

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

PERMIT ISSUED  
Permit Number: 050136  
FEB 18 2005  
CITY OF PORTLAND

Please Read Application And Notes, if Any, Attached

BUILDING DEPARTMENT

PERMIT

This is to certify that Anthony John Llc /Owner

has permission to install a 3' x 3 1/2' sign

AT 37 Washington Ave

013 E018001

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine 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 written permission procured before this building or part thereof is occupied or closed-in. HEAVY 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 \_\_\_\_\_

*Jamie Bouke 2/17/05*  
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: 05-0136	Issue Date: <b>PERMIT ISSUED</b> FEB 18 2005	013 E018001
Location of Construction: 32 Washington Ave	Owner Name: Anthony John Llc	Owner Address: 21 Ardmore St
Business Name:	Contractor Name: Owner	Contractor Address: Portland
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent
		Zone: B2b

Past Use: Commercial / Art studio	Proposed Use:	Permit Fee:	Cost of Work:	CEO District:
<i>legal use on permit # 05-0063</i>		<input type="checkbox"/> Denied	Use Group: IBC-2003	Type: Sign
Proposed Project Description: install a 3' x 31/2' sign		Signature:	Signature: <i>JMB 2/17/05</i>	

Permit Taken By: Idobson	Date Applied For: 02/03/2005	<b>Zoning Approval</b>		
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<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>2/3/05</i>	<b>Zoning Appeal</b> <input checked="" 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 checked="" type="checkbox"/> Not in District or Landmark <input 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>There is NO change of use permitted with this #</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> 05-0136	<b>Date Applied For:</b> 02/03/2005	<b>CBL:</b> 013 E018001
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<b>Location of Construction:</b> 32 Washington Ave	<b>Owner Name:</b> Anthony John Llc	<b>Owner Address:</b> 21 Ardmore St	<b>Phone:</b>
<b>Business Name:</b>	<b>Contractor Name:</b>	<b>Contractor Address:</b> Portland	<b>Phone:</b>
<b>Tenant/Buyer's Name:</b> Sarah sorenson Coppi	<b>Phone:</b>	<b>Permit Type:</b> Signs - Permanent	

	<b>Proposed Project Description:</b> install a 3' x 3 -1/2' sign
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**Dept:** Zoning      **Status:** Approved      **Reviewer:** Marge Schmuckal      **Approval Date:** 02/08/2005  
**Note:**      **Ok to Issue:**

**Dept:** -Building      **Status:** Approved      **Reviewer:** Jeanine Bourke      **Approval Date:** 02/17/2005  
**Note:** 2/14/05 left vm w/owners to call, need to know if using existing bracket.      **Ok to Issue:**   
2/17 Sarah called to verify the use of the existing bracket and hardware, ok to issue

1) Signage Installation to comply with Chapter 31 of the IBC 2003 building code.

# Signage/Awning Permit Application

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>34 Washington Ave, Portland</u>	
Total Square Footage of Proposed Structure	Square Footage of Lot

Tax Assessor's Chart, Block & Lot Chart# <u>13</u> Block# <u>E</u> Lot# <u>18</u>	Owner: <u>S. Rachelle McKenzie</u> <u>SARAH SORENSON COPPI</u>	Telephone: <u>978-957</u> <u>512-95865412</u>
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Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>SARAH SORENSON COPPI</u> <u>34 Washington Ave</u> <u>Portland</u> <u>978 512-9580</u>	Total s.f. of signage x <u>(2.00)</u> per s.f. plus <u>\$30.00</u> / <del>\$45.00</del> for H.D. signage = Total Fee: \$ <u>24 + 30 = 54</u> Awning Fee = Cost Of Work: \$ Total Fee: \$ <u>54 + 100 = 154</u>
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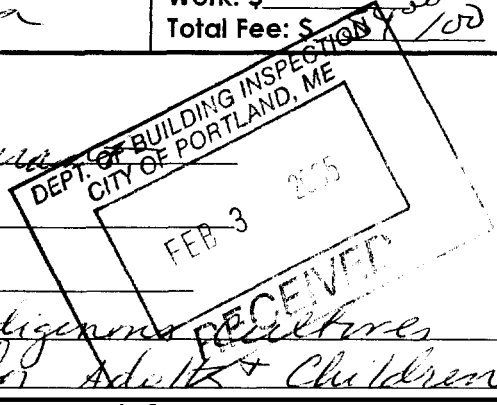
Current use: N/A

