

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: 685 Congress St Portland, ME 04102		
Tax Assessor's Chart/Block/Lot (CBL) Chart: Block: Lot:	OWNER Name/Address: Name; Factors Financial FRC, LLC Address: PO Box 7002	Telephone: 207 - 781 - 5739
047 6034 001	Portland, ME 04112	E-Mail: Wobmaneemsn.com
LEASEE/BUYER Info (if Applicable) Northeast Patients Group	CONTRACTOR Name: Welch Signage	Total S.F. signage \$ 40 (Sq Ft = x \$2.00)
685 Congress St Rear	Address: 7 Lincoln Ave	SF + \$30 Fee: \$ 30
Portland, ME 04102	Scarborough, ME 04074	Historic (\$75): \$
	Phone: 800-635-3506 E-Mail:	Awning Fee: \$
Awning Fee = Cost	of Work: \$(\$30/first \$1000; \$10 each additional \$1000)	
Who should we contact when the permit Address 685 Congress St Rear Portland, ME 04	102	Phone: 207-553-9002 E-Mail: ctolford@mainewellness.org
Tenant/allocated building space frontage (in feet): Length: N/A Lot frontage (in feet): N/A Single Tenant or Multi-Tenant Lot: Multi-Tenant Height: N/A		
Current Specific Use: Commercial If vacant, what was prior use: N/A Proposed Use: Commercial		
Information on proposed sign(s) Freestanding (e.g. pole) sign? BLDG Wall Sign (attached to bldg.)? YES NO Dimensions proposed: Height from grade: Dimensions proposed: 48" x 60" Proposed Awning: Height of awning Length of awning Depth of awning Sthere 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 perfect that the freestanding (e.g. pole) sign? BLDG Wall Sign (attached to bldg.)? Awning? YES NO total sq ft of perfect that the first total sq ft of perfect the first total sq ft of perfect total sq ft of perfect that the first total sq ft of perfect the first total	YES NO Dimensions existing: X	Height from grade:
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 <u>www.portlandmaine.gov</u> , 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:	04/09/2014



Yes. Life's good here.

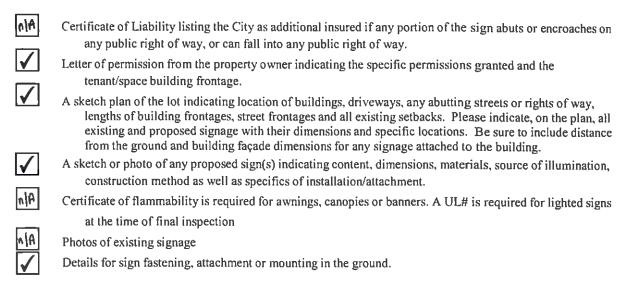
Jeff Levine, AICP, Director Planning & Urban Development Department

Tammy Munson, Director Inspections Division

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CHECK LIST

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 expedite the permitting process.



FEES

Permit fee for signage or awning with signage: \$30 plus \$2 per square foot of sign (per sign)

Permit fee for awning-without-signage is based on cost of work: \$30 for the first \$1000 of cost of work; \$10 for each additional \$1000 of cost of work

Application fee for any signage in a *Historic District* is an additional \$75



Yes. Life's good here.

Jeff Levine, AICP, Director Planning & Urban Development Department Tammy Munson, Director Inspections Division

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a *legal signature* per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are *paid in full* to the Inspections Office, City of Portland Maine by method noted below:

Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to call the Inspections Office at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.

Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.

I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature:

Date: 4-9-14

I have provided digital copies and sent them on:

Date: 4-9-14

NOTE: All electronic paperwork must be delivered to <u>buildinginspections@portlandmaine.gov</u> or by physical means ie; a thumb drive or CD to the office.