Portland, Maine Yes. Life's good here.

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

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 08/11/17

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:

- ☒ Signage/Awning Permit Application form
- ☒ 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.
- ☒ 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.
- ☒ 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.
- ☒ 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.).
- ☐ 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.

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

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 08/11/17

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

Signage /Awning Permit Application

Project Address: 116 Free Street **Tax Assessor's CBL:** 039 (Chart #) B011 (Block #) 001 (Lot #)

Owner Name: Everything, LLC Alanna York **Phone:** (207) 318 - 9898

Address: 44 OAK ST Condo1/116 Free St **Email:** alanna@controlledchaoshair.com

Lessee (if applicable): Jess Howell **Phone:** (248) 770 - 0260

Address: 116 Free St **Email:**

Contractor Name: Maine Custom Signs & Woodworking, LLC **Phone:** (207) 370 - 5501

Address: 85 Gordon Farms Rd, Gorham, ME 04038 **Email:** cncofmaine@gmail.com

Building Information:

Exterior Length of façade of tenant space (ft): 18 Height of exterior façade (ft): 14

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: Retail Sales If vacant, prior use: Retail Sales

Proposed use: Retail Sales

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)
Attached Building Sign			36"L x 26"W x 2.5"	11'	

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: Cliff Foley, Member Maine Custom Signs & Woodworking, LLC Date: 7/31/17

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

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 08/11/17

Requirements for Electronic Submissions

In order to ensure the most expedient review of your application, please meet the requirements below for all electronic submissions:

- **Drawings sheets shall be submitted individually-- each PDF file shall contain no more than one drawing sheet.** Only PDF files are acceptable for plan review, and each file shall not exceed 5MB in size.*

- **Drawing files shall be named based on the drawing sheet number and name.** It is recommended to include a Category/Discipline letter (such as A for Architectural), a sheet number and a descriptive title (e.g., A1 Existing Exterior Elevation).

- **Revised file submissions must use the exact same file name as originally submitted.** The Electronic Plan Review software will recognize this submission as Version 2.

- **Supporting documents shall be submitted as an individual PDF file for each document (these documents may be multi-page PDF files) and named based on the document type** (e.g., "Deed", "Stormwater Report", "Permit Application", etc.). Searchable PDF files are requested for calculations, reports and other supporting documents.

- **A graphic scale or a scale to reference shall be included on each drawing sheet.**

- **Plans prepared by a design professional shall include a Code Analysis sheet**, referencing the Maine Uniform Building and Energy Code and Portland City Code, Chapter 10 – Fire Prevention and Protection, which includes National Fire Protection Association (NFPA) 1, Fire Code and NFPA 101, Life Safety Code. Chapter 10 of the City Code can be viewed at: http://www.portlandmaine.gov/citycode/chapter010.pdf.

- **Files shall be submitted via email to permitting@portlandmaine.gov. The email subject line shall include the project address and type of permit.** Multiple emails may be sent for one project if the files exceed the maximum file size.

- **Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.**

For further information and to access PDF versions of this and other forms, visit the Permitting and Inspections Department online at **http://portlandmaine.gov/1728/Permitting-Inspections.**

*To download a free version of Adobe Acrobat Reader, please visit: https://get.adobe.com/reader/

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

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

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 08/11/17

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
- 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: Cliff Foley, Member Digitally signed by Cliff Foley, Member Date: 2017.07.31 15:40:23 -04'00' Date: 7/31/17

I have provided electronic copies and sent them on: Date: 7/31/17

NOTE: All electronic paperwork must be delivered to 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.