If the location is currently vacant, what was prior use: Restaurant

Approximately how long has it been vacant: 2 days

Proposed use: Retail

Project description: - selling art from indigenous cultures  
& having workshops for adults & children



Contractor's name, address & telephone:

Whom should we contact when the permit is ready: SARAH SORENSON COPPI

Mailing address: 34 Washington Ave Portland Me

We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. **A STOP WORK ORDER will be issued and a \$100.00 fee if any work starts before the permit is picked up.** PHONE: 978-512-9580

**IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT. WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.**

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.

<u>Sarah Coppi</u>	<u>978</u>
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# SIGNAGE/AWNING PRE-APPLICATION QUESTIONNAIRE

PLEASE COMPLETE ALL INFORMATION

ADDRESS: 34 Washington Ave ZONE: B2B

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

SINGLE TENANT LOT? YES \_\_\_\_\_ NO X MULTITENANT LOT? YES \_\_\_\_\_ NO \_\_\_\_\_

MORE THAN ONE SIGN TOTAL WITH PROPOSED SIGN? YES \_\_\_\_\_ NO X

## TENANT/ALLOCATED BUILDING SPACE FRONTAGE (FEET):

Length: 3 ft Height: 3 1/2 feet

*gave size of sign - not Bldg info*

## INFORMATION ON PROPOSED SIGN(S):

FREESTANDING (e.g., pole) SIGN? YES \_\_\_\_\_ NO \_\_\_\_\_ DIMENSIONS PROPOSED: \_\_\_\_\_

BLDG. WALL SIGN? (attached to bldg) YES X NO \_\_\_\_\_ DIMENSIONS PROPOSED: \_\_\_\_\_

## INFORMATION ON ALREADY EXISTING AND PERMITTED SIGN(S):

FREESTANDING (e.g., pole) SIGN? YES \_\_\_\_\_ NO \_\_\_\_\_ DIMENSIONS: \_\_\_\_\_

BLDG. WALL SIGN (attached to bldg)? YES X NO \_\_\_\_\_ DIMENSIONS: 3 x 3 1/2 feet

AWNING? YES \_\_\_\_\_ NO X DIMENSIONS: \_\_\_\_\_

LOT FRONTAGE (FEET): \_\_\_\_\_

*3 x 3.5 - 10.5 ft*

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 WITH COMMUNICATIONS/MESSAGE/TRADEMARK/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: Sarah Jansen Cope DATE: 1/04/05

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

# CHECKLIST FOR SIGN/AWNING APPLICATION

**Applicants for a sign or awning permit are required to submit the following information to the Code Enforcement Office at the time of application:**

- 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. Amount must equal \$400,000.00.
- 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. **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 facade dimensions for any signage attached to a building.**
- A sketch or photo of any proposed sign(s) indicating *content, dimensions, materials, source of illumination, and construction method, as well as specifics of installation/attachment.*
- Certificate of Flammability required for awning or canopy at time of application.
- UL# required for lighted signs at the time of Final Inspection. Failure to provide this information will invalidate the Sign Permit.
- Pre-Application Questionnaire completed and attached. Photos of existing signage attached.

**Permit Fee for signage or awning-with-signage:  
\$30.00 plus \$2.00 per square foot of sign.**

**Permit Fee for awning-without-signage based on cost of work:  
\$30.00 for the first \$1,000.00, plus \$9.00 for each additional \$1,000.00.**

**Base Application Fee for any Historic District signage is \$65.00 instead of \$30.00**

# 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: 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.

*- Business Ins.*

### Enforcement

A sign may be removed after notice to the owner and the permit, if issued, may be revoked if the sign does not conform to the standards herein.

For a sidewalk sign permit, come to City Hall, 389 Congress Street, Room 315, with:

- \_\_\_\_\_ Certificate of Liability Insurance
- \_\_\_\_\_ Drawing of sign showing dimensions and design work
- \_\_\_\_\_ Payment of \$30.00 plus \$2.00 per s.f. of signage.
- \_\_\_\_\_ Complete application with pre-application questionnaire and checklist completed.

