

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

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

Permit No: <b>04-1002</b>	Issue Date:	CBL: 045 A003001
------------------------------	-------------	---------------------

Location of Construction: 638 Congress St	Owner Name: Lafayette Square Limited Part	Owner Address: 638 Congress St	Phone: 799-5221
Business Name:	Contractor Name:	Contractor Address: Portland	Phone: 0000000000
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	Zone: <b>B-3</b>

Past Use: bar/grill	Proposed Use: bar/grill w/ 9 sq ft sign	Permit Fee: <b>\$48.00</b>	Cost of Work: <b>\$0.00</b>	CEO District: 2
Proposed Project Description: install 9 sq ft sign on front of bar/grill		FIRE DEPT: <i>NA</i>	INSPECTION: Use Group: <i>U</i> Type: <i>Sign</i> <b>BOCA 1999</b>	

Signature: *[Signature]*      Signature: *[Signature]*

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)

Action:  Approved  Approved w/Conditions  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Taken By: iodinea	Date Applied For: 07/19/2004	<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>	<b>Special Zone or Reviews</b> <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"/> Date: <i>7/30/04</i>	<b>Zoning Appeal</b> <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: _____	<b>Historic Preservation</b> <input type="checkbox"/> Not in District or Landmarl <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <i>to D.A</i> <i>D. Andray's 8/2/04</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.

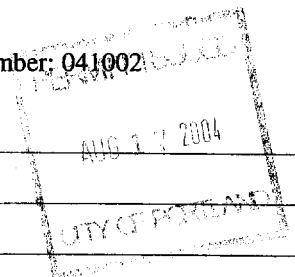
SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

# DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

Please Read Application And Notes, If Any, Attached

## BUILDING INSPECTION PERMIT

Permit Number: 041002



This is to certify that Lafayette Square Limited Partnership Owner

has permission to install 9 sq ft sign on front of building/grill

AT 638 Congress St

045 A003001

provided that the person or persons firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of the State and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Inspection must be given and when permission is procured before this building or part thereof is occupied or otherwise exposed-in-4  
YOUR NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

### OTHER REQUIRED APPROVALS

Fire Dept. \_\_\_\_\_

Health Dept. \_\_\_\_\_

Appeal Board \_\_\_\_\_

Other \_\_\_\_\_  
DepartmentName

*[Handwritten Signature]*  
8/16/04  
Director - Building & Inspection Services

**PENALTY FOR REMOVING THIS CARD**

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

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

<b>Permit No:</b> 04-1002	<b>Date Applied For:</b> 07/19/2004	<b>CBL:</b> 045 A003001
------------------------------	--	----------------------------

<b>Location of Construction:</b> 638 Congress St	<b>Owner Name:</b> Lafayette Square Limited Part	<b>Owner Address:</b> 638 Congress St	<b>Phone:</b> ( ) 799-5221
<b>Business Name:</b>	<b>Contractor Name:</b> Owner	<b>Contractor Address:</b> Portland	<b>Phone:</b> (207) 774-4111
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Signs - Permanent	

<b>Proposed Use:</b> bar/grill w/ 9 sq ft sign	<b>Proposed Project Description:</b> install 9 sq ft sign on front of bar/grill
---	--

<b>Dept:</b> Historical	<b>Status:</b> Approved	<b>Reviewer:</b> Deborah Andrews	<b>Approval Date:</b> 08/02/2004	<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
<b>Note:</b>				
<b>Dept:</b> Zoning	<b>Status:</b> Approved	<b>Reviewer:</b> Marge Schmuckal	<b>Approval Date:</b> 07/30/2004	<b>Ok to Issue:</b> <input type="checkbox"/>
<b>Note:</b>				
<b>Dept:</b> Building	<b>Status:</b> Approved with Conditions	<b>Reviewer:</b> Tammy Munson	<b>Approval Date:</b> 08/16/2004	<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
<b>Note:</b>				
1) Signage Installation to comply with Chapter 31 BOCA 1999				

