

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND BUILDING PERMIT



**This is to certify that**

CATHOLIC CHARITIES MAINE /Welch Signage

**Located at**

66 STATE ST

**PERMIT ID:** 2013-00211

**ISSUE DATE:** 05/22/2013

**CBL:** 044 H001001

has permission to **Erect 48" x 36" freestanding sign adjacent to State Street entrance.**

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.

**Fire Prevention Officer**

**Code Enforcement Officer / Plan Reviewer**

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY  
THERE IS A PENALTY FOR REMOVING THIS CARD**

*Approved Property Use - Zoning*

*Building Inspections*

*Fire Department*

**PERMIT ID:** 2013-00211

**Located at:** 66 STATE ST

**CBL:** 044 H001001

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

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

Permit No: 2013-00211	Issue Date:	CBL: 044 H001001
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Location of Construction: 66 STATE ST	Owner Name: CATHOLIC CHARITIES MAINE	Owner Address: PO BOX 10660 PORTLAND, ME 04104	Phone:
Business Name:	Contractor Name: Welch Signage	Contractor Address: 7 Lincoln Avenue Portland ME 04074	Phone (207) 883-6200
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	Zone: R6
Past Use: Catholic Charities Maine - Counseling offices	Proposed Use: Same -Catholic Charities Maine - Counseling offices	Permit Fee: \$143.00	Cost of Work: \$1,000.00
Proposed Project Description: Erect 48" x 36" freestanding sign adjacent to State Street entrance.		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input checked="" type="checkbox"/> N/A	INSPECTION: Use Group: Type: 5/5
		Signature:	Signature: <i>ABM 5/22/13</i>
		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: Date:	

Permit Taken By: LDOBSON	Date Applied For: 02/01/2013	<b>Zoning Approval</b>		
<ol style="list-style-type: none"><li>This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</li><li>Building permits do not include plumbing, septic or electrical work.</li><li>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..</li></ol>		Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> <i>OK w/ conditions</i> Date: <i>5/22/13</i> <i>ABM</i>	Zoning Appeal <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:	Historic Preservation <input type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <i>5/21/13</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
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

**City of Portland, Maine - Building or Use Permit**

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

Permit No: 2013-00211	Date Applied For: 02/01/2013	CBL: 044 H001001
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Location of Construction: 66 STATE ST	Owner Name: CATHOLIC CHARITIES MAINE	Owner Address: PO BOX 10660	Phone:
Business Name:	Contractor Name: Welch Signage	Contractor Address: 7 Lincoln Avenue Portland	Phone (207) 883-6200
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	

Proposed Use: Same -Catholic Charities Maine - Counseling offices	Proposed Project Description: Erect 48" x 36" freestanding sign adjacent to State Street entrance.
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**Dept:** Historic      **Status:** Approved w/Conditions      **Reviewer:** Deb Andrews      **Approval Date:** 05/21/2013**Note:**      **Ok to Issue:** ☒

Final proposal calls for one sign only at this time--freestanding sign to be located adjacent to the State Street entrance.

- 1) Lower edge of sign panel to be located just above iron fence pickets. Height of fence should be sufficient to allow for visibility, but no taller than necessary.
- 2) Sign to be located behind iron fence, in landscape bed near entrance. (See attached photo for location.) Sign may be positioned either perpendicular to State Street or parallel to State Street.

**Dept:** Zoning      **Status:** Approved w/Conditions      **Reviewer:** Ann Machado      **Approval Date:** 02/11/2013**Note:** Using Table 2.2- Institutional Uses in Residential Zones. Revised application 5/21/13 due to Historic Preservation Requirements.      **Ok to Issue:** ☒

- 1) The freestanding sign cannot exceed six feet in height from grade to the top of the sign, and it must be setback a minimum of five feet from any property line.
- 2) ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District.

