



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: <u>96 DANFORTH ST. PORTLAND ME. 04101</u>	
Tax Assessor's Chart/Block/Lot (CBL) Chart: <u>44</u> Block: <u>A</u> Lot: <u>23,24,28</u>	OWNER Name/Address: Name: <u>CATHERINE MORRILL DAY NURSERY</u> Address: <u>96 DANFORTH ST</u> <u>PORTLAND ME 04101</u>
	Telephone: <u>874-1115</u> E-Mail:
LEASEE/BUYER Info (if Applicable)	CONTRACTOR Name: <u>WELCH SIGNAGE</u> Address: <u>7 LINCOLN AVE</u> <u>STAR BOLDVICH ME 04074</u> Phone: <u>883-6200</u> E-Mail: <u>JULY@WELCHUS.COM</u>
	Total S.F. signage \$ <u>18.00</u> (Sq Ft = <u>9</u> x \$2.00) SF + S30 Fee: \$ <u>30</u> Historic (\$75): \$ <u>75.00</u> Awning Fee: \$ <u> </u> TOTAL FEE: \$ <u>123.00</u>
Awning Fee = Cost of Work: \$ <u> </u> (\$30/first \$1000; \$10 each additional \$1000)	

Who should we contact when the permit is ready: Name: LORI MOSES Phone: 874-1115
Address: 96 DANFORTH ST. PORTLAND MAINE 04101 E-Mail:
CATHERINE MORRILL.DIRECTOR@GMAIL.COM
Tenant/allocated building space frontage (in feet): Length: 53'-0" Height: 35'-0"
Lot frontage (in feet): 114'-0" Single Tenant or Multi-Tenant Lot: SINGLE

Current Specific Use: NURSERY
If vacant, what was prior use:
Proposed Use: No changes

Information on proposed sign(s)
Freestanding (e.g. pole) sign? YES NO
BLDG Wall Sign (attached to bldg.)? YES NO
Proposed Awning: YES NO
Height of awning Length of awning Depth of awning
If yes, is awning backlit? YES NO
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
BLDG Wall Sign (attached to bldg.)? YES NO
Awning? YES NO
Dimensions existing: X Height from grade:
Dimensions existing: 16' X 4' (SEE IMAGE FOR MORE INFO)
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 207-374-8703.

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: Lori Moses Date: 2/26/14

Revised 06/2012

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

RECEIVED
APR 04 2014
Dept. of Building Inspections
City of Portland Maine



Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

Signage / Awning Permit Application

CHECK LIST

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help expedite the permitting process.

- 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.
- Letter of permission from the property owner indicating the specific permissions granted and the tenant/space building frontage. *Submitted by owner*
- A sketch plan of the lot indicating location of buildings, driveways, any abutting streets or rights of way, lengths of building frontages, street frontages and all existing setbacks. Please indicate, on the plan, all existing and proposed signage with their dimensions and specific locations. Be sure to include distance from the ground and building façade dimensions for any signage attached to the building.
- A sketch or photo of any proposed sign(s) indicating content, dimensions, materials, source of illumination, construction method as well as specifics of installation/attachment.
- Certificate of flammability is required for awnings, canopies or banners. A UL# is required for lighted signs at the time of final inspection
- Photos of existing signage
- Details for sign fastening, attachment or mounting in the ground.

FEES

Permit fee for signage or awning with signage: \$30 plus \$2 per square foot of sign (per sign)

Permit fee for awning-without-signage is based on cost of work:

\$30 for the first \$1000 of cost of work; \$10 for each additional \$1000 of cost of work

Application fee for any signage in a *Historic District* is an additional \$75



Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a *legal signature* per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are *paid in full* to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to call the **Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.
- I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature:

Leif Moses

Date:

3/26/14

I have provided digital copies and sent them on:

Date:

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.