

**DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK**

Please Read  
Application And  
Notes, If Any,  
Attached

**PERMIT ISSUED**  
AUG - 1 2005

**CITY OF PORTLAND**  
BUILDING DEPARTMENT  
**PERMIT**

Permit Number: 050917

AUG - 1 2005

**PERMIT ISSUED**

This is to certify that \_\_\_\_\_  
Portland Office of Building Department

has permission to \_\_\_\_\_  
Side walk sign for walking to

AT 148 Free St

039 B013001

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 of inspection must be given and written permission procured before this building or part thereof is altered or closed-in. **HEAR 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

Director - Building & Inspection Services

**PENALTY FOR REMOVING THIS CARD**

7/29/05

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

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

<b>Location of Construction:</b> 148 Free St		<b>Owner Name:</b> Portland Society Of Art		<b>Owner Address:</b> 7 Congress Sq		<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>PERMIT ISSUED</b>  <b>AUG - 1 2005</b> </div>	
<b>Business Name:</b>		<b>Contractor Name:</b> Applicant		<b>Contractor Address:</b> Portland		<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>CITY OF PORTLAND</b> </div>	
<b>Lessee/Buyer's Name</b>		<b>Phone:</b>				B-3	
<b>Past Use:</b> Museum		<b>Proposed Use:</b> Museum/ Side walk sign for walking tour		<b>Permit Fee:</b> \$77.00		<b>Cost of Work:</b> \$77.00	
				<b>CEO District:</b> 1			
				<b>FIRE DEPT:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied <i>[Signature]</i>		<b>INSPECTION:</b> Use Group Type: <i>Sign</i> <i>IBC 2003</i> Signature: <i>[Signature]</i>	
				<b>PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)</b> Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: _____ Date: _____			
<b>Permit Taken By:</b> Idobson		<b>Date Applied For:</b> 07/07/2005		<b>Zoning Approval</b>			
1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.  2. Building permits do not include plumbing, septic or electrical work.  3. 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..				<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"/> <i>OK</i> Date: <i>7/12/05</i>		<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 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: _____			

## 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	

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

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

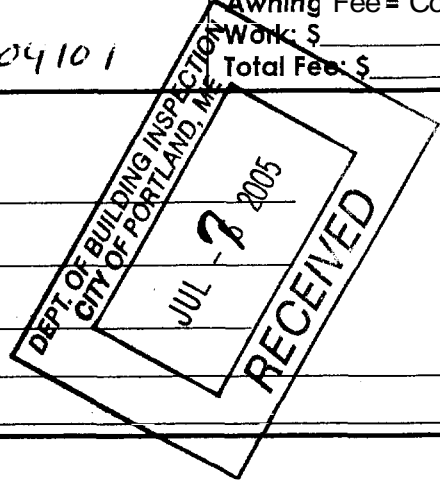
<b>Permit No:</b> 05-0542		<b>Date Applied For:</b> 05/05/2005	<b>CBL:</b> 314 B022001
<b>Location of Construction:</b> 517 Warren Ave	<b>Owner Name:</b> Bleiler Edward J Trustee	<b>Owner Address:</b> 19 Crawford St	<b>Phone:</b>
<b>Business Name:</b>	<b>Contractor Name:</b> Sign Design Inc	<b>Contractor Address:</b> PO Box 207 Westbrook	<b>Phone</b> (207) 856-2600
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Signs - Permanent	
<b>Proposed Use:</b> Commercial/ 72 sq ft of signage for Paint Store		<b>Proposed Project Description:</b> 72 sq ft of signage for Paint Store	

**Dept:** Zoning**Status:** Approved**Reviewer:** Marge Schmuckal**Approval Date:** 05/25/2005**Note:** 5/24/05 gave back to Donna - the address & CBL are wrong - should be under #314-B-022**Ok to Issue:** ☐**Dept:** Building**Status:** Approved**Reviewer:** Jeanine Bourke**Approval Date:** 07/28/2005**Note:** 5/26/05 left vm w/Doug at Sign Design for fastening details  
7/28 spoke w/Doug, he will fax details, ok to issue**Ok to Issue:** ☒

# 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.

Total Square Footage of Proposed Structure <u>sidewalk sign</u>		Square Footage of Lot	
Tax Assessor's Chart, Block & Lot Chart# <u>39</u> Block# <u>B</u> Lot# <u>13</u>		Owner: <u>c/o Dana Baldwin</u> <u>Portland Museum of Art</u>	
Lessee/Buyer's Name (If Applicable)		Telephone: <u>X3225</u> <u>775-6148</u>	
Applicant name, address & telephone: <u>Hilary Bassett</u> <u>Greater Portland Landmarks</u> <u>165 State St</u> <u>Portland ME 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: \$	
Current use: <u>Art museum</u>			
If the location is currently vacant, what was prior use: _____			
Approximately how long has it been vacant: _____			
Proposed use: _____			
Project description: <u>Sidewalk sign</u>			
Contractor's name, address & telephone: _____			
Whom should we contact when the permit is ready: <u>Hilary Bassett</u> <u>774 5361 x101</u>			
Mailing address: <u>Greater Portland Landmarks</u> <u>165 State St Portland, ME 04101</u>			
We will contact you by phone when the permit is ready, You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A STOP WORK ORDER will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: <u>774 5361 x101</u>			



IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT. WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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:

Hilary P. Bassett

Date: 6/15/05

**This is NOT a permit, you may not commence ANY work until the permit is issued.**

# SIGNAGE/AWNING PRE-APPLICATION QUESTIONNAIRE

PLEASE COMPLETE ALL INFORMATION

ADDRESS: 7 Congress Square ZONE: \_\_\_\_\_

CBL: \_\_\_\_\_

SINGLE TENANT LOT? YES ☒ NO \_\_\_\_\_ MULTI TENANT LOT? YES \_\_\_\_\_ NO \_\_\_\_\_  
MORE THAN ONE SIGN TOTAL WITH PROPOSED SIGN? YES \_\_\_\_\_ NO ☒

## TENANT/ALLOCATED BUILDING SPACE FRONTAGE (FEET):

Length: \_\_\_\_\_ Height: \_\_\_\_\_

### INFORMATION ON PROPOSED SIGN(S):

FREESTANDING (e.g., pole) SIGN? YES \_\_\_\_\_ NO \_\_\_\_\_ DIMENSIONS PROPOSED: 36" x 20" portable sidewalk sign  
BLDG. WALL SIGN? (attached to bldg) YES YES NO \_\_\_\_\_ DIMENSIONS PROPOSED: \_\_\_\_\_

### INFORMATION ON ALREADY EXISTING AND PERMITTED SIGN(S):

FREESTANDING (e.g., pole) SIGN? YES \_\_\_\_\_ NO \_\_\_\_\_ DIMENSIONS: \_\_\_\_\_  
BLDG. WALL SIGN (attached to bldg) ? YES \_\_\_\_\_ NO \_\_\_\_\_ DIMENSIONS: \_\_\_\_\_  
AWNING? YES \_\_\_\_\_ NO \_\_\_\_\_ DIMENSIONS: \_\_\_\_\_  
LOT FRONTAGE (FEET): \_\_\_\_\_

AWNING YES \_\_\_\_\_ NO \_\_\_\_\_ IS AWNING BACKLIT? YES \_\_\_\_\_ NO \_\_\_\_\_

HEIGHT OF AWNING: \_\_\_\_\_ LENGTH OF AWNING: \_\_\_\_\_ DEPTH: \_\_\_\_\_

IS THERE ANY COMMUNICATION, MESSAGE, TRADEMARK OR **SYMBOL** ON IT? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, **TOTAL S.F. OF PANELS** WITH COMMUNICATIONS/MESSAGE/TRADEMARK/SYMBOL? \_\_\_\_\_ s.f.

**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 ARE ALSO REQUIRED.**

SIGNATURE OF APPLICANT: [Signature] DATE: 7/6/05

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

# CHECKLIST FOR SIGN/AWNING APPLICATION

**Applicants for a sign or awning permit are required to submit the following information to the Code Enforcement Office at the time of application:**

- ☒ 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. Amount must equal \$400,000.00.
- ☒ 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. **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 facade dimensions for any signage attached to a building.**
- ☒ A sketch or photo of any proposed sign(s) indicating *content, dimensions, materials, source of illumination, and construction method, as well as specifics of installation/attachment.* *sign will be on sidewalk on day of tour (Thursdays June 14 - Oct 4)*
- ☒ Certificate of Flammability required for awning or 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.
- ☒ Pre-Application Questionnaire completed and attached. Photos of existing signage attached.

**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, plus \$9.00 for each additional \$1,000.00.**

**Base Application Fee for any Historic District signage is \$65.00 instead of \$30.00**

# **Sidewalk Signs**

## **Design, Location, and 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 is 24 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk Width perpendicular to major flows. Maximum height is 40 inches to top of sign in place. Minimum height is 30 inches to top of sign in place.

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

### **Location**

Minimum distance between signs is 20 feet. Maximum distance of sign from public entrance of advertiser is 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 Certificate of Liability ~~Listing~~ the City as additional insured in the amount of \$400,000.00.

### **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 a sidewalk sign permit, come to City Hall, 389 Congress Street, Room 315, with:

- ☒ Certificate of Liability Insurance
- ☒ Drawing of sign showing dimensions and design work
- ☒ Payment of \$30.00 plus \$2.00 per s.f. of signage.
- ☒ Complete application with pre-application questionnaire and checklist completed.



