2004	CBL: 039 A017001
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Location of Construction: 1 Congress Sq	Owner Name: Pacific & Southern Company Inc	Owner Address: One Congress Sq	Phone:
Business Name:	Contractor Name: NeoKraft Signs	Contractor Address: 686 Main St. Lewiston	Phone (207) 782-9654
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	

Proposed Use: Commercial/ WCSH TV6 install single faced illuminated sign.	Proposed Project Description: install single faced illuminated sign.
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	<input checked="" type="checkbox"/>
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THIS IS NOT A PERMIT/CONSTRUCTION MAY NOT COMMENCE UNTIL THE PERMIT IS ISSUED

SIGNAGE APPLICATION

THIS IS NOT A PERMIT
CONSTRUCTION CANNOT NOT COMMENCE UNTIL THE PERMIT IS ISSUED

In the interest of processing your application in the quickest possible manner, please complete the Information below for a Building or Use Permit.

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: One Congress Square

Total Square Footage of Proposed Structure <u>24.67 sq. feet</u>			Square Footage of Lot		
Tax Assessor's Chart, Block & Lot Number			Owner: <u>WCSH-TV</u> <u>One Congress Square</u> <u>Portland, ME 04101</u>		Telephone # <u>207-828-6666</u>
Chart# <u>14</u>	Block# <u>A</u>	Lot# <u>17</u>			
Lessee/Buyer's Name (If Applicable) <u>N/A</u>			Owner's/Purchaser/Lessee Address: <u>N/A</u>		Total s.f of signs <u>24.67</u> x <u>1.00</u> \$ <u>24.67</u> , plus \$30.00 TOTAL \$ <u>54.67</u>

Current use: Television Station Proposed use: Television Station

Fabricate and install (1) 4'-0" x 6'-2 3/4" single-faced wall sign to be illuminated.
Project description: illuminated.

$4 \times 6.25 = 25$

Applicants Name, Address & Telephone: Neokraft Signs, Inc. phone: 207-782-9654
686 Main Street
Lewiston, ME 04240

Contractor's Name, Address & Telephone:
same as applicant

Who shall we contact when the permit is ready: Paul Lessard
Telephone: 207-782-9654

If you would like it mailed, what mailing address should we use: Neokraft Signs, Inc.
686 Main Street
Lewiston, ME 04240


Rec'd By:

THIS IS NOT A PERMIT/CONSTRUCTION MAY NOT COMMENCE UNTIL THE PERMIT IS ISSUED

If the property is located in a HISTORIC DISTRICT, a separate sketch is required indicating the design, dimensions, construction materials and source of illumination if any. A photograph of the building façade should be submitted, showing where each sign is to be installed.

Certification

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: 	Date: 6-3-04
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Sign Permit Fee: \$30.00 plus \$1.00 per square foot.

A building permit is also required for any awning based on cost of work-\$30.00 for the first \$1,000.00 and \$6.00 for each additional \$1,000.00

BY FILLING OUT THIS APPLICATION IS DOES NOT MEET THAT YOU WILL BE APPROVED FOR THE AMOUNT OF SIGNAGE YOU ARE APPLYING FOR

IT IS SUGGESTED THAT YOU DO NOT ORDER ANY SIGNAGE UNTIL YOU HAVE RECEIVED YOUR SIGN PERMIT THAT HAS BEEN SIGNED BY THE BUILDING, ZONING AND POSSIBLE HISTORICAL OFFICIALS OF THIS OFFICE

Side Walk Signs Design/Location/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 – 24 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major flow. Maximum height – 40 inches to top of sign in place. Minimum height 30 inches to top of sign in place.

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

Location

Minimum distance between signs – 20 feet. Maximum distance of sign from public entrance of advertiser 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 suitable public liability insurance certificate in an amount adequate to protect the City.

Enforcement

A sign may be removed after notice to the owner and the permit, if issued, may be revoked if the sign does not conform to the standards herein.

For permit come to City Hall 359 Congress Street room 315 with:

1. Certificate of liability insurance
2. Drawing of sign showing dimensions
3. Payment of .20 per sq. A. plus \$30.00

SIGNAGE PRE-APPLICATION

PLEASE ANSWER ALL QUESTIONS

ADDRESS: One Congress Square ZONE: B-3

OWNER: WCSH-TV

APPLICANT: Neokraft Signs, Inc.

