

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND

# BUILDING PERMIT

This is to certify that GEOFFREY I RICE/MAINE STREET  
DESIGN COMPANY

Located At 684 CONGRESS ST

Job ID: 2011-10-2360-SIGN

CBL: 055- E-035-001

has permission to Install 16" x 32" hanging sign

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

\_\_\_\_\_  
Fire Prevention Officer

 10/14/11  
\_\_\_\_\_  
Code Enforcement Officer / Plan Reviewer

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY  
PENALTY FOR REMOVING THIS CARD**

## BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

### 1. Final Inspection

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life* • [www.portlandmaine.gov](http://www.portlandmaine.gov)

Director of Planning and Urban Development  
Penny St. Louis

Job ID: 2011-10-2360-SIGN

Located At: 684 CONGRESS ST

CBL: 055- E-035-001

## **Conditions of Approval:**

### **Zoning:**

1. ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District.

### **Building:**

1. Signage Installation to comply with Chapters 31 & 32 of the IBC 2003 building code for height above grade and structural stability.

### **Historic:**

1. Sign location to be as shown on "street façade" view, not on mocked up photo.
2. No provisions for sign lighting are included with this application. If lighting is desired, fixtures must be incorporated into the bracket, with no exposed conduit. Final approval of lighting must be received from HP staff.
3. The scissor gate at the storefront shall be removed as this was installed after the building became a part of the Congress Street Historic District.

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

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

Job No: 2011-10-2360-SIGN	Date Applied: 9/23/2011	CBL: 055- E-035-001	
Location of Construction: 684 CONGRESS ST (688)	Owner Name: GEOFFREY I RICE	Owner Address: 658 CONGRESS ST 1ST FLOOR  PORTLAND, ME 04101	Phone:
Business Name: Maine Street Design Co.	Contractor Name: Welch Signage & Digital Graphics	Contractor Address: 7 Lincolmn Ave., Scarborough, ME 04074	Phone:  (207) -883-6200
Lessee/Buyer's Name: Brett Johnson	Phone: 207-838-9792	Permit Type: SIGN - PERM - Signage - Permanent	Zone:  B-2b
Past Use:  Design Studio /Showroom (permit #2011-08-2063)	Proposed Use: Same - Design Studio/Showroom - "Maine Street Design Co." - install hanging sign 16" x 32"	Cost of Work:	CEO District:
		Fire Dept:  <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A  Signature:	Inspection: Use Group: B Type: SIGN IPR-2009 Signature: <i>[Signature]</i> 10/14/11
Proposed Project Description: New Hanging Sign - 16" x 32"		Pedestrian Activities District (P.A.D.)	
Permit Taken By:		<b>Zoning Approval</b>	

1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building Permits do not include plumbing, septic or electrical work. 3. Building permits are void if work is not started within six (6) months of the date of issuance. False informatin may invalidate a building permit and stop all work.	<b>Special Zone or Reviews</b> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetlands <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan  <input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM Date: <i>OK w/ conditions</i> <i>10/14/11</i>	<b>Zoning Appeal</b> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied  Date:	<b>Historic Preservation</b> <input type="checkbox"/> Not in Dist or Landmark <input type="checkbox"/> Does not Require Review <input type="checkbox"/> Requires Review <input checked="" type="checkbox"/> Approved <input checked="" type="checkbox"/> Approved w/Conditions <i>see print-out</i> <input type="checkbox"/> Denied  Date: <i>10/12/11</i> <i>B. Andrews</i>
	<b>CERTIFICATION</b>		

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





# Signage/Awning Permit Application

Fee 1014

B-26  
hick

2011-10-2360

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.

change of use - 2011-08-2063

Location/Address of Construction: <b>688 Congress Street</b> (684 Congress)		
Tax Assessor's Chart, Block & Lot Chart# <b>55</b> Block# <b>E</b> Lot# <b>35</b>	Owner: <b>Geoffrey Rice - Landlord</b> <b>Maine Street Design Co.</b> <b>Brett A. Johnson</b>	Telephone: <b>207-838-9792</b>
Lessee/Buyer's Name (If Applicable) <b>Maine Street Design Co.</b> <b>Brett Johnson</b>	Contractor name, address & telephone: <b>Welch Signage</b> <b>7 Lincoln Ave</b> <b>Scarborough, ME 04074</b> <b>207-883-6200</b>	Total s.f. of signage x \$2.00 Per s.f. plus \$30.00/\$65.00 For H.D. signage= Total Fee: \$ _____ Awning Fee= cost of work _____ Total Fee: \$ _____
Who should we contact when the permit is ready: <b>Brett Johnson</b> phone: <b>207-838-9792</b>		
Tenant/allocated building space frontage (feet): Length: <b>11'-6"</b> Height: <b>14'-9"</b> Lot Frontage (feet) _____ Single Tenant or Multi Tenant Lot: <b>single</b>		
Current Specific use: <b>Design Studio / office / showroom</b> If vacant, what was prior use: <b>Tropix wine shop</b> Proposed Use: <b>change of use submitted previously.</b>		
Information on proposed sign(s): Freestanding (e.g., pole) sign? Yes _____ No _____ Dimensions proposed: _____ Height from grade: _____ Bldg. wall sign? (attached to bldg) Yes <input checked="" type="checkbox"/> No _____ Dimensions proposed: <b>32" wide</b> <b>16" high</b>		
Proposed 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.		
Information on existing and previously permitted sign(s): Freestanding (e.g., pole) sign? Yes _____ No _____ Dimensions: _____ Bldg. wall sign? (attached to bldg) Yes _____ No _____ Dimensions: _____ Awning? Yes _____ No _____ Sq. ft. area of awning w/communication: _____		
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 and existing building are also required.		