**Dept:** Building      **Status:** Approved w/Conditions      **Reviewer:** Ann Machado      **Approval Date:** 05/22/2013**Note:**      **Ok to Issue:** ☒

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

<b>City of Portland, Maine - Building or Use Permit</b>		<b>Permit No:</b> 2013-00211	<b>Date Applied For:</b> 02/01/2013	<b>CBL:</b> 044 H001001
389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716				
<b>Proposed Use:</b> Same -Catholic Charities Maine - Counseling offices		<b>Proposed Project Description:</b> Erect 48" x 36" freestanding sign adjacent to State Street entrance		
<b>Dept:</b> Historic <b>Status:</b> Approved w/Conditions <b>Reviewer:</b> Deb Andrews <b>Approval Date:</b> 05/21/2013 <b>Note:</b> <b>Ok to Issue:</b> <input checked="" type="checkbox"/> Final proposal calls for one sign only at this time--freestanding sign to be located adjacent to the State Street entrance. 1) Lower edge of sign panel to be located just above iron fence pickets. Height of fence should be sufficient to allow for visibility, but no taller than necessary. 2) Sign to be located behind iron fence, in landscape bed near entrance. (See attached photo for location.) Sign may be positioned either perpendicular to State Street or parallel to State Street.				
<b>Dept:</b> Zoning <b>Status:</b> Approved w/Conditions <b>Reviewer:</b> Ann Machado <b>Approval Date:</b> 02/11/2013 <b>Note:</b> Using Table 2.2- Institutional Uses in Residential Zones. Revised application 5/21/13 due to Historic Preservation Requirements. <b>Ok to Issue:</b> <input checked="" type="checkbox"/> 1) The freestanding sign cannot exceed six feet in height from grade to the top of the sign, and it must be setback a minimum of five feet from any property line. 2) ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District.				
<b>Dept:</b> Building <b>Status:</b> Approved w/Conditions <b>Reviewer:</b> Ann Machado <b>Approval Date:</b> 05/22/2013 <b>Note:</b> <b>Ok to Issue:</b> <input checked="" type="checkbox"/> 1) Signage and Awning Installation to comply with Chapters 16 (Structural Loads), 31 (Materials) & 32 (ROW Height & Encroachments) of the IBC 2009 building code.				



# 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>66 State St., Portland, ME 04101</u>		
Tax Assessor's Chart/Block/Lot (CBL)	OWNER Name/Address:	Telephone:
Chart: _____ Block: _____ Lot: _____	<u>Catholic Charities Maine</u> <u>PO Box 10660</u> <u>Portland, ME 04104</u>	<u>(207) 781-8550</u>
LEASEE/BUYER Name (if Applicable)	CONTRACTOR name, address/phone	Total S.F. signage \$ <u>38</u>
_____	<u>Welch Signage</u>	SF = <u>19</u> x \$2.00
_____	<u>7 Lincoln Ave.</u>	SF + \$30 Fee: \$ <u>30</u>
_____	<u>Scarborough, ME</u>	Historic (\$75): \$ <u>75</u>
_____	<u>04074</u>	Awning Fee: \$ _____
Awning Fee = Cost of Work: \$ _____ (\$30/first \$1000; \$10 every other \$1000)		<b>TOTAL FEE: \$ <u>143.00</u></b>

Who should we contact when the permit is ready: Name: Judy Katzel Phone: (207) 523-1190  
Address: PO Box 10660, Portland, ME 04104

Tenant/allocated building space frontage (in feet): Length: 120' Height: 120' approx.  
Lot frontage (in feet): \_\_\_\_\_ Single Tenant or Multi-Tenant Lot: \_\_\_\_\_

Current Specific Use: Community services for mentally ill clients  
If vacant, what was prior use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_

Information on proposed sign(s) *\* revised due to historic requirements*  
Freestanding (e.g. pole) sign? YES ☒ NO ☐ Dimensions proposed: 118" x 36" (sf); Height from grade: \_\_\_\_\_ sf  
BLDG Wall Sign (attached to bldg.)? YES ☒ NO ☐ Dimensions proposed: 14 sf

Proposed Awning: YES ☐ NO ☒ If yes, is awning backlit? YES ☐ NO ☐  
Height 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

