

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND BUILDING PERMIT



This is to certify that PORTLAND MUSEUM OF ART Located At 7 CONGRESS SQ (148 FREE ST)

Job ID: 2012-01-3164-SIGN

CBL: 039-E-013-001

has permission to Install a temp sign for 3 main exhibits

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

N/A  
Fire Prevention Officer

[Signature] 2/10/12  
Code Enforcement Officer / Plan Reviewer

THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY  
PENALTY FOR REMOVING THIS CARD

## BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

### Final Inspection

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • [www.portlandmaine.gov](http://www.portlandmaine.gov)*

Director of Planning and Urban Development  
Penny St. Louis

Job ID: 2012-01-3164-SIGN

Located At: 7 CONGRESS SQ

CBL: 039- B-013-001

## **Conditions of Approval:**

### **Zoning**

1. ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within a Historic District.
2. Separate permits are required for any future signage. Per Deb Andrews, it is understood that this permit shall include three temporary signs for the 2012 season. The first sign will be installed from February 23 thru May 28, the second sign from June 14 thru September 3 and the third sign from September 22 thru December 30.

### **Building**

1. Signage and Awning Installation to comply with Chapters 16 (Structural Loads), 31 (Materials) & 32 (ROW Height & Encroachments) of the IBC 2009 building code.

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

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

Job No: <b>2012-01-3164-SIGN</b>	Date Applied: <b>1/27/2012</b>	CBL: <b>039- B-013-001</b>	
Location of Construction: <b>7 CONGRESS SQ (148 Free St)</b>	Owner Name: <b>PORTLAND MUSEUM OF ART</b>	Owner Address: <b>7 CONGRESS ST PORTLAND, ME 04101</b>	Phone: <b>207-775-6148</b>
Business Name:	Contractor Name: <b>Burr Signs &amp; Portland Color</b>	Contractor Address: <b>50 DOWNEAST DR YARMOUTH ME 04096</b>	Phone: <b>(207) 899-1564</b>
Lessee/Buyer's Name:	Phone:	Permit Type: <b>SIGN - TEMP - Signage - Temporary</b>	Zone: <b>B-3</b>
Past Use:  <b>Portland Museum of Art</b>	Proposed Use:  <b>Same – Portland Museum of Art – install three different temporary signs (14' x 18') over the course of the 2012 season – the first from 2/23 – 5/28, the second from 6/14 – 9/3 &amp; the third from 9/22-12/30</b>	Cost of Work:	CEO District:
		Fire Dept:  <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied <input checked="" type="checkbox"/> N/A  Signature:	Inspection: Use Group: Type: <b>Sign</b> Signature: <i>[Signature]</i>
Proposed Project Description: <b>3 temporary Signs for Port Museum of Art</b>		Pedestrian Activities District (P.A.D.)	
Permit Taken By:		<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 informatin may invalidate a building permit and stop all work.

## Special Zone or Reviews

☐ Shoreland  
☐ Wetlands  
☐ Flood Zone  
☐ Subdivision  
☐ Site Plan  
  
☐ Maj ☐ Min ☐ MM

Date: *OK w/ conditions*  
*1/27/12 ABM*

**CERTIFICATION**

## Zoning Appeal

☐ Variance  
☐ Miscellaneous  
☐ Conditional Use  
☐ Interpretation  
☐ Approved  
☐ Denied

Date:

## Historic Preservation

☐ Not in Dist or Landmark  
☐ Does not Require Review  
☐ Requires Review  
☒ Approved  
☐ Approved w/Conditions  
☐ Denied

Date: *2/9/12*

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 appication 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



B-3  
his bldg.

2012-01-3163

# 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 (148 Front St.)</u>		
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <u>39</u> <u>B</u> <u>13</u>	Owner: <u>Portland Museum of Art</u>	Telephone: <u>775-6148</u>
Lessee/Buyer's Name (If Applicable)	Contractor name, address & telephone: <u>Portland Color + Burr Signs</u>	Total s.f. of signage x \$2.00 Per s.f. plus \$30.00 For H.D. signage \$75.00 Fee: \$ <u>609.00</u> 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: _____ Height: _____ 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 <input checked="" type="checkbox"/> No _____ Dimensions proposed: <u>14w x 18 high = 252 sq ft.</u>		
Proposed awning? Yes _____ No <input checked="" type="checkbox"/> 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.		

RECEIVED

JAN 27 2012

Dept. of Building Inspections  
City of Portland, Maine

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: <u>Kristen Levesque</u>	Date: <u>1/27/12</u>
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This is not a permit; you may not commence ANY work until the permit is issued.

# DESIGN TEX

**Designtex**  
14 Industrial Way  
Portland, ME 04103  
Ph: (207) 774-2689  
FAX: (207) 772-6378  
(800) 221-1540  
Web: www.designtex.com

**Estimate #: 20293**

Page 1 of 1

<b>Created Date:</b>	1/26/2012 11:15:05AM	<b>Prepared For:</b>	Portland Museum of Art
<b>Salesperson:</b>	House Account	<b>Contact:</b>	Karin Lundgren
<b>Email:</b>		<b>Office Phone:</b>	(207) 775-6148
<b>Phone:</b>	N/A	<b>Spec #:</b>	
<b>Fax:</b>	N/A	<b>Email:</b>	klundgren@portlandmuseum.org
<b>Entered by:</b>	Betsy Nelson		
<b>Email:</b>	betsy@portlandcolor.com		

## Description: Resurfacing and printing of facade panels

		Quantity	Unit Price	Subtotal
<b>1</b>	<b>Product:</b> Pre-Flight <b>Description:</b> Color Correction 1 Reprint 1 • 1 Files	1	\$110.00	\$110.00

