

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

Please Read  
Application And  
Notes, if Any,  
Attached

BUILDING INSPECTION

PERMIT

PERMIT ISSUED  
Permit Number: 051066005  
NOV 29 2005  
CITY OF PORTLAND

This is to certify that Stone Coast Properties Llc  
has permission to Erect 1'.5" x 2' Double sided chalk board side wall sign.  
AT 603 Congress St Portland, OR 046 D031001

provided that the person or persons in firm or occupation accepting this permit shall comply with all of the provisions of the Statutes of this 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.

Notification of inspection must be given and when permission procured before this building or part thereof is leased or occupied. **FOUR HOUR 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 \_\_\_\_\_  
Department Name

*Jeannie Bouke* 11/21/05  
Director - Building & Inspection Services

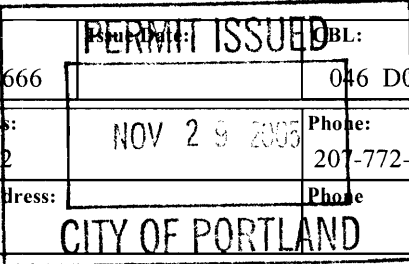
**PENALTY FOR REMOVING THIS CARD**

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

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

Permit No: 05-1666	Issue Date: NOV 29 2005	BL: 046 DC31001
-----------------------	----------------------------	--------------------

Location of Construction: 603 Congress St	Owner Name: Stone Coast Properties Llc	Owner Address: Po Box 4152	Phone: 207-772-1540
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Side Walk	Zone: B-3



Past Use: Commercial / <del>Office</del> <i>for The Healing PATH business</i>	Proposed Use: Office / Erect 1'.5" x 2' Double sided chalk board, side walk sign.	Permit Fee: \$42.00	Cost of Work: \$0.00	CEO District: 2
Proposed Project Description: Erect 1'.5" x 2' Double sided chalk board, side walk sign.		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: B Type: sign Signature: <i>JMB 11/21/05</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: GG	Date Applied For: 11/14/2005	<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>9 11/16/05</i>	<b>Zoning Appeal</b> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____	<b>Historic Preservation</b> <input type="checkbox"/> Not in District or Landmark <input checked="" type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <i>JMB</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

<b>Permit No:</b> 05-1666	<b>Date Applied For:</b> 11/14/2005	<b>CBL:</b> 046 D031001
------------------------------	--	----------------------------

<b>Location of Construction:</b> 603 Congress St	<b>Owner Name:</b> Stone Coast Properties Llc	<b>Owner Address:</b> Po Box 4152	<b>Phone:</b> 207-772-1540
<b>Business Name:</b>	<b>Contractor Name:</b>	<b>Contractor Address:</b>	<b>Phone:</b>
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Signs - Side Walk	

<b>Proposed Use:</b> Office / Erect 1'.5" x 2' Double sided chalk board, side walk sign.	<b>Proposed Project Description:</b> Erect 1'.5" x 2' Double sided chalk board, side walk sign.
---	--

**Dept:** Zoning      **Status:** Approved      **Reviewer:** Marge Schmuckal      **Approval Date:** 11/16/2005  
**Note:** no zoning issues on a sidewalk sign      **Ok to Issue:**

**Dept:** Building      **Status:** Approved with Conditions      **Reviewer:** Jeanine Bourke      **Approval Date:** 11/21/2005  
**Note:**      **Ok to Issue:**   
1) The sidewalk sandwich sign shall not infringe on the City Right of Way



# 05 1666 Signage/Awning Permit Application

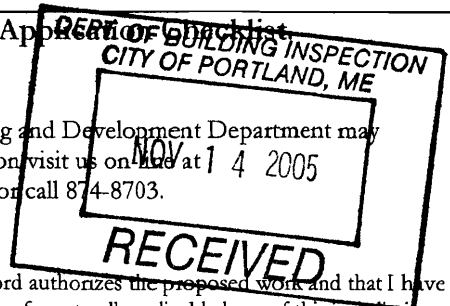
store frontage  
300 ft

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>105 Congress St.</u>		
Total Square Footage of Proposed Structure <u>60 sq ft</u>	Square Footage of Lot <u>9 ft x 8 ft (entrance to building)</u> (72 sq ft.)	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>046 D 031</u>	Owner: <u>Statecast Prod.</u>	Telephone: <u>772-1540</u>
Lessee/Buyer's Name (If Applicable) <u>The Healing Path - Shannen Wagner</u>	Applicant name, address & telephone: <u>Shannen Wagner 42 High St. Suite 313 Portland 837-4878</u>	Total s.f. of signage x \$2.00 Per s.f. plus \$30.00/\$65.00 For H.D. signage= Total Fee: \$ <u>7</u> Awning Fee= cost of work Total Fee: \$ <u>4200</u>
Current Specific use: <u>Multi Use / State Theater</u>		
If vacant, what was prior use: _____		
How long has it been vacant? _____		
Proposed Use: _____		
Project Description: <u>I am on the third floor and want to advertise myself and workshops + promotions with a finished chalkboard sign. A framed sign 1 1/2 x 2</u>		
Contractor's name, address & telephone: _____		
Who should we contact when the permit is ready: <u>Shannen Wagner</u>		
Mailing address: _____ Phone: <u>837-4878</u>		

Please submit all of the information outlined in the Sign/Awning Application. Failure to do so will result in the automatic 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 [www.portlandmaine.gov](http://www.portlandmaine.gov), stop by the Building Inspections office, room 315 City Hall or call 874-8703.



