Inspections Division
Date: 10/23/14

Signage / Awning Permit Application

If you or the property owner owes real estate or personal property taxes or any other charges on any property within the City, payment arrangement MUST be made before permits are accepted.

Location/Address:

Tax Assessor's Chart/Block/Lot (CBL)
Chart: 40 Block: E Lot: 3
40 F 11

OWNER Name/Address:
Name: JB. Brown & Sons
Address: 36 Danforth St
Portland, ME 04101

Telephone: 207-774-5908
E-Mail:

LEASEE/BUYER Info (if Applicable)
Name:
Address:
Phone:
E-Mail:

CONTRACTOR
Name:
Address:
Phone:
E-Mail:

Total S.F. signage $
(Sq Ft = ___ x $2.00)
SF + $30 Fee: $ 30
Historic ($75): $
Awning Fee: $ see attached

Awning Fee = Cost of Work: $ ($25/first $1000; $11 each additional $1000)
TOTAL FEE: $ 470

Who should we contact when the permit is ready: Name: Vin Veroneau Phone: 207-200-2180
Address 36 Danforth St Portland, ME 04101 E-Mail: veroneau@jbbrown.com

Tenant/allocated building space frontage (in feet): Length: 127' Height: 55'
Lot frontage (in feet): 238' Single Tenant or Multi-Tenant Lot: Multi

Current Specific Use: Hotel / office / retail
If vacant, what was prior use:
Proposed Use:

Information on proposed sign(s)
Freestanding (e.g. pole) sign? Banners YES ☑ NO ☐ Dimensions proposed: See attached sheets (sf); Height from grade: ____sf
BLDG Wall Sign (attached to bldg.)? YES ☐ NO ☐ Dimensions proposed: ____sf

Proposed Awning: YES ☐ NO ☐ If yes, is awning backlit? YES ☐ NO ☐
Heigth of awning ____ Length of awning ____ Depth of awning ____
Is there any communication, message, trademark or symbol on it? YES ☐ NO ☐
If yes, total square footage of panels with communication, message, trademark or symbol on it: ____ sf

Information on *existing and previously permitted* signage:
Freestanding (e.g. pole) sign? YES ☐ NO ☐ Dimensions proposed: ___ ft X ___ ft; Height from grade: ____
BLDG Wall Sign (attached to bldg.)? YES ☐ NO ☐ Dimensions proposed: ___ ft X ___ ft
Awning? YES ☐ NO ☐ total sq ft of panels with communication on it: ____ sf

A site sketch and building sketch showing exactly where existing and proposed signage is located MUST be provided. Sketches and/or pictures of proposed signage and existing building are also required.

Please submit all information outlined in the Sign/Awning Application Checklist. Failure to do so may result in the 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, stop by the Building Inspections Office, room 315 City Hall, or call 207-874-8703.

I hereby certify 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: [signature] *Date:* 10/6/14

Revised 07/2014 **This is NOT a permit; you may not commence ANY work until the permit is issued**

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Signage Fees
321 Commercial Street

Sign Type	Size	Size (sf)	Quantity	Tot. Area
Banner	30" x 8'	20	1	20.00
Banner	30" x 7'	17.5	5	87.50
Banner	30" x 5'	12.5	3	37.50
Total Banner Area				**145.00**

	Fees
Banner Fee ($2psf)	$ 290.00
Inspections Fee	$ 30.00
Historic Fee	$ 75.00
Planning Authority Review Fee	$ 75.00
Total Fee	**$ 470.00**