



Ann Machado <amachado@portlandmaine.gov>

Sign Permit 2017-00328, 613 Congress St

Ann Machado <amachado@portlandmaine.gov>
To: smiller@supportsolutions.org, shawnbrewerart@gmail.com

Tue, Mar 21, 2017 at 8:58 AM

Scott -

I'm just following up on our telephone conversation.

From what you explained on the telephone, you will be using the space as retail in the front and a print making studio in the rear. The studio will be for intellectually disabled adults working with staff and artists to print shirts, posters etc. Since the previous use was a yoga studio, you need to apply for a change of use permit before you can occupy the space. Here are links to the General Building Permit Application - <http://www.portlandmaine.gov/DocumentCenter/View/15138> and the Commercial Interior Alteration Checklist for the Change of Use - <http://www.portlandmaine.gov/DocumentCenter/Home/View/2301>

The sign permit cannot be issued until the change of use permit is approved. With the sign permit, I also need you to provide more information. Please give the dimensions of the sign (12' x 20"?), explain the material that the letters are made out of and describe how they will be attached.

Please let me know if you have any questions.

Ann

Ann Machado
Zoning Administrator
Permitting and Inspections Department
City of Portland, Maine
(207) 874-8709