RECEIVED

FEB 01 2013

Information on existing and previously permitted signage:  
Freestanding (e.g. pole) sign? YES ☐ NO ☒ Dimensions proposed: \_\_\_\_\_ ft X \_\_\_\_\_ ft;  
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

Dept. of Building Inspections  
City of Portland, Maine  
*inst. not used in Pub Zone  
freestanding frontage 2100  
15 sq max - 12 proposed OK  
height 11.9 - 11.9 OK*

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](http://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: 1-30-13

Revised 06/2012 - This is NOT a permit; you may not commence ANY work until the permit is issued

*Inst. not used in Pub Zone. (considered over)*  
*1st front - 120 x 32 = 3840 x .05 = 192*  
*30' x 6' = 2176 x .05 = 108.8*  
*15' x 11.9' = 178.5*



# 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.
- ☒ 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 (*no current 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

## ATTACHMENTS

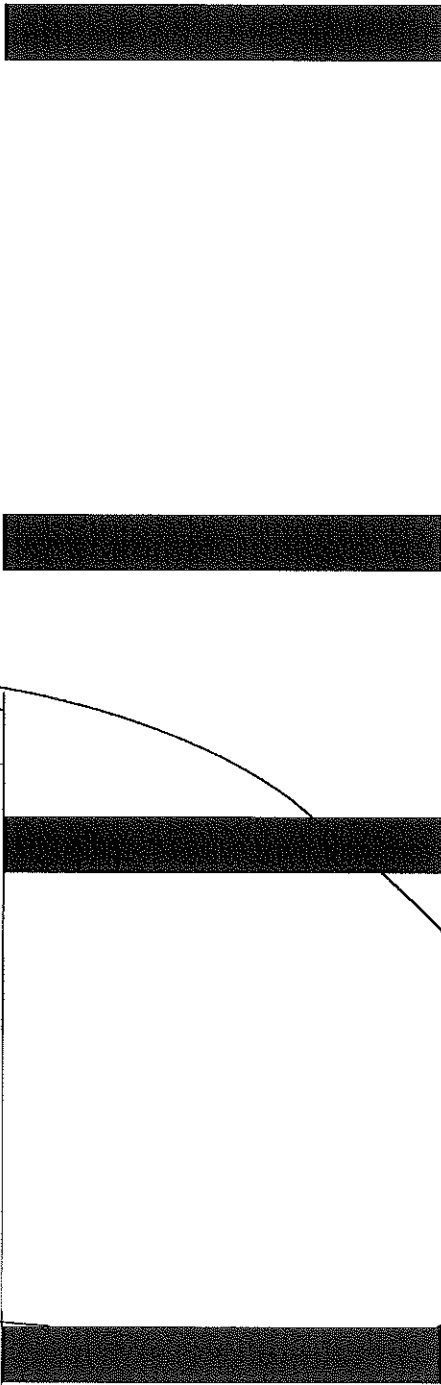
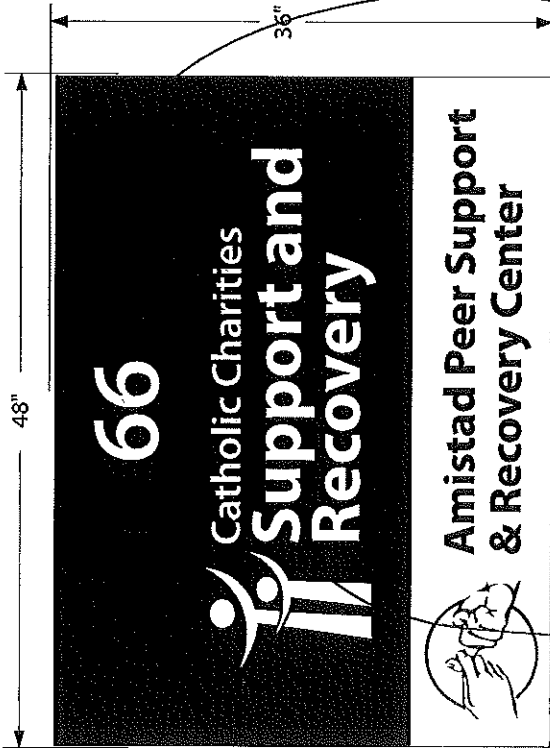
To supplement your application, please submit the following items, *as applicable to your project*. Keep in mind that the information you provide the Historic Preservation Board and staff is the only description they will have of your project or design. Therefore, it should precisely illustrate the proposed alteration(s).