June 14, 2005

Hilary Bassett  
Greater Portland Landmarks  
165 State  
Portland ME 04101

Dear Hilary:

I am faxing this letter to confirm that the Portland Museum of Art gives Greater Portland Landmarks permission to place a sidewalk sign in front of the Museum on Thursday in the month of June through the month of October, advertising walking tours that begin at the Museum.

Looking forward to a busy summer for both of our organizations.

Dana Baldwin  
Peggy L. Osher Director of Education



**ACORD CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)  
03/03/2005

PRODUCER (207)774-6257 FAX (207)774-2994  
 Clark Associates  
 2385 Congress Street  
 P O Box 3543  
 Portland, ME 04104

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.

## INSURERS AFFORDING COVERAGE

NAIC #

INSURED Greater Portland Landmarks Inc  
 165 State Street  
 Portland, ME 04101

INSURER A: Acadia Insurance Co.

INSURER B: Maine Employers Mutual

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 IN WHOLE OR IN PART 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 ADD'L LTR INSUR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	CPA 0000707	03/06/2005	03/06/2006	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 250,000
	<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 \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMPROP AGG \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
A	AUTOMOBILE LIABILITY	CPA 0000707	03/06/2005	03/06/2006	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000
	<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 checked="" type="checkbox"/> NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
					\$
	<input type="checkbox"/> DEDUCTIBLE				\$
	RETENTION \$				\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	1810018112	09/10/2004	09/10/2005	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$ 100,000
	OTHER				E.L. DISEASE - POLICY LIMIT \$ 500,000

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

Certificate holder is named as additional insured with respects to the general liability coverage.

## CERTIFICATE HOLDER

## CANCELLATION

City of Portland  
 Attn: Ted Musgrave  
 389 Congress Street  
 Portland, ME 04101

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

Robin Carlson



ACORD 25 (2001/08) FAX: (207)756-8279

©ACORD CORPORATION 1988



Approved By:

Date:

PLEASE REVIEW THIS PROOF CAREFULLY!  
AND SEND COPY BACK TO THE SIGNERY THANK YOU!

 <small>CALL: (503) 725-1234 FAX: (503) 725-1235</small>	<b>JOB INFO</b>  <b>DESIGNER</b> DH	(1) SIDEWALK BOARD PAINTED WHITE 36 x 20 HP MIMAKI PRINTS (x2) gpl walking tours.eps	<b>INSTALL</b> <input type="checkbox"/> - <input checked="" type="checkbox"/> V <input type="checkbox"/> B	<b>Greater Portland Landmarks</b>
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BY SIGNING OFF ON THIS PROOF, YOU ARE GIVING THE SIGNERY THE GO TO PRODUCE THIS WORK TO THE SPECIFICATIONS LISTED

Until approved job and deposit is made. This proof is property of The Signery

$$\begin{array}{r}
 36 \\
 \times 20 \\
 \hline
 720 \text{ inches} \div 12 = 6^{\text{sg}} \text{ feet}
 \end{array}$$



**Portland Museum of Art**  
Time Centuries of Art and Architecture

June 14, 2005

Hilary Bassett  
Greater Portland Landmarks  
165 State  
Portland ME 04101

Dear Hilary:

I am faxing this letter to confirm that the Portland Museum of Art gives Greater Portland Landmarks permission to place a sidewalk sign in front of the Museum on Thursday in the month of June through the month of October, advertising walking tours that begin at the Museum.

# Guided Walking Tours of Portland

**JUNE 16 THROUGH COLUMBUS DAY**

Greater Portland Landmarks ■ [www.portlandlandmarks.org](http://www.portlandlandmarks.org)



## Old Port

*vitality make this vibrant  
downtown truly unique*

**— SATURDAY 10-30 AM**



# CITY OF PORTLAND, MAINE

## Department of Building Inspections

20

Received from \_\_\_\_\_

Location of Work \_\_\_\_\_

Cost of Construction \$ \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_

Building (IL) \_\_\_\_ Plumbing (IS) \_\_\_\_ Electrical (I2) \_\_\_\_ Site Plan (U2) \_\_\_\_

Other \_\_\_\_\_

CBL: \_\_\_\_\_

Check #: \_\_\_\_\_

Total Collected \$ \_\_\_\_\_

## THIS IS NOT A PERMIT

No work is to be started until PERMIT CARD is actually posted upon the premises. Acceptance of fee is no guarantee that permit will be granted. PRESERVE THIS RECEIPT. In case permit cannot be granted the amount of the fee will be refunded upon return of the receipt less \$10.00 or 10% whichever is greater.

WHITE - Applicant's Copy

YELLOW - Office Copy

PINK - Permit Copy