



Signage / Awning Permit Application



Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 02/12/15

If you or the property owner owes real estate or personal property taxes or any other charges on any property within payment arrangement **MUST** be made before permits are accepted.

Location/Address: 75 West Commercial Street		
Tax Assessor's Chart/Block/Lot (CBL) Chart: Dan Labrie Block: Lot:	OWNER Name/Address: Name: JB Brown Address: 36 Danforth Street Portland, Maine 04101	Telephone: 7/10/2014 E-Mail: 7/10/2014
LEASEE/BUYER Info (if Applicable) Rufus Deering Co. 383 Commercial St. Portland, Maine 04101	CONTRACTOR Name: SAME Address: Phone: 772-6505 E-Mail: dlabrie2rufusdeering.com	Total S.F. signage \$ 91.41 (Sq Ft = ___ x \$2.00) SF + \$30 Fee: \$ 30 Historic (\$75): \$ 0 Awning Fee: \$ 0 TOTAL FEE: \$ 121.41
Awning Fee = Cost of Work: \$ _____ (\$30/first \$1000; \$10 each additional \$1000)		

Who should we contact when the permit is ready: Name: Dan Labrie Phone: 1-207-838-0444
Address 383 Commercial St. E-Mail: dlabrie@rufusdeering.com

Tenant/allocated building space frontage (in feet): Length: 34' Height: 13.6'
Lot frontage (in feet): 34' Single Tenant or Multi-Tenant Lot: Multi/Stacked

Current Specific Use: Kitchen Design and Millwork Showroom
If vacant, what was prior use: _____
Proposed Use: _____

Information on proposed sign(s)
Freestanding (e.g. pole) sign? YES NO Dimensions proposed: _____ Height from grade: 10'4"
BLDG Wall Sign (attached to bldg.)? **two signs** YES NO Dimensions proposed: 192"x33.75" & 24" x 72"

Proposed Awning: YES NO If yes, is awning backlit? YES NO
Height of awning N/A Length of awning _____ Depth of awning _____
Is there 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 permitted signage:
Freestanding (e.g. pole) sign? YES NO Dimensions existing: _____ X _____ Height from grade: _____
BLDG Wall Sign (attached to bldg.)? YES NO Dimensions existing: _____ X _____
Awning? YES NO total sq ft of panels with communication on it: _____ sf

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 WWW.PORTLANDMAINE.GOV, 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: Dan Labrie **Date:** 7/10/2014



Jeff Levine, AICP, Director
 Planning & Urban Development Department

Tammy Munson, Director
 Inspections Division

Signage / Awning Permit Application

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.

- 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 property owner indicating the specific permissions granted and the tenant/space building frontage.
- A sketch plan of the lot indicating location of buildings, driveways, 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 signage 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 is required for awnings, canopies or banners. A UL# is required for lighted signs at the time of final inspection
- Photos of existing signage
- Details for sign fastening, attachment or mounting in the ground.

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



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: Dan Labrie

Date: 7/10/2014

I have provided digital copies and sent them on:

Date: 7/10/2014

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



CERTIFICATE OF LIABILITY INSURANCE

DA
7/



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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 DESCRIBED HEREIN. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), 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 Cross Insurance-Portland 2331 Congress Street Portland ME 04102	CONTACT NAME: Jeffrey Pierce PHONE (A/C No. Ext.): (207) 780-1677 FAX (A/C No.): (207) 780-6377 E-MAIL ADDRESS: jpierce@crossagency.com	
	INSURER(S) AFFORDING COVERAGE INSURER A: The Netherlands INSURER B: Peerless Insurance Company INSURER C: Maine Employers Mutual Ins Co INSURER D: INSURER E: INSURER F:	NAIC # 11149
INSURED Rufus Deering Company 383 Commercial Street Portland ME 04101		

COVERAGES **CERTIFICATE NUMBER:** CL1431704978 **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	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CBP8113284	1/1/2014	1/1/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 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
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			BA9660383	1/1/2014	1/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined \$ 1,000,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CU9210726	1/1/2014	1/1/2015	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A		1810048920	1/1/2014	1/1/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Re: Sign at 75 West Commercial Street

City of Portland is listed as Additional Insured with respect to General Liability as required by written contract.