2.5 x 1.25 = 3.125 x 2 + 75 + 30 = 111.25

RECEIVED  
SEP 23 2011  
Dept. of Building Inspections  
City of Portland Maine

Please submit all of the information outlined in the Sign/Awning Application Checklist. Failure to do so may 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-line at [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: <b>Brett A Johnson</b>	Date: <b>8-30-11</b>
--	----------------------

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

115x2-280

16" x 32" = 512 sq ft = 3.55 sq ft (OK)

Client: Maine Street Design Co.  
Proof File: 18059  
Designer: Joel Kuschke  
Due Date: TBD

This proof may reflect color shifts due to the color conversions from ink to paint and or vinyl. Also, PMS colors will be approximated to the best of our ability. If we are supplied with files (if applicable) they will be used as is and WELCH will not be responsible for any faults in the design (300 dpi required). Please check the following for accuracy: spelling, quantity, graphics and logos, size, fonts/typeface, single or double sided colors and legibility.

Please SIGN this form, if approved, and fax to (207)883.8588 to continue the job progress.

\*By signing below, you are confirming that you have checked and approved of all details of this project, as represented on this proof.



(1) 3/4" MDO Sign  
16" x 32"  
Primed Sealed and Painted  
West System sealer on Edges  
Painted a solid Back ground color  
Masked out twice for 2 more layers of paint  
TO BE HAND SELECTED BY LUCIAN

42" Bracket  
5/8" square arm  
3" back plate  
4" Spear point  
hooks are 22" apart  
Install included

Approved By: LAWALURD [Signature] 9/22/11

Date: \_\_\_\_\_

**DISCLAIMER:** WELCH is not responsible for the output of customer supplied files or logos. It is the customers responsibility to make sure they have supplied the files in the correct resolution and PMS colors. We would be happy to answer any questions regarding file setup.

VEHICLES: Although Vehicle Graphics are meant to last 3-5 years, WELCH will only warranty the replacement of vehicle graphics 60 days from the proof date. Vehicle Graphics are a temporary advertisement. Please understand that sunlight, bad weather, rocks, pressure washing and incorrect care of your graphics can shorten the life span.



Client: Maine Street Design Co.  
Proof File: 18059  
Designer: Joel Kuschke  
Due Date: TBD

This proof may reflect color shifts due to the color conversions from ink to paint and or vinyl. Also, PMS colors will be approximated to the best of our ability. If we are supplied with files (if applicable) they will be used as is and WELCH will not be responsible for any faults in the design (300 dpi required). Please check the following for accuracy: spelling, quantity, graphics and layout, size, fonts/typeface, single or double sided colors and legibility.

Please SIGN this form, if approved, and fax to (207)883.8588 to continue the job progress.