# 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>650A Congress Street, Portland</u>			
Total Square Footage of Proposed Structure <u>45</u>		Square Footage of Lot <u>A X 003</u>	
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot#		Owner: <u>Lafayette Sq</u>	Telephone:
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>Xiaolei Pan</u> <u>650A Congress Street</u> <u>Portland, ME 04107</u> <u>774-4111</u>		Total s.f. of signage x \$2.00 per s.f. plus \$30.00/\$65.00 for H.D. signage = Total Fee: \$ <u>480.00</u> Awning Fee = Cost Of Work: \$ _____ Total Fee: \$ <u>480.00</u>
Current use: _____			
If the location is currently vacant, what was prior use: _____			
Approximately how long has it been vacant: _____ <u>9700</u>			
Proposed use: _____			
Project description: _____			
Contractor's name, address & telephone: _____			
Whom should we contact when the permit is ready: <u>Xiaolei Pan</u>			
Mailing address: <u>18 Cottage Lane Cape Elizabeth ME 04107</u>			
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A STOP WORK ORDER will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: <u>799-5221 / 774-4111</u>			

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT. WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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>Xiaolei Pan, Mrs</u>	Date: <u>7/8/04</u>
---	---------------------

**This is NOT a permit, you may not commence ANY work until the permit is issued.**

# SIGNAGE/AWNING PRE-APPLICATION QUESTIONNAIRE

PLEASE COMPLETE ALL INFORMATION

ADDRESS: 650A Congress Street Portland ME 04101 ZONE: B-3

CBL: \_\_\_\_\_

SINGLE TENANT LOT? YES \_\_\_\_\_ NO  MULTITENANT LOT? YES  NO \_\_\_\_\_

MORE THAN ONE SIGN TOTAL WITH PROPOSED SIGN? YES  NO \_\_\_\_\_

## TENANT/ALLOCATED BUILDING SPACE FRONTAGE (FEET):

Length: 15' Height: 14'

### INFORMATION ON PROPOSED SIGN(S):

FREESTANDING (e.g., pole) SIGN? YES \_\_\_\_\_ NO \_\_\_\_\_ DIMENSIONS PROPOSED: \_\_\_\_\_  
BLDG. WALL SIGN? (attached to bldg) YES  NO \_\_\_\_\_ DIMENSIONS PROPOSED: 2.5' X 3' = 7.5'

### INFORMATION ON ALREADY EXISTING AND PERMITTED SIGN(S): PHOTOS OF FRONT OF BUILDING

FREESTANDING (e.g., pole) SIGN? YES \_\_\_\_\_ NO  DIMENSIONS: \_\_\_\_\_  
BLDG. WALL SIGN (attached to bldg)  YES \_\_\_\_\_ NO \_\_\_\_\_ DIMENSIONS: \_\_\_\_\_  
AWNING? YES \_\_\_\_\_ NO  DIMENSIONS: \_\_\_\_\_

LOT FRONTAGE (FEET): CONGRESS FRONTAGE

**AWNING** YES \_\_\_\_\_ NO \_\_\_\_\_ IS AWNING BACKLIT? YES \_\_\_\_\_ NO OK  
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 WITH COMMUNICATIONS/MESSAGE/TRADEMARK/SYMBOL? \_\_\_\_\_ s.f.

**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 ARE ALSO REQUIRED.**

SIGNATURE OF APPLICANT: Tracey Paul Pres DATE: 7/8/04

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*  
15' X 2' = 30' MAX

# CHECKLIST FOR SIGN/AWNING APPLICATION

Applicants for a sign or awning permit are required to submit the following information to the Code Enforcement Office at the time of application:

*Jeff*  
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. Amount must equal \$400,000.00.

*A*  
Letter of permission from the owner indicating the permissions granted and the tenant/space building frontage.

*photo*  
A sketch plan of lot, indicating location of buildings, driveways, and any abutting streets or rights of way, lengths of building frontages, street frontages, and all existing setbacks. **Indicate on the plan all existing and proposed signs with their dimensions and specific locations. Be sure to include distance from the ground and building facade dimensions for any signage attached to a building.**

A sketch or photo of any proposed sign(s) indicating *content, dimensions, materials, source of illumination, and construction method, as well as specifics of installation/attachment.*

Certificate of Flammability required for awning or canopy at time of application.

UL# required for lighted signs at the time of Final Inspection. Failure to provide this information will invalidate the Sign Permit.

Pre-Application Questionnaire completed and attached. Photos of existing signage attached.