January 14, 2005

To whom it may concern,

I have no objection to my tenant, **Sarah** Sorenson Coppi, hanging or displaying a sign for her business on the property at 34 Washington Ave. Portland, ME.

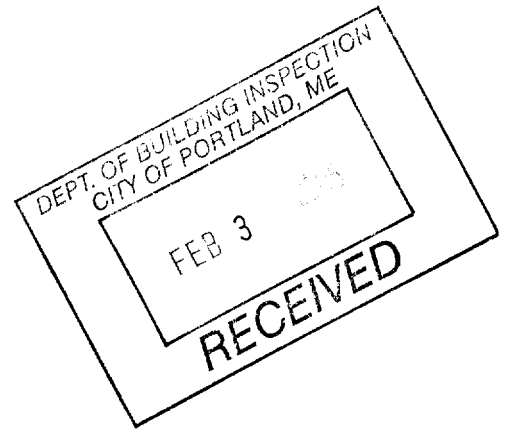
I have no restrictions to the dimensions or the location of the sign.

If you require additional information, I can be reached during the weekdays at 978-640-3415 or during the evenings at 978-957-5412.

Regards,

Rachelle T. McKenzie

*Rachelle T McKenzie*



Sign - 3 feet x 3 1/2 feet

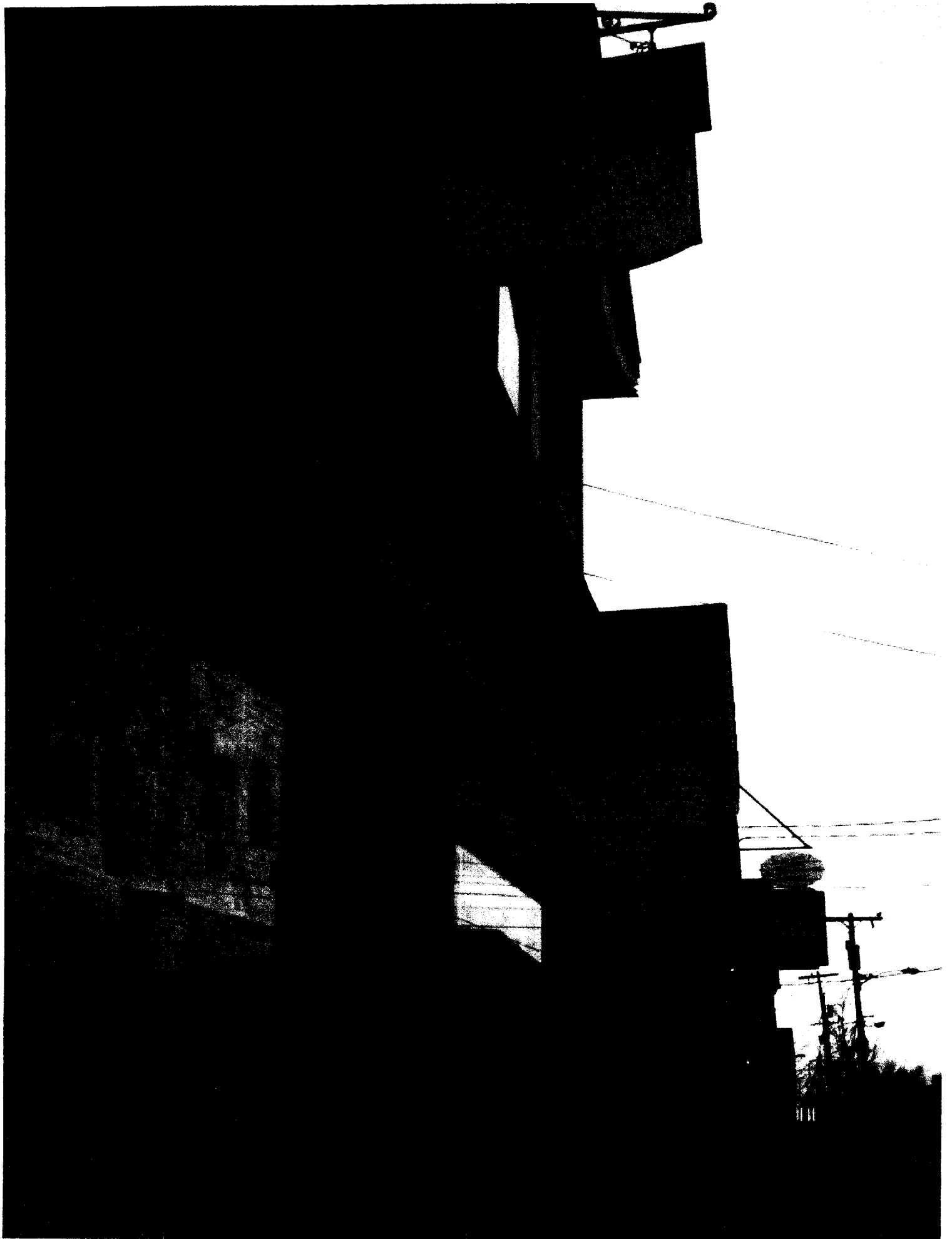
Verbage =

3 1/2

Earth & Soul  
Pottery Studio  
and  
Indigenous Art

11  
3





DEPT. OF BUILDING INSPECTION  
CITY OF PORTLAND, ME  
FEB 3 192  
RECE

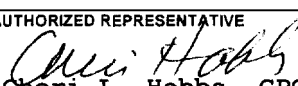
# ACORD INSURANCE BINDER

OP ID CH

DATE  
01/20/05

<b>PRODUCER</b> PHONE (P/C, Mo, Ext): 207-775-6000 207-775-0339  <b>Morse, Payson &amp; Noyes</b> P.O. Box 406 Portland ME 04112-0406 Cheri L. Hobbs, CPCU		<b>COMPANY</b> BINDER # 59832 <b>MMG INSURANCE COMPANY</b>	
<b>AGENCY</b> CUSTOMER ID: EARTH-7 INSURED Earth & Soul Sarah Sorensen-Coppi 34 Washington Ave. Portland ME 04101		THIS BINDER IS ISSUED TO EXTEND COVERAGE IN THE ABOVE NAMED COMPANY PER EXPIRING POLICY #: <b>BINDERBOP</b>	
CODE: SUB CODE:		<b>DESCRIPTION OF OPERATIONS/VEHICLES/PROPERTY</b> (Including Location) art gallery and pottery	
EFFECTIVE DATE: 02/01/05		EXPIRATION DATE: 03/03/05	
TIME: AM / PM		TIME: 12 01 AM / NOON	

