Signage / Awning Permit Application

Inspections Division
Date: 07/21/16

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: 64 Emery St Portland, ME 04102

Tax Assessor's Chart/Block/Lot (CBL)
Chart: Block: Lot:

OWNER Name/Address:
Name: Waynflete School
Address: 360 Spring St
Portland, ME 04102

Telephone: 774-5721 ext 1401
E-Mail: rkierstead@waynflete.org

LEASEE/BUYER Info (if Applicable)

CONTRACTOR
Name: Bailey Sign (Bruce Bailey)
Address: 9 Thomas Drive
Westbrook, ME 04092
Phone: 774-2843 E-Mail: Sales@BaileySign.com

Total S.F. signage $ 20
(Sq Ft = 10 x $2.00)
SF + $30 Fee: **$ 30**
Historic ($75): $ 75
Awning Fee: $

Awning Fee = Cost of Work: $ _____ ($25/first $1000; $15 each additional $1000) TOTAL **FEE: $** 125

Who should we contact when the permit is ready: Name: Rob Kierstead Phone: 774-5721 ext 1401
Address 360 Spring St Portland, ME 04102 E-Mail: rkierstead@waynflete.org

Tenant/allocated building space frontage (in feet): Length: _____ Height: _____
Lot frontage (in feet): 100' Single Tenant or Multi-Tenant Lot: _____

Current Specific Use: School
If vacant, what was prior use: _____
Proposed Use: _____

Information on proposed sign(s)
Freestanding (e.g. pole) sign? YES ☑ NO ☐ Dimensions proposed: 60"w x 20"H Height from grade: 14½"
BLDG Wall Sign (attached to bldg.)? YES ☐ NO ☑ Dimensions proposed: _____

Proposed Awning: YES ☐ NO ☑ If yes, is awning backlit? YES ☐ NO ☐
Height of awning _____ 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: 60"w X 32"H Height from grade: 14½"
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: [signature] *Date:* 6/16/16

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