



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: Baxter Place, 305 Commercial Street, Portland, Maine 04101		
Tax Assessor's Chart/Block/Lot (CBL) Chart: 040 F009001 Block: Lot:	OWNER Name/Address: Name: Lathrop Asset Management Address: 10 Moulton St, 4th Floor Portland, Maine 04101	Telephone: 207-797-3980 E-Mail: LPride@lathropmngmt.com
LEASEE/BUYER Info (if Applicable) Name: Jeff Galvin Address: 305 Commercial St Portland, Maine, 04101 Phone: 207-558-7200 E-Mail: Jeff.Galvin@LBPA.com	CONTRACTOR Name: Welch Architectural Signage Address: 7 Lincoln Avenue Scarborough, Maine, 04074 Phone: 207-893-6200 E-Mail:	Total S.F. signage \$ 18.00 (Sq Ft = 9 x \$2.00) SF + \$30 Fee: \$ 30 Historic (\$75): \$ 75.00 Awning Fee: \$ N/A
Awning Fee = Cost of Work: \$ _____ (25/first \$1000; \$11 each additional \$1000) TOTAL FEE: \$ 123.00		

Who should we contact when the permit is ready: Name: Jeff Galvin Phone: 207-558-7200
Address: 305 Commercial St, Portland, Maine 04101 E-Mail: Jeff.Galvin@LBPA.com

Tenant/allocated building space frontage (in feet): Length: 33'-0" Height: 13'-4"
Lot frontage (in feet): _____ Single Tenant or Multi-Tenant Lot: _____

Current Specific Use: Architectural Office (Lavallo Brunelgnier Architects)
If vacant, what was prior use: Kitchen Millwork Company Showroom (Maine Coast Kitchens)
Proposed Use: _____

Information on proposed sign(s)

Freestanding (e.g. pole) sign? YES NO Dimensions proposed: N/A (sf); Height from grade: N/A sf
BLDG Wall Sign (attached to bldg.?) YES NO Dimensions proposed: 3'-0" x 3'-0" sf

Proposed Awning: YES NO If yes, is awning backlit? YES NO
Height of awning N/A Length of awning N/A Depth of awning N/A
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: N/A sf

Information on existing and previously permitted signage:

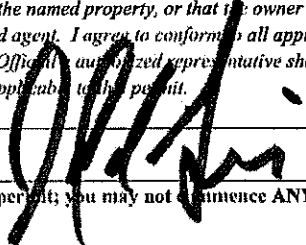
Freestanding (e.g. pole) sign? YES NO Dimensions proposed: ___ ft X ___ ft; Height from grade: ___
BLDG Wall Sign (attached to bldg.?) YES NO Dimensions proposed: ___ ft X ___ ft
Awning? YES NO total sq ft of panels with communication on it: _____ sf

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 or 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 the permit.

Signature of Applicant: 

Date: 3/2/16