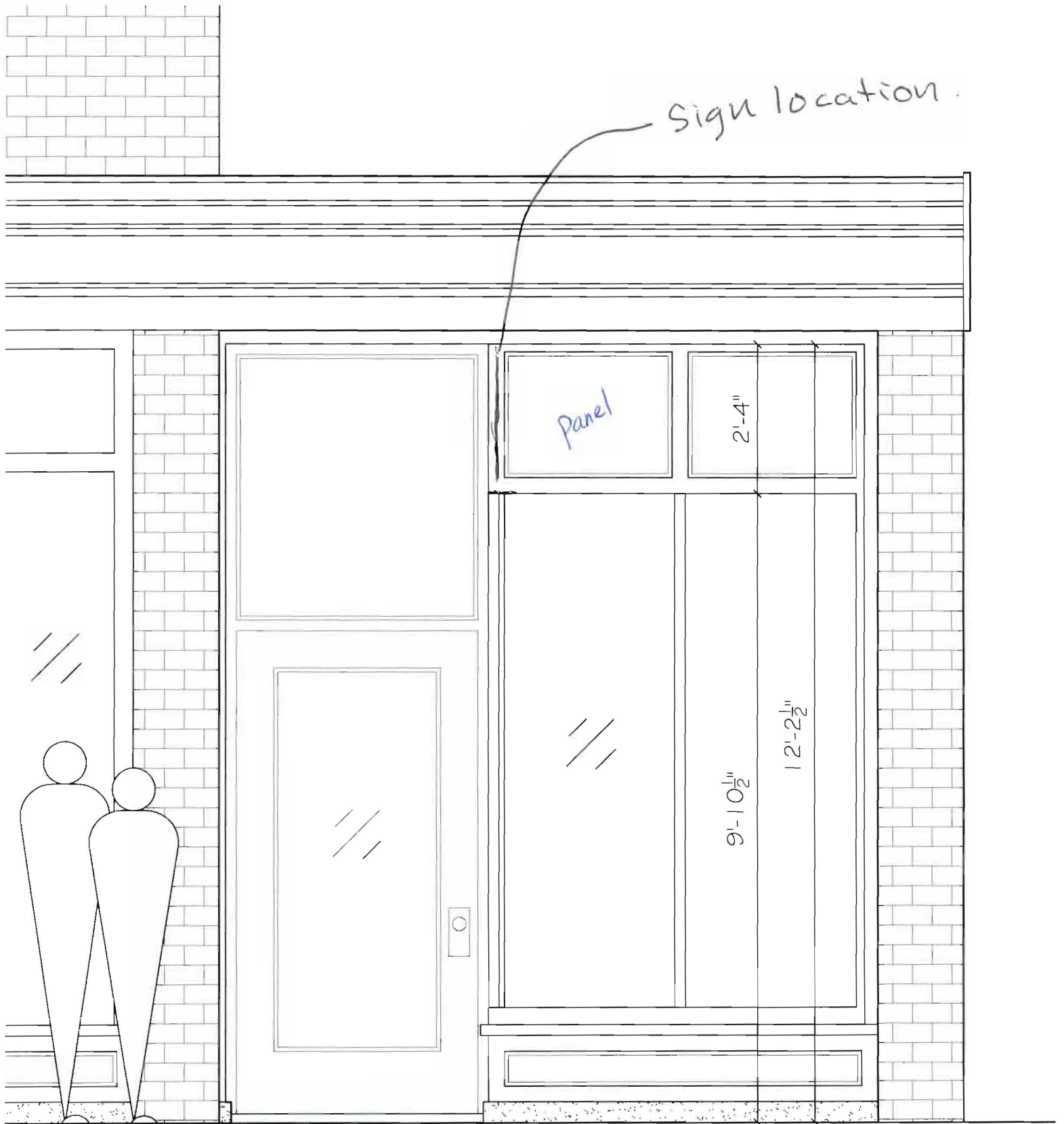
\*By signing below, you are confirming that you have checked and approved of all details of this project, as represented on this proof.



Approved By: LAWRENCE R/RICE 9/22/11 Date: \_\_\_\_\_

**DISCLAIMER:** WELCH is not responsible for the output of customer supplied files or logos. It is the customers responsibility to make sure they have supplied the files in the correct resolution and PMS colors. We would be happy to answer any questions regarding file setup.

VEHICLES: Although Vehicle Graphics are meant to last 3-5 years, WELCH will only warranty the replacement of vehicle graphics 60 days from the proof date. Vehicle Graphics are a temporary advertisement. Please understand that sunlight, bad weather, rocks, pressure washing and incorrect care of your graphics can shorten the life span.



STREET FACADE - 688 Congress Street

Scale: 1/2" = 1'-0"





Geoffrey,

Looking for letter of landlord  
approval for sign permit application.  
For our space at 688 Congress St.

Thank you. Brett Johnson

207-838-9792 cell

and 7/21/11

Hello Brett:

THE SIGN AND ITS LOCATION LOOKS GREAT

BEST WISHES FOR YOUR SUCCESS. SINCERELY  
Alec



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/22/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cole Harrison Agency 83 Main Street P.O. Box 358 Kennebunk ME 04043	CONTACT NAME: Donna Brunelle	
	PHONE (A/C, No, Ext): (207) 985-3361 FAX (A/C, No): (207) 985-7977 E-MAIL ADDRESS: dbrunelle@coleharrison.com PRODUCER CUSTOMER ID #: 00011762	
INSURED Brett A Johnson, DBA: Maine Street Design 239 Harpswell Island Rd Harpswell ME 04079	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Peerless Insurance Company	24198
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