ASSESSOR NO. _____

PLEASE CIRCLE APPROPRIATE ANSWER

SINGLE TENANT LOT? YES NO MULTI-TENANT LOT? YES NO

FREESTANDING SIGN? (ex. Pole Sign) YES NO --- DIMENSIONS _____ HEIGHT _____

MORE THAN ONE SIGN? YES NO DIMENSIONS _____ HEIGHT _____

SIGN ATTACHED TO BLDG.? YES NO DIMENSIONS 4'-0" x 6'-2 3/4"

MORE THAN ONE SIGN? YES NO DIMENSIONS _____

AWNING: YES NO IS AWNING BACKLIT? YES NO HEIGHT OFF SIDEWALK _____

IS THERE ANY MESSAGE, TRADEMARK OR SYMBOL ON IT? _____

LIST ALL EXISTING SIGNAGE AND THEIR DIMENSIONS:

(1) 4'-0" x 6'-3 3/4" single-faced wall sign = $4 \times 6.19 = 24.76$

(1) logo sign (see drawing) $\approx 5' \times 6' = 30$

*** TENANT BLDG. FRONTAGE (IN FEET): 60' x 2 = 120

*** REQUIRED INFORMATION

AREA FOR COMPUTATION

Existing = 30
24.76

New = 25

79.76

YOU SHALL PROVIDE:

A SITE SKETCH AND BUILDING SKETCH SHOWING EXACTLY WHERE EXISTING AND NEW SIGNAGE IS LOCATED MUST BE PROVIDED. SKETCHES AND/OR PICTURES OF PROPOSED ARE ALSO REQUIRED.

SIGNATURE OF APPLICANT: [Signature]

DATE: 6-3-04

**THIS IS NOT A PERMIT/CONSTRUCTION MAY NOT COMMENCE UNTIL THE
PERMIT IS ISSUED**

Please check off the following indicating that you have included the below items to expedite the process of this sign application:

- “Certification of Liability” listing the City additionally insured if any portion of the sign abuts or encroaches on the public right of way, or can fall into the public right of way
- Letter of permission from the owner

A sketch plan indicating the following:

- Drawing of the property showing all dimensions of the lot
- Location of all buildings and property setbacks from all buildings
- Driveways and abutting streets showing street frontage and any right of ways
- Indicate on drawing the dimensions of all buildings on the lot
- Define in footage the frontage of your business front
- Indicate on drawing of existing signage and dimensions of each sign
- Indicate on drawing all proposed signage and dimension of each sign
- Sign area height and setback of each existing and proposed freestanding sign

- Certification of flammability required for awning/canopy at time of application
- UL # required for lighted signs at the time of Final Inspection. Failure to provide this information will invalidate the Sign Permit.

The Provisions of Section 3102.0 of the City’s Building Code “The BOCA National Building Code 1999 edition” shall govern the construction, alteration, repair and maintenance of outdoor signs together with the associated appurtenant and auxiliary devices in respect to structural and fire safety. In accordance to section 3102.4.4 of **BOCA** construction documents and owners consent is all follows; “Before any permit is issued for the erection of a sign, Construction Documents shall be filed with the code official showing the dimensions, materials and required details of construction, including loads, stresses and anchorage. The applications shall be accompanied by the written contract of the owner or lessees of the premises upon which the sign is to erected. **NO PERMIT CAN OR WILL BE ISSUED UNLESS THIS INFORMATION IS SBUMMITTED AND APPROVED BY THE INSPECTIONS OFFICE.**

ELECTRICAL SIGNAGE PERMITS/RESPONSIBILITIES

All sign companies or any persons engaged in the installation, interchange or maintenance of signage in the City of Portland must have the Electrician or Electrical Contractor who provided power to the sign(s) or associated equipment apply for an electrical permit in the Inspections Office.

It is the responsibility of your company to contact your sub-contractor or he owner to inform them of this policy. Whether your company does the final connections, which requires a valid Maine Electricians License or your sub contractor provides this service; permits and inspections shall be required.

Failure to comply with this procedure may result in the denial of sign permits by this office for your company or its representation to install or interchange any future signage in the City of Portland.

INFORMATION REQUIREMENTS FOR SIGN PERMIT APPLICATION

Applicants for a sign permit will be asked to submit the following information to the Code Enforcement Office:

4. ✓ Proof of insurance

2. ✓ Letter of permission from the owner

3. ✓ A sketch plan of lot, indicating location of buildings, driveways and any abutting streets or right of ways. Lengths of building frontages and street frontages should be noted. (see attached)

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 (see attached).

