



DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

# CITY OF PORTLAND



CBL: 039-B-013-001

BUILDING PERMIT # 2011-03-638-Sign

# BUILDING PERMIT

This is to certify that MUSEUM OF ART, PORTLAND

has permission to Install a sign 14' by 18' from April 4 to June 6, 2011

Located At 7 Congress Sq.

*June 20, 2011 - October 13, 2011*  
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 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 procured prior to occupancy.

03/31/2011

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.

# SCANNED

*State clear  
PCH*

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

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

Job No: 2011-03-638-SIGN	Date Applied: 3/15/2011	CBL: 039 - - B - 013 - 001 - - - -	
Location of Construction: 7 CONGRESS SQ	Owner Name: MUSEUM OF ART PORTLAND	Owner Address: 7 CONGRESS SQ PORTLAND, ME - MAINE 04101	Phone:
Business Name:	Contractor Name: Burr Signs, Burr Signs FREDERICK R. GREENIER	Contractor Address: 50 DOWNEAST DR YARMOUTH MAINE 04096	Phone: (207) 899-1564
Lessee/Buyer's Name:	Phone:	Permit Type: SIGN - PERM - Signage - Permanent	Zone: B-3
Past Use: Portland Museum of Art	Proposed Use: Same: Portland Museum of Art - To add a sign 14' x 18' for April 4 to June 6, 2011 June 20, 2011 to October 11, 2011	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: Temp Sign Signature: <i>[Signature]</i>
Proposed Project Description: Portland Museum of Art - sign application		Pedestrian Activities District (P.A.D.)	
Permit Taken By: Lannie		Zoning Approval	

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.

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>3/23/11</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: <i>3/29/11</i>	<i>with</i> <input type="checkbox"/> Not in Dist or Landmark <input type="checkbox"/> Does not Require Review <input type="checkbox"/> Requires Review <input checked="" type="checkbox"/> Approved <input checked="" type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <i>3/29/11</i> <i>Size and placement of future banners to be reviewed</i> <i>D. Andrews</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.

SIGNATURE OF APPLICANT

ADDRESS

DATE

PHONE



✓ electronic emailed entered PDF 66

P.O. 56447

## 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.

Location/Address of Construction: <u>Seven Congress Square</u>		
Tax Assessor's Chart, Block & Lot Chart# <u>039</u> Block# <u>B</u> Lot# <u>13</u>	Owner: <u>Portland Museum of Art</u>	Telephone: <u>775-6148</u>
Lessee/Buyer's Name (If Applicable) <u>✓ Taxes OK</u>	Contractor name, address & telephone: <u>Portland Color</u> <u>+ Burr Signs</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>Kristen Levesque</u> phone: <u>775-6148 ext. 3223</u>		
Tenant/allocated building space frontage (feet): Length: <u>14 x 2 = 28 ft</u> Height: <u>18 ft</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 _____ No _____ Dimensions proposed: _____ Height from grade: _____ Bldg. wall sign? (attached to bldg) Yes <u>X</u> No _____ Dimensions proposed: <u>14 w x 18 h</u> = <u>252 sq ft</u> feet feet		
Proposed awning? Yes _____ No <u>X</u> 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 w/communications, message, trademark or symbol: _____ s.f.		
Information on existing and previously permitted sign(s): Freestanding (e.g., pole) sign? Yes _____ No _____ Dimensions: _____ Bldg. wall sign? (attached to bldg) Yes _____ No _____ Dimensions: _____ Awning? Yes _____ No _____ 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.		

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: Kristen Levesque

Date: 3/8/11

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

RECEIVED

MAR 15 2011

Dept. of Building Inspections  
City of Portland Maine

## Revised Zoning Comments - 4/13/11

1. Separate permits are required for any future signage. Per Deb Andrews, it is understood that this permit shall include the two temporary signs for this 2011 season the first sign installed from April 4, 2011 thru June 6, 2011 and the second sign installed from June 20, 2011 thru October 11, 2011.
2. This property is located within a Historic District which requires a separate review and approval of this application.