**Permit Fee for signage or awning-with-signage:**

**\$30.00 plus \$2.00 per square foot of sign.**

**%**

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

**\$30.00 for the first \$1,000.00, plus \$9.00 for each additional \$1,000.00.**

**Base Application Fee for any Historic District signage is \$65.00 instead of \$30.00**

# Sidewalk Signs

## Design, Location, and Construction Standards

PLYWOOD - OLD TREE STAND -  
Quantity

One sign per establishment for each street frontage having a public entrance, provided that all dimension and location standards are met. When standards would not otherwise permit a sign, a sign may consist of multiple listings.

### Sign Dimensions

Single Listing: Maximum width is 24 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major flows. Maximum height is 40 inches to top of sign in place. Minimum height is 30 inches to top of sign in place.

Multiple: Maximum width is 30 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major flows. Maximum height is 40 inches to top of sign in place. Minimum height is 30 inches to top of sign in place.

### Location

Minimum distance between signs is 20 feet. Maximum distance of sign from public entrance of advertiser is 20 feet. The City may vary these distances for exceptional physical circumstances where public safety and streetscape aesthetics will be maintained. However, under no circumstances shall signs obstruct vehicular stops, benches, fire hydrants, or other street visual amenities. Signs shall be located near the curb rather than the building face.

### Materials and Graphics

All signs shall be of an A-Frame type design, shall be constructed of durable, weather-resistant materials and finish, shall have no moving parts, and shall be non-electrified. All signs shall be maintained in a clean and original appearance. Sign materials, graphics, and finish shall be of a unified design and shall be compatible with the local streetscape. All signs shall have horizontal braces spanning each side of the sign to assure rigid support. Lettering shall be legible and consistent.

### Sign Removal

All signs shall be removed when the business is closed or while any snow or ice exists on the walk within eight feet of the sign in any direction.

### Insurance

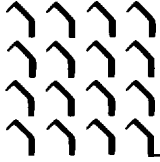
No permit shall be issued unless the applicant has posted in advance with the City a Certificate of Liability listing the City as additional insured in the amount of \$400,000.00.

### Enforcement

A sign may be removed after notice to the owner and the permit, if issued, may be revoked if the sign does not conform to the standards herein.

For a sidewalk sign permit, come to City Hall, 389 Congress Street, Room 315, with:

- \_\_\_\_\_ Certificate of Liability Insurance
- \_\_\_\_\_ Drawing of sign showing dimensions and design work
- \_\_\_\_\_ Payment of \$30.00 plus \$2.00 per s.f. of signage.
- \_\_\_\_\_ Complete application with pre-application questionnaire and checklist completed.



# PRESERVATION MANAGEMENT, INC.



NATIONAL PROPERTY MANAGEMENT SPECIALISTS

July 1, 2004

To whom it may concern,

On April 14, 2004 Preservation Management rented 652 Congress St Portland, Maine 04101 to X Pan LLC, D/B/A Jim's. Management has agreed to allow Jim's pizzeria to place tables outside for additional seating. Also Management will allow the tenants to hang a storefront sign showing their place of business.

If you need any additional information please feel free to give me a call at 774-7175.

Sincerely,

Michelle Norton  
Lafayette Sq Apartments  
Preservation Management Inc.





# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/02/2004

PRODUCER (207) 892-3544 FAX (207) 893-0515  
**Lake Region Agency**  
 726 Roosevelt Trail  
 Windham, ME 04062

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED **XPan LLC**  
**DBA: JIM'S Bar & Grill**  
 18 COTTAGE LANE  
 CAPE ELIZABETH, ME 04107

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A:	<b>Swett &amp; Crawford</b>	
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		

## COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR ADD'L LTR INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS				
A	<b>GENERAL LIABILITY</b>	TBA	06/18/2004	06/18/2005	EACH OCCURRENCE	\$ 1,000,000			
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000			
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 5,000			
					PERSONAL & ADV INJURY	\$ 1,000,000			
					GENERAL AGGREGATE	\$ 1,000,000			
					PRODUCTS - COMP/OP AGG	\$ 2,000,000			
	GEN'L AGGREGATE LIMIT APPLIES PER:								
	<input type="checkbox"/> POLICY				<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC			
					<b>AUTOMOBILE LIABILITY</b>				
					<input type="checkbox"/> ANY AUTO				COMBINED SINGLE LIMIT (Ea accident)
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per person)	\$			
	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident)	\$			
	<input type="checkbox"/> HIRED AUTOS				PROPERTY DAMAGE (Per accident)	\$			
	<input type="checkbox"/> NON-OWNED AUTOS								
	<b>GARAGE LIABILITY</b>								
	<input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$			
					OTHER THAN AUTO ONLY	\$			
					AGG	\$			
	<b>EXCESS/UMBRELLA LIABILITY</b>								
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				EACH OCCURRENCE	\$			
					AGGREGATE	\$			
	<input type="checkbox"/> DEDUCTIBLE					\$			
	RETENTION \$					\$			
	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b>								
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				WC STATUTORY LIMITS	OT-ER			
	If yes, describe under SPECIAL PROVISIONS below				E.L. EACH ACCIDENT	\$			
					E L DISEASE - EA EMPLOYEE	\$			
					E L DISEASE - POLICY LIMIT	\$			
	<b>OTHER</b>								

