Signage / Awning Permit Application

If you or the property owner owes real estate or personal property taxes or any other charges on any pr payment arrangement MUST be made before permits are accepted.

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Location/Address:

Date: 10/08/15

Tax Assessor's Chart/Block/Lot (CBL)
Chart: 045 Block: A003001 Lot:

OWNER Name/Address:
Name: 638 Congress Street Partners LLC
Address: 104 Grant St
Portland, ME 04101

Telephor
E-Mail: russ@portpropmgt.com

LEASEE/BUYER Info (if Applicable)
OSCAR PIZZA, LLC
dba OCHO

CONTRACTOR
Name: MIKE KEON
Address: 576 CONGRESS ST.
PORTLAND ME 04101
Phone: 978 886 8178 E-Mail: MIKE@OTTOPORTLAND.COM

Total S.F. signage $ 12.00
(Sq Ft = ___ x $2.00)
SF + $30 Fee: $ 30
Historic ($75): $ 75
Awning Fee: $ N/A
TOTAL FEE: $ 117.00

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

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