		Quantity	Unit Price	Subtotal
<b>2</b>	<b>Product:</b> Roll Sign Print <b>Description:</b> Roll Sign Print • 1 Sets of 2 Originals, 2 W: 60 in x H: 105 in Single Sided Prints, Orajet 3165 Grey Backed Perm PSV 60in. stock material	2	\$328.00	\$656.00

		Quantity	Unit Price	Subtotal
<b>3</b>	<b>Product:</b> Roll Sign Print <b>Description:</b> Roll Sign Print • 1 Sets of 2 Originals, 2 W: 60 in x H: 120 in Single Sided Prints, Orajet 3165 Grey Backed Perm PSV 60in. stock material	2	\$452.72	\$905.44

		Quantity	Unit Price	Subtotal
<b>4</b>	<b>Product:</b> Roll Sign Print <b>Description:</b> Roll Sign Print • 1 Sets of 1 Originals, 1 W: 44 in x H: 120 in Single Sided Prints, Orajet 3165 Grey Backed Perm PSV 60in. stock material	1	\$313.12	\$313.12

		Quantity	Unit Price	Subtotal
<b>5</b>	<b>Product:</b> Roll Sign Print <b>Description:</b> Roll Sign Print • 1 Sets of 1 Originals, 1 W: 44 in x H: 105 in Single Sided Prints, Orajet 3165 Grey Backed Perm PSV 60in. stock material	1	\$276.00	\$276.00

## Notes

estimate includes the cost of resurfacing existing panels with fresh vinyl, one round or proofing and color correction and printing of the panels.  
Also included are 3 shades of touch up paint for bolting/attachment points on the building.

**Subtotal:** \$2,260.56

**Total:** \$2,260.56

**Payment Terms:** All orders for new customers are PROFORMA and must be paid in full, prior to production.  
Repeat customers are subject to individual and account terms.

## Client Reply Request

☐ Estimate Accepted "As Is". Please proceed with Order.

Lead Time is day(s)

This order is non-cancelable + non-returnable once produced. SIGN: \_\_\_\_\_ Date: / /

Please do not return this form signed if the dimensions noted are not FIELD VERIFIED!

Print Date: 1/26/2012 11:15:39AM

\\CYRIOUS\Cyrrious\Control\Reports\Portland - Estimate.rpt

**From:** "Kristen Levesque" <klevesque@portlandmuseum.org>  
**To:** <jrioux@portlandmaine.gov>  
**Date:** 9/27/2010 1:25 PM  
**Subject:** FW: Portland Museum of Art Fall Sign  
**Attachments:** f64banner.pdf; ATT00861.txt

John:  
Where's your office in city hall? Kristen

—Original Message—

**From:** Kristen Levesque [mailto:klevesque@portlandmuseum.org]  
**Sent:** Tuesday, September 07, 2010 11:49 AM  
**To:** 'amachado@portlandmaine.gov'  
**Subject:** Portland Museum of Art Fall Sign

Anne:

The Portland Museum of Art would like to install a sign on the front of the Charles Shipman Payson Building on September 28 for our fall exhibition "Debating Modern Photography." The sign will be up through Friday, December 3. The sign is approximately 13.9 feet high by 18 feet tall and will be attached with 36, 4 1/4 inch stainless steel bolts into the facade of the building. The sign is currently on the building and is made of 10 mil. Alumalite board, two pieces of aluminum with corrugate plastic in between. Portland Color will be creating the sign.

We will drop off the materials for the permit to you today. In the future, we might want to do four of these signs a year, if that's the case, do we only need to pay one permit fee?

Kristen

- 3 signs during season

Edgar Degas - February 23 - May 28  
The Draw of the Normandy Coast - June 14 - Sept 3  
Weatherbeaten - Winslow Homer - Maine - Sept 22 - Dec. 30

— method of attachment  
& material.



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: LM

DATE (MM/DD/YYYY)

01/25/12

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 TD Insurance, Inc.		<b>207-239-3500</b> <b>207-775-0339</b>	<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> <b>Portland Museum of Art</b> <b>Ms. Elena Murdock</b> <b>7 Congress Square</b> <b>Portland, ME 04101</b>	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A : Massachusetts Bay Insurance Co</b>		<b>22306</b>
	<b>INSURER B :</b>		
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
<b>INSURER F :</b>			

**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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>	X		ZDP9040247	02/01/12	02/01/13	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						Emp Ben. \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<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 type="checkbox"/> NON-OWNED AUTOS						\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>						AGGREGATE \$
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DEDUCTIBLE						\$
	RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATUTORY LIMITS OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				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:

Edgar Degas: February 23 through May 28

The Draw of the Normandy Coast: June 14 through September 3

Weatherbeaten: Winslow Homer and Maine: September 22 through December 30

Admnl insd only applies per written contract subject to policy terms & con.

**CERTIFICATE HOLDER****CANCELLATION**

<b>CITYP01</b>  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 TD Insurance, Inc.
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← 14 feet →

EDGAR

degas

← 18 feet →

FEBRUARY 23—MAY 28



# CITY OF PORTLAND, MAINE

Department of Building Inspections

## Original Receipt

Received from

Museum of Art

Location of Work

" 7 Congress St

Cost of Construction

\$

Building Fee:

Permit Fee

\$

Site Fee:

Certificate of Occupancy Fee:

Total:

Building (I1) \_\_\_\_\_

Plumbing (I5) \_\_\_\_\_

Electrical (I2) \_\_\_\_\_

Site Plan (U2) \_\_\_\_\_

Other \_\_\_\_\_

CBL:

31 B13

Check #:

3116

Total Collected \$

609

**No work is to be started until permit issued.  
Please keep original receipt for your records.**

Taken by:

(Signature)

WHITE - Applicant's Copy  
YELLOW - Office Copy  
PINK - Permit Copy