DESCRIPTION OF OPERATIONS LOCATIONS/ VEHICLES/ EXCLUSIONS ADDED BY ENDORSEMENT SPECIAL PROVISIONS

**City of Portland also listed as additional insured.**

## CERTIFICATE HOLDER

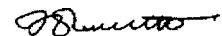
**Xia lei Pan**  
 18 Cottage Lane  
 Cape Elizabeth, ME 04107

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \_\_\_\_\_ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

**Jeffrey Vermette/CORINA**

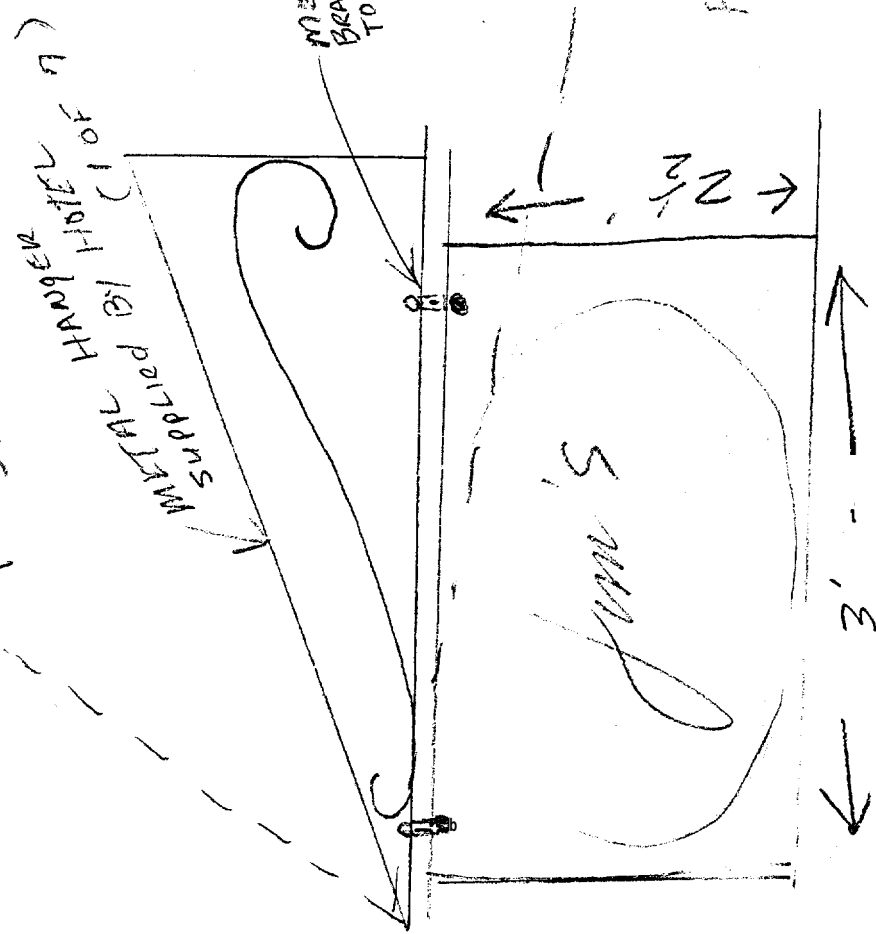


← SUPPORT WIRES TO BUILDING

METAL HANGER  
SUPPORTS BY HOTEL A)

METAL  
BRACKETS SIGN  
TO HANG

PLYWOOD w/ VINYL LETTERING



X PAN LLC

DBA JIM'S 658 A CONGRESS ST PORTLAND 774.4111