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: [Signature] Date: 11/14/05

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



# Signage/Awning Pre-Application Questionnaire

Please complete all of the following information.

Address: 615 Congress St. Suite 313 Zone: \_\_\_\_\_  
CBL: \_\_\_\_\_

Single Tenant Lot? Yes \_\_\_ No  Multi Tenant Lot? Yes  No \_\_\_

Tenant/allocated building space frontage (feet): Length: 9 Height 11

### Information on proposed sign(s):

Freestanding (e.g., pole) sign? Yes  No \_\_\_ Dimensions proposed: 1 1/2 ft x 2 ft high  
Bldg. wall sign? (attached to bldg) Yes \_\_\_ No \_\_\_ Dimensions proposed: \_\_\_\_\_

### Information on already existing and permitted sign(s):

Freestanding (e.g., pole) sign? Yes \_\_\_ No \_\_\_ Dimensions proposed: \_\_\_\_\_  
Bldg. wall sign? (attached to bldg) Yes \_\_\_ No \_\_\_ Dimensions proposed: \_\_\_\_\_  
Awning? Yes \_\_\_ No \_\_\_ Dimensions: \_\_\_\_\_  
Lot frontage (feet): \_\_\_\_\_

Awning? Yes \_\_\_ No \_\_\_ Is awning backlit? Yes \_\_\_ No \_\_\_  
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 w/communications, message, trademark or 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: S. Uoge

Date: 11/11/05

~For office use only~



## Signage/Awning Permit Application Checklist

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 to 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 owner indicating the permissions granted and the tenant/space building frontage.
- 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. Please 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 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 required for awning or canopy.
- A UL# is required for lighted signs at the time of final inspection.
- Pre-application questionnaire completed and attached.
- Photos of existing signage
- A complete set of plans that include structural details, size and dimensions and a cross section showing the slope and depth ratios, or for above ground pool, design specifications. Often this information can be obtained from the manufacturer.

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, \$9.00 per additional \$1,000.00 of cost.

Base application fee for any Historic District signage is \$65.00.



# Sidewalk Signs

## Design, Location and Construction Standards

### 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 Listings:** 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.

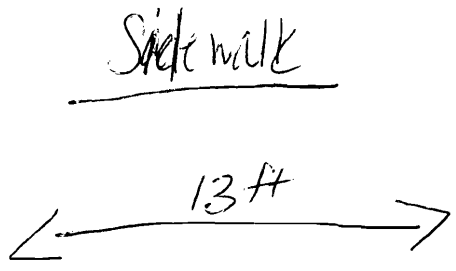
### Enforcement

If the sign does not conform to the standards outlined, the permit may be revoked and once the owner has been notified, the sign could be removed.

To apply for a sign permit, stop by the Inspections Division, Portland City Hall, 389 Congress Street, room 315 with:

- Certificate of liability insurance
- Drawing of sign showing dimensions and design work
- Payment of fees: \$30.00 plus \$2.00 per s.f. of signage
- Complete application with pre-application questionnaire and checklist complete

me - I am on floor in 313.  
 the third floor  
 total  
 still frantage  
 300 ft.



1 1/2 ft wide  
 © Reiki <sup>\* Today</sup> 2-6  
 • relax • re-energize • renew  
 20 min session \$20 only  
 walk-ins welcome  
 or call 837-4878  
 The Healing Path  
 615 Congress Suite 313

6 sq ft total

2 ft high

615 Congress  
 entrance to building

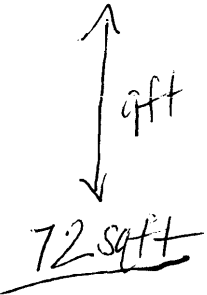


my sign  
 A-frame - wood-  
 1 1/2 x 2 ft high  
 6 sq ft total  
 finished chalk-  
 board



street

\* my business  
 is on the 3rd  
 floor so I want  
 people to know  
 where I am  
 located and  
 what I do ☺



existing  
 615

\* there are no  
 other signs in  
 the section



# *Stone Coast Properties, LLC*

November 14, 2005

TO: City of Portland

FROM: Stone Coast Properties, LLC

RE: Sandwich Board placement outside 615 Congress Street

Dear Sir or Madam,

Permission has been granted to our tenant, Shannen Wagner d/b/a The Healing Path, to place a sandwich board advertising her location and business in front of the entrance to our building at 615 Congress Street.

