Portland, Maine | Yes. Life's good here.

Inspections Division
Date: 08/30/17

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

Signage /Awning
Permit Application Checklist

(For the purposes of this application, an awning shall be considered to be a lightweight metal frame structure over which a fabric covering is attached.)

All of the following information shall be submitted:

- [x] Signage/Awning Permit Application form
- [x] Certificate of Liability listing the City as an 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.
- [x] A copy of the signed lease or letter of permission from the property owner indicating the specific permissions granted and the tenant/space building frontage.
- [x] A plan showing the specific locations of all existing and proposed signs:
  - For freestanding signs: the plan shall depict lot lines, buildings, driveways, abutting streets or rights of way, lengths of street frontages, and setbacks from freestanding signs to the nearest lot line.
  - For all other signs and awnings: the plan shall depict buildings, driveways, abutting streets or rights of way, and building façade dimensions. Photos or other documentation similar to a drawn plan are acceptable, provided that all required information is included.
- [x] A drawing or photo of the proposed sign showing content, all dimensions, materials, source of illumination, details of anchoring and installation (e.g., attachment specifications, footing details for freestanding signs, etc.).
- [x] Certificate of flammability is required for awnings or banners.
- [ ] A UL Classification Mark, found on the product, is required for illuminated signs at the time of final inspection.
- [ ] Photos of existing signage.

Please be sure to submit all information outlined in the Sign/Awning Application Checklist with your application.

The Permitting and Inspections Department may request additional information prior to the issuance of a permit. For further information, visit us online at www.portlandmaine.gov/1728/Permitting-Inspections.

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Signage /Awning Permit Application

Project Address: WCSH 6, One Congress Square **Tax Assessor's CBL:** 039 (Chart #) A017 (Block #) 001 (Lot #)

Owner Name: Pacific & Southern Co. Inc. (128 High Street) **Phone:** (207) 828 - 6666

Address: One Portland Square, Portland, ME 04101 **Email:** _____

Lessee (if applicable): _____ **Phone:** (____) _____ - _____

Address: _____ **Email:** _____

Contractor Name: _____ **Phone:** (____) _____ - _____

Address: _____ **Email:** _____

Building Information:

Exterior Length of façade of tenant space (ft): 12' Height of exterior façade (ft): 8'

Lot frontage on street (ft): _____ This is a (select one): ○ Single Tenant Lot ○ Multi-Tenant Lot

If multi-tenant, this is a (select one): ○ Ground floor unit ○ Upper story unit

Current specific use: _____ If vacant, prior use: _____

Proposed use: Install a 12'x8' (96SF) temporary wall banner - Give, Advocate, Volunteerm LIVE UNTIED United Way

Information on EXISTING signs that will remain:

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

Information on PROPOSED signs:

Type (i.e. awning, freestanding sign, attached building sign)	**For awnings only:** Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging)	**For awnings only:** Is awning backlit? (Y/N)	**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)
BLDG Wall Sign	Y - 12'x8' (96 SF)	N	12'x8' (96 SF)		
attached building sign					

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: Sharon A. Roberts sroberts@unitedwaygp.org Date: 8/15/17

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