- ☒ Exterior photographs (required for all applications.) Include general streetscape view, view of entire building & close-ups of affected area.
- ☒ Sketches or elevation drawings at a minimum 1/4" scale. Please label relevant dimensions. All plans shall be submitted in 11" x 17" format except for major projects, where 22" x 34" plans are requested. Applicants for major projects should submit one (1) 11" x 17" copy for scanning purposes.
- ☐ Details or sections, where applicable.
- ☐ Floor plans, where applicable.
- ☐ Site plan showing relative location of adjoining structures.
- ☐ Catalog cuts or product information (e.g. proposed windows, doors, lighting fixtures)
- ☒ Materials - list all visible exterior materials. Samples are helpful.
- ☐ Other(explain) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


If you have any questions or need assistance in completing this form, please contact Historic Preservation staff: Deb Andrews (874-8726) or by e-mail at [dga@portlandmaine.gov](mailto:dga@portlandmaine.gov)

**Please return this form, application fee (see attached fee schedule), and related materials to:**

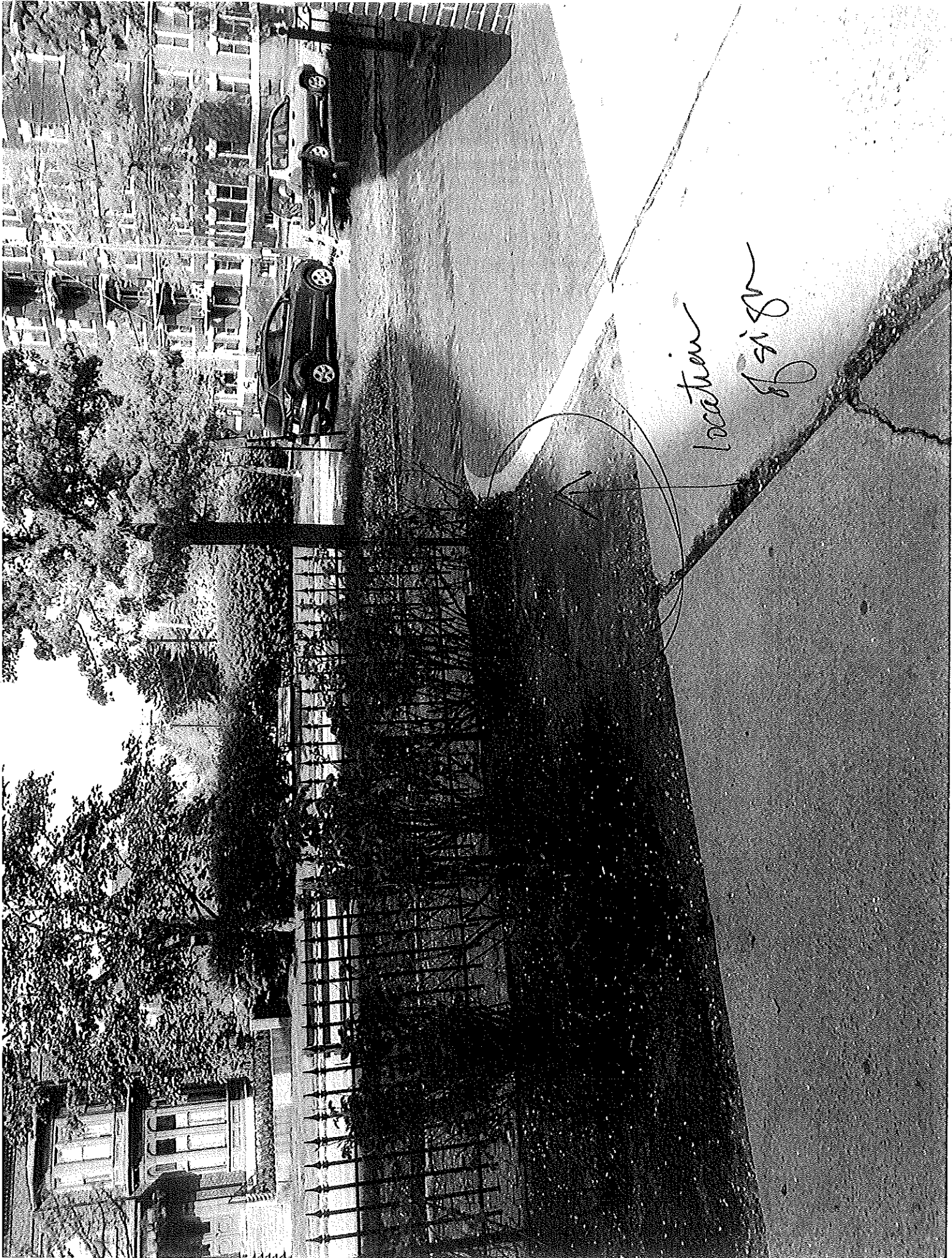
Historic Preservation Program  
Department of Planning and Urban Development  
Portland City Hall, 4<sup>th</sup> Floor  
389 Congress Street  
Portland, ME 04101