TYPE OF INSURANCE	COVERAGUFORMS	DEDUCTIBLE	COINS %	AMOUNT
<b>PRO</b> CAUSES OF LOSS BASIC <input type="checkbox"/> BROAD <input type="checkbox"/> SPEC <input checked="" type="checkbox"/>	Business Personal Property	500.		\$10,000.
<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUF	RETRO DATE FOR CLAIMS MADE	EACH OCCURRENCE		\$1,000,000.
		FIRE DAMAGE (Any one fire)		\$100,000.
		MED EXP (Any one person)		\$5,000.
		PERSONAL & ADV INJURY		\$1,000,000.
		GENERAL AGGREGATE		~2,000,000.
		PRODUCTS - COMP/OP AGG		\$2,000,000.
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		COMBINED SINGLE LIMIT		\$
		BODILY INJURY (Per person)		\$
		BODILY INJURY (Per accident)		\$
		PROPERTY DAMAGE		\$
		MEDICAL PAYMENTS		\$
		PERSONAL INJURY PROT		\$
		UNINSURED MOTORIST		\$
<b>AUTO PHYSICAL DAMAGE</b> DEDUCTIBLE <input type="checkbox"/> COLLISION <input type="checkbox"/> OTHER THAN COL	ALL VEHICLES SCHEDULED VEHICLES ACTUAL CASH VALUE STATED AMOUNT OTHER			\$
<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO		AUTO ONLY - EA ACCIDENT		\$
		OTHER THAN AUTO ONLY		
		EACH ACCIDENT		\$
		AGGREGATE		\$
<b>EXCESS LIABILITY</b> UMBRELLA FORM OTHER THAN UMBRELLA FORM	RETRO DATE FOR CLAIMS MADE	EACH OCCURRENCE		\$
		AGGREGATE		\$
		SELF-INSURED RETENTION		\$
<b>WORKERS COMPENSATION AND EMPLOYER'S LIABILITY</b>		WC STATUTORY LIMITS		\$
		E L EACH ACCIDENT		\$
		E L DISEASE. EA EMPLOYEE		\$
		E L DISEASE - POLICY LIMIT		\$
<b>SPECIAL CONDITIONS OTHER COVERAGES</b>		TAXES		\$
		ESTIMATED TOTAL PREMIUM		\$

