



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: <u>045</u> Block: <u>A003001</u> Lot: _____	OWNER Name/Address: Name: <u>638 Congress Street Partners LLC</u> Address: <u>104 Grant St</u> <u>Portland, ME 04101</u>	Telephone: E-Mail: <u>russepartpropmgt.com</u>
LEASEE/BUYER Info (if Applicable) <u>OSCAR PIZZA, LLC</u> <u>dba DCHO</u>	CONTRACTOR Name: <u>MIKE KEON</u> Address: <u>576 CONGRESS ST.</u> <u>PORTLAND ME 04101</u> Phone: <u>978 886 8178</u> E-Mail: <u>MIKE@OTTOPORTLAND.COM</u>	Total S.F. signage \$ <u>12.00</u> (Sq Ft = ___ x \$2.00) SF + \$30 Fee: \$ <u>30</u> Historic (\$75): \$ <u>75</u> Awning Fee: \$ <u>N/A</u> TOTAL FEE: \$ <u>117.00</u>
Awning Fee = Cost of Work: \$ _____ (\$30/first \$1000; \$10 each additional \$1000)		

Who should we contact when the permit is ready: Name: MIKE KEON Phone: 978-886-8178
 Address: 576 CONGRESS ST PORTLAND ME 04101 E-Mail: MIKE@OTTOPORTLAND.COM

Tenant/allocated building space frontage (in feet): Length: 12' 0" Height: 11'
 Lot frontage (in feet): SIDEWALK Single Tenant or Multi-Tenant Lot: _____

Current Specific Use: AWAITING INSPECTION OF NEW BUILD-OUT
 If vacant, what was prior use: RETAIL - FOOD
 Proposed Use: RETAIL - FOOD

Information on proposed sign(s) SIDEWALK SIGN
 Freestanding (e.g. pole) sign? YES NO Dimensions proposed: 3'H x 2'W Height from grade: 9'
 BLDG Wall Sign (attached to bldg.)? YES NO Dimensions proposed: 3'L x 2'H

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

Information on existing and previously permitted signage:
 Freestanding (e.g. pole) sign? YES NO Dimensions existing: _____ X _____ Height from grade: _____
 BLDG Wall Sign (attached to bldg.)? YES NO Dimensions existing: _____ X _____
 Awning? YES NO total sq ft of panels with communication on it: 0 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: _____ Date: 8-20-15