7. ✓ Certificate of flammability required for awning/canopy at time of application.

8. ✓ UL # required for lighted signs at the time of application.

9. ✓ **You must have complete structural details (i.e. showing all connections to buildings and footing details) Specifics required or your permit may be held up**

Fee for permit - \$30.00 plus \$1.00 per square foot

Fee for awning based on cost of work - \$30.00 for the first \$1,000.00, \$6.00 for each additional \$1,000.000.

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 sign.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)
05/27/04

PRODUCER
Aon Risk Services, Inc. of Connecticut
1700 East Putnam Avenue
Old Greenwich CT 06870

PHONE - (866) 266-7475 **FAX** - (866) 467-7847

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.

COMPANIES AFFORDING COVERAGE

COMPANY A Travelers Property Casualty Ins Co

COMPANY B

COMPANY C

COMPANY D

INSURED
WCSH-TV
One
Por

COVERAGES

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.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> CO <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	TC2JGLSA229T1587TIL03 General Liability	10/01/03	10/01/04	GENERAL AGGREGATE	\$2,000,000
					PRODUCTS - COMP/OP AGG	\$2,000,000
					PERSONAL & ADV INJURY	\$2,000,000
					EACH OCCURRENCE	\$2,000,000
					FIRE DAMAGE (Any one fire)	
					MED EXP (Any one person)	
	AUTOMOBILE LIABILITY ANY AUTO NON-OWNED AUTOS				COMBINED SINGLE LIMIT	
					BODILY INJURY (Per person)	
					BODILY INJURY (Per accident)	
					PROPERTY DAMAGE	
	GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT	
					OTHER THAN AUTO ONLY:	
					EACH ACCIDENT	
	EXCESS LIABILITY OTHER THAN UMBRELLA FORM				EACH OCCURRENCE	
					AGGREGATE	
	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				WC STATUTORY LIMITS	OTH. ER
					EL EACH ACCIDENT	
					EL DISEASE-POLICY LIMIT	
					EL DISEASE-EA EMPLOYEE	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS
City of Portland is included as additional insured.

CERTIFICATE HOLDER

Neokraft signs Inc.
Attn: Paul Lessard
686 Main Street
Lewiston ME 04240 USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 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 COMPANY, ITS AGENTS OR REPRESENTATIVES AUTHORIZED REPRESENTATIVE *Aon Risk Services Inc., of Connecticut*

Holder Identifier:

Certificate No: 570009818365



Neokraft Signs Inc.
 686 Main Street
 Lewiston, Maine 04240
 Telephone: 207.782.9654
 Facsimile: 207.782.0009
 1.800.339.2258
<http://www.neokraft.com>

Transmittal to	CITY OF PORTLAND INSPECTIONS 389 CONGRESS STREET PORTLAND, ME 04101	Date	06.3.2004
		Job No.	2021
		Re.	WCSH-TV SIGN PERMIT MAIL

Item	<input checked="" type="checkbox"/> Attached	<input type="checkbox"/> Hand Delivered	<input type="checkbox"/> Under separate cover
	<input checked="" type="checkbox"/> Shop Drawings	<input type="checkbox"/> Prints	<input type="checkbox"/> Samples
	<input type="checkbox"/> Copy of letter	<input type="checkbox"/> Change Order	<input type="checkbox"/> Specifications
		<input type="checkbox"/> Other	

Copes	Date	No.	Description
1	06.03.2004		COMPLETED SIGN PERMIT APPLICATION.
1		7294	CHECK NUMBER 7294 IN THE AMOUNT OF \$54.67 TO COVER FEES FOR OBTAINING A SIGN PERMIT.
1 set		02021	DRAWINGS TO SHOW THE LAYOUT FOR THE NEW PROPOSED SIGNAGE AND LOT DIMENSIONS.
1			OWNERS LIABILITY CERTIFICATE OF INSURANCE LISTED THE CITY OF PORTLAND AS ADDITIONALLY INSURED.