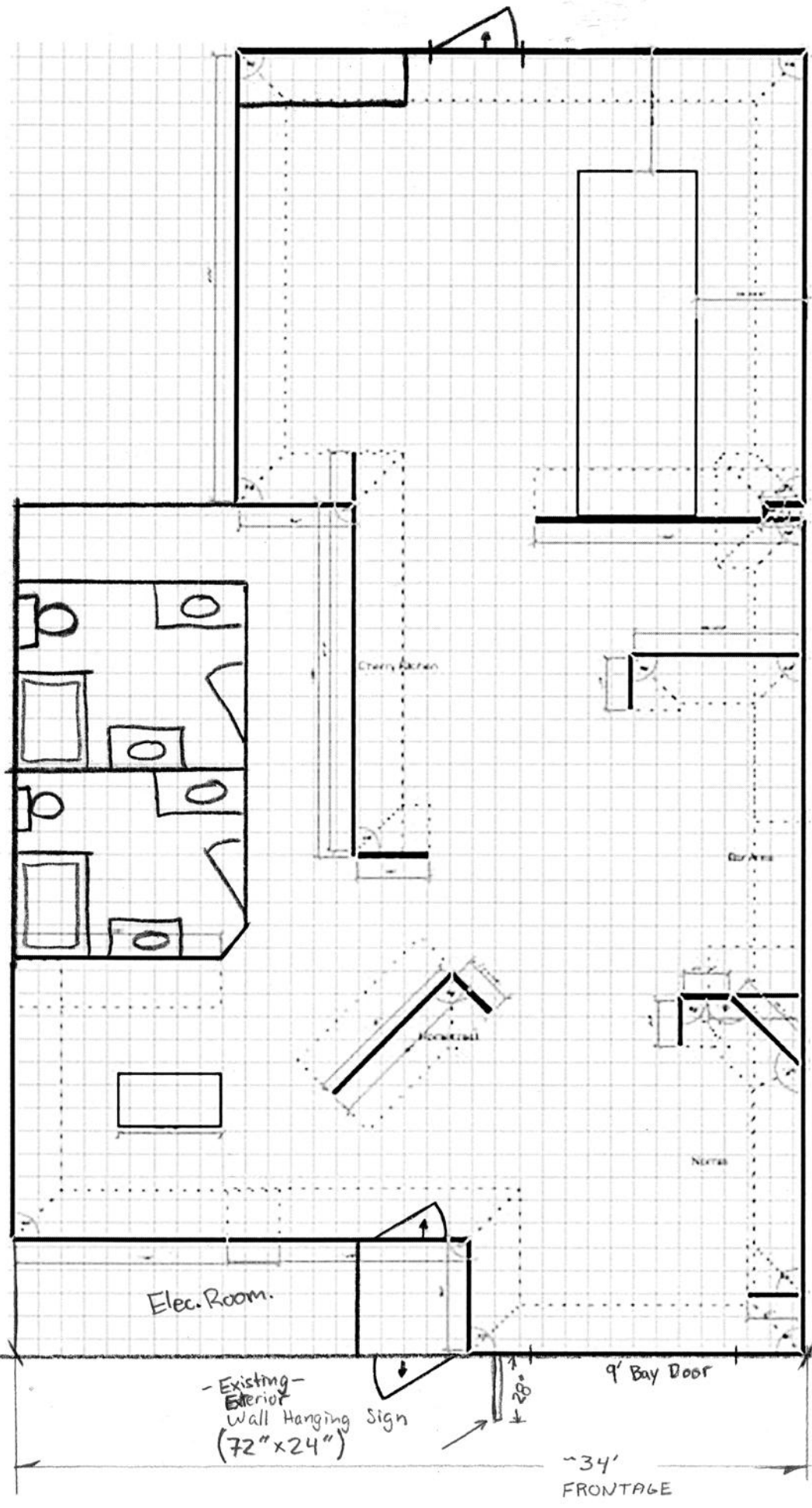
CERTIFICATE HOLDER City of Portland 389 Congress Street Portland, ME 04101	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Rocco Aceto/AC1 <i>Rocco A. Aceto</i>
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Door Glass
Lettered on Rear Entrance



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**Ann Machado - RE: 75 West Commercial Street - Permit #2014-01618 - Sign permit**

From: Dan Labrie <dlabrie@rufusdeering.com>
To: Ann Machado <AMACHADO@portlandmaine.gov>
Date: 7/30/2014 11:55 AM
Subject: RE: 75 West Commercial Street - Permit #2014-01618 - Sign permit
CC: Nate Solorzano <nsolorzano@rufusdeering.com>

Ann,

24" x 72" = 12 sq ft. Can you send me the change of use application.

Thanks,

Dan

From: Ann Machado [mailto:AMACHADO@portlandmaine.gov]
Sent: Tuesday, July 29, 2014 4:18 PM
To: Dan Labrie
Subject: 75 West Commercial Street - Permit #2014-01618 - Sign permit

Dan -

This is a follow up to our telephone conversation.

I need to know the exact dimensions of the wall sign that you are applying for. Also if you want to permit the sign that is perpendicular to the building I need to know the dimensions for it.

You said that the address was 75 West Commercial and that Zuju Wellness was the previous tenant. If this is the case, you need to apply for a change of use. Zuju Wellness was a fitness center and your use is a retail showroom. The sign permit cannot be issued until the change of use permit is issued.

Thank you.

Ann Machado



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Ann Machado
Zoning Specialist
Planning & Urban Development
Portland City Hall
(207) 874-8709

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.



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RUFUS DIERLING KITCHEN SHOWROOM



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Existing sign will be moved, to make room for the new sign.

Kitchen Showroom

WEDDING PHOTOGRAPHY

RUFUS DEERING
KITCHEN SHOWROOM

75

WELCOME TO THE
NEW RUFUS DEERING
KITCHEN
SHOWROOM
AND MILLWORK
HEARING CENTER IN
THE BACK



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75 W. COMMERCIAL

REFUSAL DEERING



COPYRIGHT 2013 ESRI. ALL RIGHTS RESERVED. THU JUL 9 2014 01:24:51 PM.

CBL: 58-C-1



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J. B. BROWN & SONS
36 Danforth Street
P.O. Box 207
Portland, Maine 04112-0207
Phone 207-774-5908
Fax 207-774-0898

July 1, 2014

City of Portland
389 Congress Street
Portland, ME 04101

Re: Signage at the Star Match Building (81 West Commercial Street, Suite 105)

Permitting Department

J. B. Brown & Sons gives permission to Dan LaBrie, (Rufus Deering Kitchen Showroom) to attach a single-sided sign above the storefront door on West Commercial Street.

Please feel free to contact me with any questions.

Sincerely,

Willow D. Williams, RPA
Property Manager

IcommonWillowRufusDeeringsignpermission



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TAPCON
SCREWS

195"

Rufus Deering Lumber Co.
Kitchen and Millwork
← **Showroom**
KITCHEN DESIGN
BY RUFUS DEERING
KITCHENS • DOORS
BATHS • WINDOWS

10' 4"

9'

* Sign is not to scale in this rendering *

~34'

To end of