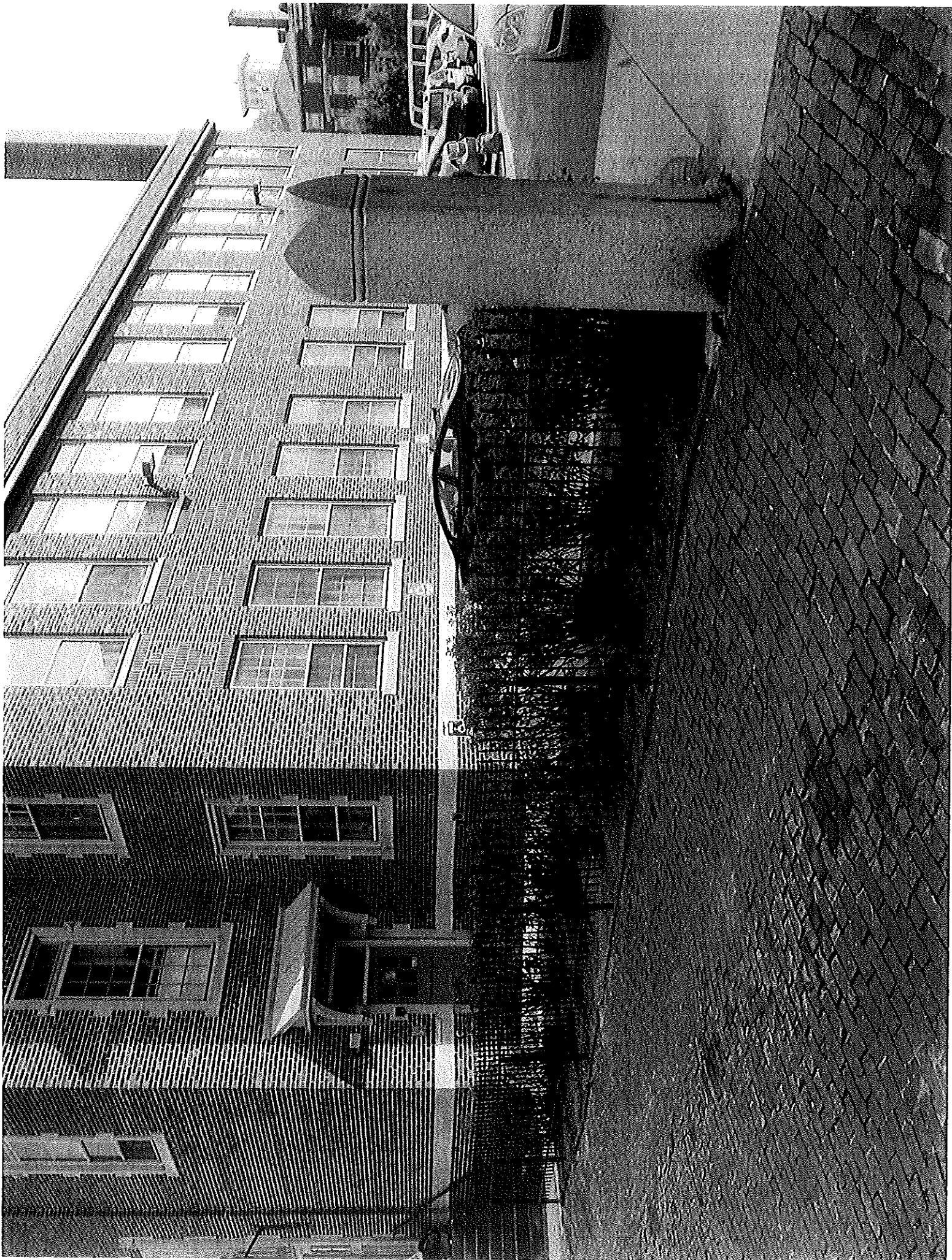
*Final sign proposal:  
Right adjacent to  
1st floor entrance to  
N. building.*