Purpose	<input checked="" type="checkbox"/> For approval	<input type="checkbox"/> No exception taken	<input type="checkbox"/> Rejected
	<input type="checkbox"/> For your use	<input type="checkbox"/> Make corrections noted	<input type="checkbox"/> Review and comment
	<input type="checkbox"/> As requested	<input type="checkbox"/> Revise and resubmit	<input type="checkbox"/> Other

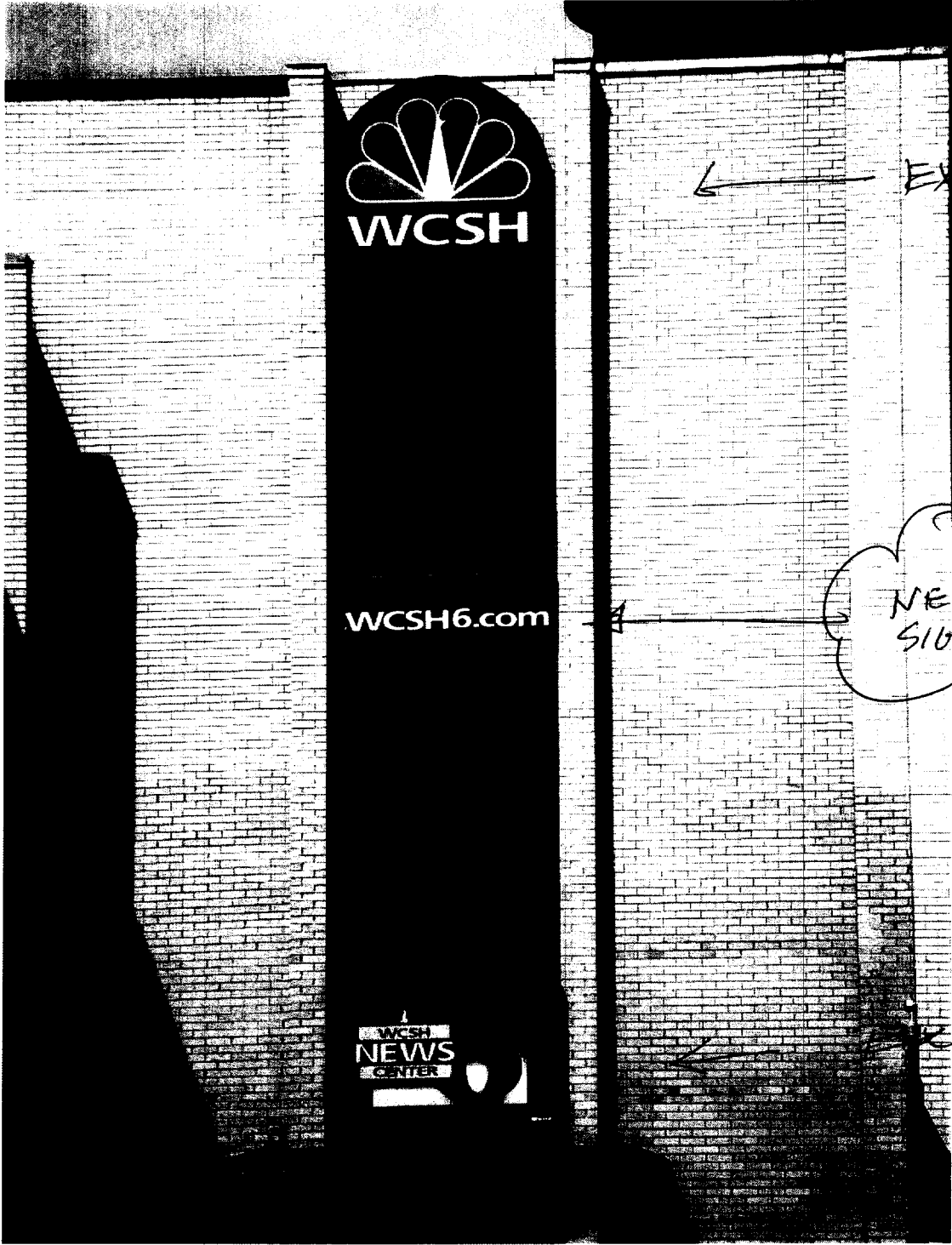
Remarks Please contact me if you have any further needs in order to process our request for a sign permit for the enclosed location.

copy to

From PAUL LESSARD

If enclosures are not as noted kindly notify us at once.

OFFICE:\CLERICAL\TEMPLATES\TRANSMITTAL FORM.DOT




WCSH

WCSH6.com

WCSH
NEWS
CENTER

← EXISTING

NEW
SIGN

← EXISTING

EXISTING