<b>NAME &amp; ADDRESS</b> CITYPOR City of Portland 389 Congress Street Portland ME 04101		MORTGAGEE <input checked="" type="checkbox"/> ADDITIONAL INSURED LOSS PAYEE LOAN #
		AUTHORIZED REPRESENTATIVE  Cheri L. Hobbs, CPCU

138 18

## CONDITIONS

This Company binds the kind(s) of insurance stipulated on the reverse side. The Insurance is subject to the terms, conditions and limitations of the policy(ies) in current use by the Company.

This binder may be cancelled by the Insured by surrender of this binder or by written notice to the Company stating when cancellation will be effective. This binder may be cancelled by the Company by notice to the Insured in accordance with the policy conditions. This binder is cancelled when replaced by a policy. If this binder is not replaced by a policy, the Company is entitled to charge a premium for the binder according to the Rules and Rates in use by the Company.

### Applicable in California

When this form is used to provide insurance in the amount of one million dollars (\$1,000,000) or more, the title of the form is changed from "Insurance Binder" to "Cover Note".

### Applicable in Delaware

The mortgagee or Obligee of any mortgage or other instrument given for the purpose of creating a lien on real property shall accept as evidence of insurance a written binder issued by an authorized insurer or its agent if the binder includes or is accompanied by: the name and address of the borrower; the name and address of the lender as **loss** payee; a description of the insured real property; a provision that the binder may not be canceled within the term of the binder unless the lender and the insured borrower receive written notice of the cancellation at least ten (10) days prior to the cancellation; except in the case of a renewal of a policy subsequent to the closing of the loan, a paid receipt of the full amount of the applicable premium, and the amount of insurance coverage.

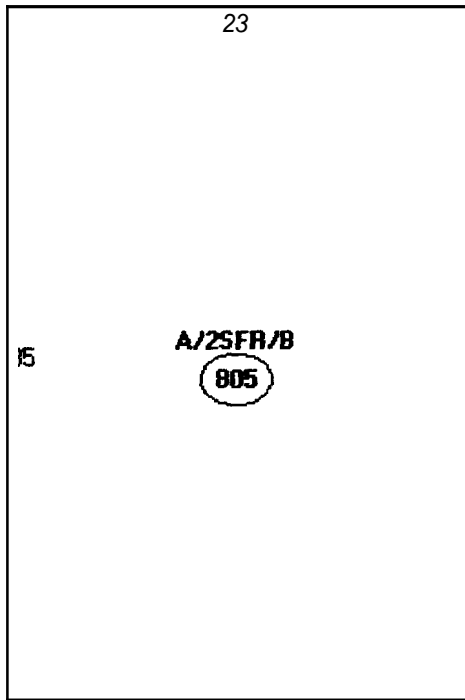
Chapter 21 Title 25 Paragraph 2119

### Applicable in Florida

Except for Auto Insurance coverage, no notice of cancellation or nonrenewal of a binder is required unless the duration of the binder exceeds 60 days. For auto insurance, the insurer must give 5 days prior notice, unless the binder is replaced by a policy or another binder in the same company.

### Applicable in Nevada

Any person who refuses to accept a binder which provides coverage of less than \$1,000,000.00 when proof is required: (A) Shall be fined not more than \$500.00, and (B) is liable to the party presenting the binder as proof of insurance for actual damages sustained therefrom.



Descriptor/Area

A: A/2SFR/B  
805 sqft