<b>Job Specifications</b>	
Customer Name:	Catholic Charities of Maine
Job Number:	
Sales Rep:	JK
Drawn By:	JK
Drawing Title:	
Sign Type(s):	
Revision Version #:	18
Date:	4.18.12
File Location:	J: Catholic Charities
	
7 Lincoln Ave. - Scarborough, ME 04074 Phone: 707.953.5500 800.635.5506 Fax: 707.953.5555 800.723.5559 www.welchsign.com	
<b>Sign Panel</b>	
Material:	3/4" MDO
Edges:	West System Sealed
Corners:	See Proof
Insert(s):	NA
Sign Color(s):	See Proof
Vinyl Colors:	NA
Backer Color:	See Proof
<b>Graphic Content</b>	
Application:	Masked and Painted
Copy Height:	
Copy Style:	
Copy Color(s):	See Drawing
Braille:	NA
<b>Mounting</b>	
Hardware:	Metal Posts Painted Black
Tape:	NA
Location:	
<b>Frame</b>	
Type:	NA
Size(s):	NA
Color:	NA











**CITY OF PORTLAND**  
**DEPARTMENT OF PLANNING & URBAN DEVELOPMENT**

389 Congress Street  
Portland, Maine 04101

**RECEIPT OF FEES**

<b>Application No:</b> 2013-055	<b>Applicant:</b>
<b>Project Name:</b> 66 STATE ST	<b>Location:</b> 66- STATE ST
<b>CBL:</b> 044 H001001	<b>Development Type:</b> Historic Preservation Project
<b>Invoice Date:</b> 02/27/2013	

Previous Balance	-	Payment Received	+	Current Fees	-	Current Payment	=	Total Due	Payment Due Date
\$0.00		\$0.00		\$75.00		\$75.00		\$0.00	On Receipt

**Previous Balance**

**\$0.00**

Fee Description	Qty	Fee/Deposit Charge
HP Special Exception Sign Review	1	\$75.00
		\$75.00
Total Current Fees:		+ \$75.00
Total Current Payments:		- \$75.00
Amount Due Now:		\$0.00

**CBL** 044 H001001  
**Bill to:** CATHOLIC CHARITIES MAINE  
PO BOX 10660  
PORTLAND, ME 04104-6060

**Application No:** 2013055  
**Invoice Date:** 02/27/2013  
**Invoice No:** 40242  
**Total Amt Due:** \$0.00  
**Payment Amount:** \$75.00

Make checks payable to the *City of Portland*, ATTN: Inspections, 3rd Floor, 389 Congress Street, Portland, ME 04101.