Permit 2011-03-638

39-B-13

### **Conditions of Approval**

### **Zoning**

1. Separate permits are required for any future signage. It is understood that this sign shall run from April 4, 2011 thru June 6, 2011.
2. This property is located within a Historic District which requires a separate review and approval of this application.

### **Building**

1. Signage Installation to comply with Chapters 31 & 32 of the IBC 2009 building code.
2. Fastener schedule per IBC, 2009.

**Ann Machado - Re: Temporary sign for exhibits @ Portland Museum of Art**

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**From:** Deb Andrews  
**To:** Ann Machado  
**Date:** 4/13/2011 2:09 PM  
**Subject:** Re: Temporary sign for exhibits @ Portland Museum of Art

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Dear Ann:

As I indicated to Kristen Levesque of the Portland Museum of Art, I do not think it is necessary for the PMA to file a separate application for the 2nd temporary sign/banner proposed for the front of the museum this summer, as it is essentially a "re-covering" of the first sign. I did, however, indicate to Kristen that we would need to review next year's temporary sign(s) as a new application. I also told her that the HP Board was not entirely comfortable with the size/placement of the current temporary sign and would likely want to revisit the issue next year.

Deb Andrews  
Historic Preservation Program Manager

Permit # 2011-03-638  
~~2011-03-638~~

RECEIVED

APR 13 2011

Dept. of Building Inspections  
City of Portland Maine

# **Job Summary Report** **Job ID: 2011-03-638-SIGN**

Report generated on Mar 23, 2011 10:10:50 AM

Page 1

<b>Job Type:</b>	Signs	<b>Job Description:</b>	Portland Museum of Art	<b>Job Year:</b>	2011
<b>Building Job Status Code:</b>	Initiate Plan Review	<b>Pin Value:</b>	931	<b>Tenant Name:</b>	
<b>Job Application Date:</b>		<b>Public Building Flag:</b>	N	<b>Tenant Number:</b>	
<b>Estimated Value:</b>		<b>Square Footage:</b>	252		
<b>Related Parties:</b>		MUSEUM OF PORTLAND		<i>Property Owner</i>	
		Owner Contractor		<i>ELECTRICAL CONTRACTOR</i>	

## **Job Charges**

Fee Code Description	Charge Amount	Permit Charge Adjustment	Net Charge Amount	Payment Date	Receipt Number	Payment Amount	Payment Adjustment Amount	Net Payment Amount	Outstanding Balance
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**Location ID: 5952**

## **Location Details**

Alternate Id	Parcel Number	Census Tract	GIS X	GIS Y	GIS Z	GIS Reference	Longitude	Latitude
942220	039 B 013 001		M				-70.26212	43.653717

Location Type	Subdivision Code	Subdivision Sub Code	Related Persons	Address(es)
1				7 CONGRESS SQUARE

Location Use Code	Variance Code	Use Zone Code	Fire Zone Code	Inside Outside Code	District Code	General Location Code	Inspection Area Code	Jurisdiction Code
LITERARY & SCIENTIFIC INS		DOWNTOWN BUSINESS			Historic District		DISTRICT 2	CENTRAL BUSINESS DISTRICT

## **Structure Details**

**Structure: Loc id 000005951 Alt id 001446**

**Occupancy Type Code:**

Structure Type Code	Structure Status Type	Square Footage	Estimated Value	Address
CONVERSION	6	0		7 CONGRESS SQUARE

Longitude	Latitude	GIS X	GIS Y	GIS Z	GIS Reference
0	0	M			

User Defined Property Value

**Structure: Loc id 000050508 Alt id 942220**

**Occupancy Type Code:**

*L. Amel*

*m. Gue*

**Job Summary Report**  
**Job ID: 2011-03-638-SIGN**

Report generated on Mar 23, 2011 10:10:50 AM

Page 2

Structure Type Code	Structure Status Type	Square Footage	Estimated Value	Address
CONVERSION	6	0		7 CONGRESS SQUARE