## COVERAGES

CERTIFICATE NUMBER: CL1192202544

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>			BOP8191715	9/20/2011	9/20/2012	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X					MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b>			BA8198414	9/20/2011	9/20/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						Uninsured motorist combined \$ 500,000
	<input type="checkbox"/> NON-OWNED AUTOS			H & NO \$			
	<b>UMBRELLA LIAB</b>					EACH OCCURRENCE \$	
	<input type="checkbox"/> EXCESS LIAB					AGGREGATE \$	
	<input type="checkbox"/> OCCUR					\$	
	<input type="checkbox"/> CLAIMS-MADE					\$	
	<input type="checkbox"/> DEDUCTIBLE					\$	
	RETENTION \$					\$	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		Y/N				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

City of Portland Maine is hereby listed as additional insured in regard to sign permit at 688 Congress Street, Portland, ME 04101

## CERTIFICATE HOLDER

## CANCELLATION

City of Portland 389 Congress Street Portland, ME 04101	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Donna Brunelle/DMB

ACORD 25 (2009/09)  
INS025 (200909)© 1988-2009 ACORD CORPORATION. All rights reserved.  
The ACORD name and logo are registered marks of ACORD



**WELCH**  
**SIGNAGE**  
and digital graphics

Client: Maine Street Design Co.  
Proof File: 18059  
Designer: Joel Kuschke  
Due Date: **TBD**

This proof may reflect color shifts due to the color conversions from ink to paint and or vinyl. Also, PMS colors will be approximated to the best of our ability. If we are supplied with files (if applicable) they will be used as is and WELCH will not be responsible for any faults in the design (300 dpi required). *Please check the following for accuracy: spelling, quantity, graphics and logos, size, fonts/typeface, single or double sided colors and legibility.*

Please SIGN this form, if approved, and fax to (207) 883.8588 to continue the job progress.

\*By signing below, you are confirming that you have checked and approved of all details of this project, as represented on this proof.



**RECEIVED**  
OCT 13 2011  
Dept. of Building Inspections  
City of Portland Maine

(1) 3/4" MDO Sign  
16" x 32"  
Primed Sealed and Painted  
West System sealer on Edges  
Painted a solid Back ground color  
Masked out twice for 2 more layers of paint  
TO BE HAND SELECTED BY LUCIAN

39" Bracket  
5/8" square arm  
3" back plate  
4" Spear point  
hooks are 22" apart  
Install included

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**DISCLAIMER:** WELCH is not responsible for the output of customer supplied files or logos. It is the customers responsibility to make sure they have supplied the files in the correct resolution and PMS colors. We would be happy to answer any questions regarding file setup.

VEHICLES: Although Vehicle Graphics are meant to last 3-5 years, WELCH will only warranty the replacement of vehicle graphics 60 days from the proof date. Vehicle Graphics are a temporary advertisement. Please understand that sunlight, bad weather, rocks, pressure washing and incorrect care of your graphics can shorten the life span.



# WELCH SIGNAGE and digital graphics

Client: Maine Street Design Co.  
Proof File: 18059  
Designer: Joel Kuschke  
Due Date: **TBD**

This proof may reflect color shifts due to the color conversions from ink to paint and or vinyl. Also, PMS colors will be approximated to the best of our ability. If we are supplied with files (if applicable) they will be used as is and WELCH will not be responsible for any faults in the design (300 dpi required). *Please check the following for accuracy: spelling, quantity, graphics and logos, size, fonts/typeface, single or double sided colors and legibility*

Please SIGN this form, if approved, and fax to (207) 883.8588 to continue the job progress.

\*By signing below, you are confirming that you have checked and approved of all details of this project, as represented on this proof.



Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**DISCLAIMER:** WELCH is not responsible for the output of customer supplied files or logos. It is the customers responsibility to make sure they have supplied the files in the correct resolution and PMS colors. We would be happy to answer any questions regarding file setup.

VEHICLES: Although Vehicle Graphics are meant to last 3-5 years, WELCH will only warranty the replacement of vehicle graphics 60 days from the proof date. Vehicle Graphics are a temporary advertisement. Please understand that sunlight, bad weather, rocks, pressure washing and incorrect care of your graphics can shorten the life span.

## Jeanie Bourke - Re: 684 congress sign changes

---

**From:** Deb Andrews  
**To:** Jeanie Bourke  
**Date:** 10/13/2011 12:04 PM  
**Subject:** Re: 684 congress sign changes

The changes are fine. We have approved guy wires, but I really don't think they're necessary in this instance. Also, the scissor gate that is shown in front of the storefront was installed after the building became part of the Congress Street Historic District. I've been meaning to let the property owner know it needs to be removed. Could you discuss this with the applicant? I meant to address it in my sign-off, but forgot.

Deb

>>> Jeanie Bourke 10/13/2011 10:47 AM >>>

Hey Deb,

Here are the changes I received from Welch Signage, are you ok with this?

Also, they want to know if guy wires are allowed.

Thanks