



Sign 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: 28 BRACKETT ST.		Telephone: (207) 332 2666
Tax Assessor's Chart/Block/Lot (CBL)	OWNER Name/Address:	
Chart: 058	Block: DOLL	Lot: NAOMI HALL
LEASEE/BUYER Name (if Applicable)		CONTRACTOR name, address/phone
		Total S.F. signage \$ 4.00 (SF= 2' x \$2.00)
		Sign Fee: \$ 25.00 (Sidewalk=\$25)
		(Regular = \$30)
		(S.F. fee + Sign Fee) = TOTAL FEE: \$ 29.00

Who should we contact when the permit is ready: Name: NAOMI HALL Phone: (207) 332 2666
 Address: 244 PLEASANT AVE apt. #1 portland, ME E-Mail: HALL.NAOMII@gmail.com

Tenant/allocated building space frontage (in feet): Length: 20 FT Height: 130 inches
 Lot frontage (in feet): _____ Single Tenant or Multi-Tenant Lot: _____

Current Property Specific Use: coffee shop
 If vacant, what was prior use: _____
 Proposed Use: _____

Information on proposed sign(s)

Freestanding (e.g. pole) sign? YES NO Dimensions proposed: _____ (sf); Height from grade: _____ sf
 BLDG Wall Sign (attached to bldg.?) YES NO Dimensions proposed: _____ sf


20" w x 38" L x 17" (at base)
 = less than 2 sq. ft.

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:  **Date:** 8/7/13