Longitude	Latitude	GIS X	GIS Y	GIS Z	GIS Reference	User Defined Property	Value
0	0	M					

**Structure: Portland Museum of Art**

**Occupancy Type Code:**

Structure Type Code	Structure Status Type	Square Footage	Estimated Value	Address
Schools and Other Educational Buildings	0			7 CONGRESS SQUARE

Longitude	Latitude	GIS X	GIS Y	GIS Z	GIS Reference	User Defined Property	Value

**Structure: Projected image building sign 02-21 thru 02-27**

**Occupancy Type Code:**

Structure Type Code	Structure Status Type	Square Footage	Estimated Value	Address
Signs/Awning	0			7 CONGRESS SQUARE

Longitude	Latitude	GIS X	GIS Y	GIS Z	GIS Reference	User Defined Property	Value

**Permit #: 20112076**

Permit Data						
Location Id	Structure Description	Permit Status	Permit Description	Issue Date	Reissue Date	Expiration Date
5952	Portland Museum of Art	Initialized	252 Sq Ft 2011 Biennial 4/7 - 6/5			

Inspection Details						
Inspection Id	Inspection Type	Inspection Result Status	Inspection Status Date	Scheduled Start Timestamp	Result Status Date	Final Inspection Flag

Fees Details								
Fee Code Description	Charge Amount	Permit Charge Adjustment	Permit Charge Adj Remark	Payment Date	Receipt Number	Payment Amount	Payment Adjustment Amount	Payment Adj Comment
Signs	\$534.00							
Signs - Historic District	\$75.00							



# Portland Museum of Art

March 11, 2011

TO: Anne Machado

FROM: Kristen Levesque

RE: Portland Museum of Art sign for spring and summer

The Portland Museum of Art would like to install a sign with a changeable cover on the front of the Charles Shipman Payson building on Monday, April 4 for our spring exhibition the *2011 Biennial*. The sign will be up through June 6 and then taken down and changed and re-installed on June 20. The sign is approximately 13.9 feet high by 18 feet tall and will be attached with 36, 4 ¼ inch stainless steel bolts into the façade of the building. The sign is made of 10 mil. Alupalite board, two pieces of aluminum with corrugate plastic in between. Portland Color will be creating the image.

Because it's one sign with a changeable cover, I'm hoping that we will only have to pay one permit fee. Can you call me about this? Thanks, Kristen

June 20<sup>th</sup> sign  
is A separate  
Application



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: LM

DATE (MM/DD/YYYY)

03/08/11

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).

<b>PRODUCER</b> TD Insurance, Inc. (ME) PO Box 406 Portland, ME 04112-0406 Eugene Miliard		207-239-3500 207-775-0339	<b>CONTACT NAME:</b> Lynda Crandall <b>PHONE (A/C, No, Ext):</b> 207-239-3557 <b>FAX (A/C, No):</b> 207-775-0339 <b>E-MAIL ADDRESS:</b> Lynda.Crandall@TDInsure.com <b>PRODUCER CUSTOMER ID #:</b> PORMU-1	
<b>INSURED</b> Portland Museum of Art Ms. Elena Murdock 7 Congress Square Portland, ME 04101		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Massachusetts Bay Insurance Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		<b>NAIC #</b> 22306

**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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		ZDP904024700	02/01/11	02/01/12	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Emp Ben. \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DEDUCTIBLE RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A		N/A			WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 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)

Sign being hung at the museum for the following events:

Biennial 4/4/11-6/6/11

John Marin 6/20/11-10/11/11

**CERTIFICATE HOLDER****CANCELLATION**

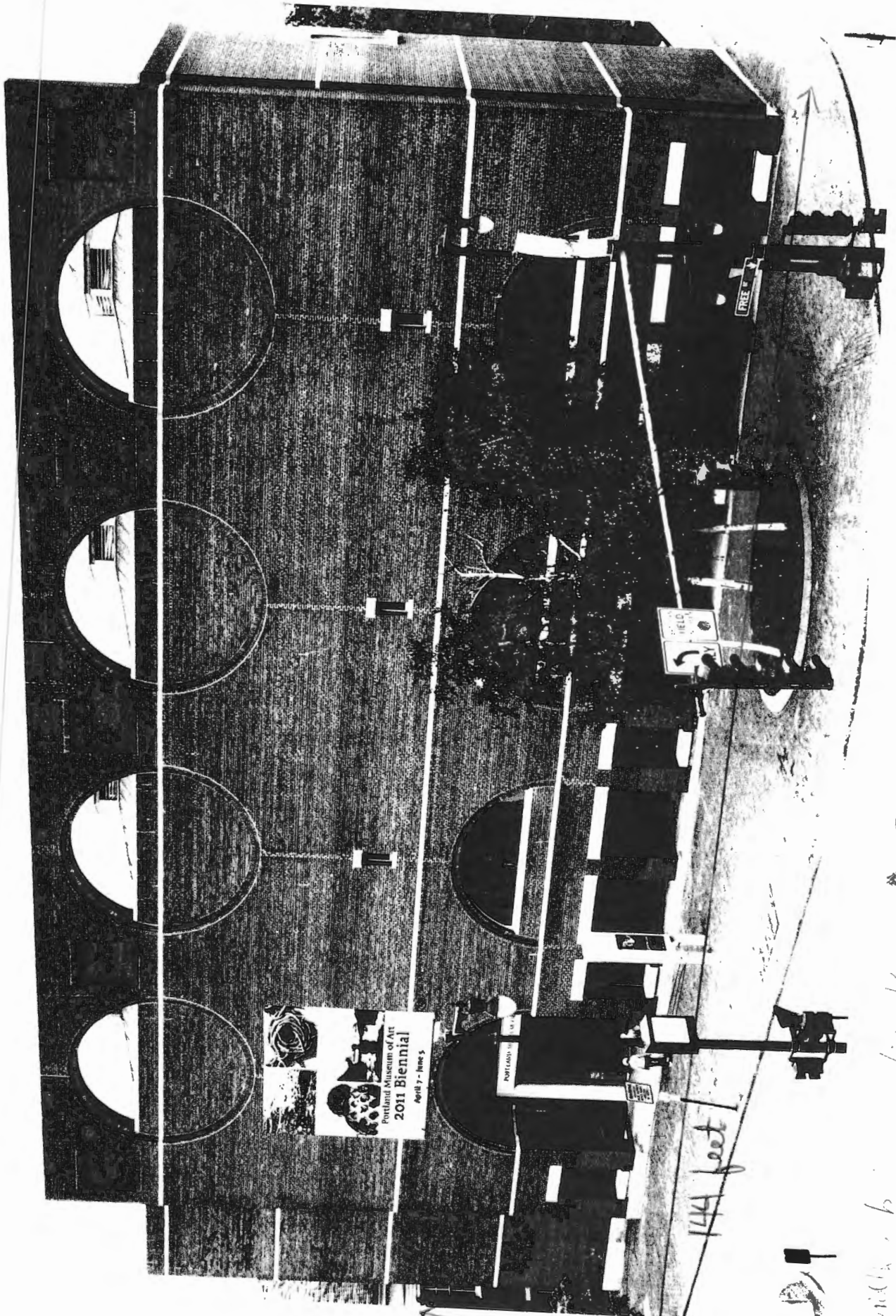
CITYP01

City of Portland  
389 Congress St  
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  
Eugene Miliard

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23 feet

144 feet

width 100 ft. 23 ft.