Ms Wagner's permission is based on her following all city/state rules guidelines/permits for this sandwich board.

Stone Coast Properties, LLC accepts no responsibility for any damage/loss/theft/injury from the placement of this board and the tenant understands she places it at our entrance at her own risk.

If you have any questions do not hesitate to contact me directly at 772-1540.

Sincerely,  
  
Kelly R. Sawyer  
Property Manager  
Stone Coast Properties, LLC

*142 High Street, Suite 320 Portland, Maine 04101*  
*(207)772-1540 FAX(207)347-7382*

CERTIFICATE OF INSURANCE

The company indicated below certifies that the insurance afforded by the policy or policies numbered and described below is in force as of the effective date of this certificate. This Certificate of Insurance does not amend, extend, or otherwise alter the Terms and Conditions of Insurance coverage contained in any policy numbered and described below.

CERTIFICATE HOLDER:  
 CITY OF PORTLAND  
 AS ADD'L INSURED  
 CONGRESS STREET  
 PORTLAND, ME 04101

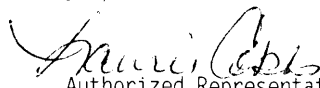
INSURED:  
 SHANNON WAGNER  
 142 HIGH ST STE 313  
 PORTLAND, ME 04101-2840

TYPE OF INSURANCE	POLICY NUMBER & ISSUING CO.	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS OF LIABILITY (*LIMITS AT INCEPTION)
LIABILITY	51-BO-114941-3001	09-01-05	09-01-06	
<input checked="" type="checkbox"/> Liability and Medical Expense	NATIONWIDE MUTUAL FIRE INSURANCE CO.			Any One Occurrence..... \$ 1,000,000
<input checked="" type="checkbox"/> Personal and Advertising Injury				Included in Above - Any One Person or Organization
<input checked="" type="checkbox"/> Medical Expenses				ANY ONE PERSON ..... \$ 5,000
<input checked="" type="checkbox"/> Fire Legal Liability				Any One Fire or Explosion \$ 100,000
				General Aggregate* ..... \$ 2,000,000
				Prod/Comp Ops Aggregate* . \$ 1,000,000
<input type="checkbox"/> Other Liability				
<b>AUTOMOBILE LIABILITY</b>				
<input type="checkbox"/> BUSINESS AUTO				Bodily Injury (Each Person) ..... \$
<input type="checkbox"/> Owned				(Each Accident) ..... \$
<input type="checkbox"/> Hired				Property Damage
<input type="checkbox"/> Non-Owned				(Each Accident) ..... \$
				Combined Single Limit .... \$
<b>EXCESS LIABILITY</b>				
<input type="checkbox"/> Umbrella Form				Each Occurrence ..... \$
				Prod/Comp Ops/Disease Aggregate* ..... \$
<b>STATUTORY LIMITS</b>				
<input type="checkbox"/> Workers' Compensation and				BODILY INJURY/ACCIDENT ... \$
<input type="checkbox"/> Employers' Liability				Bodily Injury by Disease EACH EMPLOYEE ..... \$
				Bodily Injury by Disease POLICY LIMIT ..... \$

Should any of the above described policies be cancelled before the expiration date, the insurance company will endeavor to mail 30 days written notice to the above named certificate holder, but failure to mail such notice shall impose no obligation or liability upon the company, its agents, or representatives.

DESCRIPTION OF OPERATIONS/LOCATIONS  
 VEHICLES/RESTRICTIONS/SPECIAL ITEMS

Effective Date of Certificate: 09-01-2005  
 Date Certificate Issued: 11-11-2005



Authorized Representative: PHILIP M. O'HEARN  
 Countersigned at: NATIONWIDE INSURANCE  
 1087 FOREST AVE PTLD ME



**CITY OF PORTLAND, MAINE**  
**Department of Building Inspections**

\_\_\_\_\_ 20\_\_\_\_

Received from \_\_\_\_\_

Location of Work \_\_\_\_\_

Cost of Construction \$ \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_

Building (I1)  Plumbing (I5)  Electrical (I2)  Site Plan (U2)

Other \_\_\_\_\_

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

Check #: \_\_\_\_\_

**Total Collected \$** \_\_\_\_\_

**THIS IS NOT A PERMIT**

No work is to be started until PERMIT CARD is actually posted upon the premises. Acceptance of fee is no guarantee that permit will be granted. PRESERVE THIS RECEIPT. In case permit cannot be granted the amount of the fee will be refunded upon return of the receipt less \$10.00 or 10% whichever is greater.

WHITE - Applicant's Copy  
YELLOW - Office Copy  
PINK - Permit Copy