



Assessor's Office | 389 Congress Street | Portland, Maine 04101 | Room 115 | (207) 874-8486

This page contains a detailed description of the Parcel ID you selected. Press the **New Search** button at the bottom of the screen to submit a new query.

Current Owner Information:

Services

CBL	065 A013001
Land Use Type	RETAIL & PERSONAL SERVICE
Verify legal use with Inspections Division	
Property Location	971 CONGRESS ST
Owner Information	ANCHOR INVESTMENT PROPERTIES LLC 203 APIZIA WAY WOLCOTT VT 05680
Book and Page	28850/255
Legal Description	65-A-13 CONGRESS ST 967-979
Acres	21336 SF 0.4898

Current Assessed Valuation:

TAX ACCT NO.	10594	OWNER OF RECORD AS OF APRIL 2014
LAND VALUE	\$253,400.00	ANCHOR INVESTMENT PROPERTIES LLC
BUILDING VALUE	\$614,600.00	203 APIZIA WAY
NET TAXABLE - REAL ESTATE	\$868,000.00	WOLCOTT VT 05680
TAX AMOUNT	\$17,360.00	



Any information concerning tax payments should be directed to the Treasury office at 874-8490 or [e-mailed](#).

Building Information:

Building 1

Year Built	1962
Style/Structure Type	WAREHOUSE
# Units	1
Building Num/Name	1 - DULUX PAINTS
Square Feet	9622

[View Sketch](#) [View Map](#) [View Picture](#)



Exterior/Interior Information:

Building 1

Levels 01/01
Size 6266
Use WAREHOUSE
Height 16
Walls BRK/CONC BLK
Heating HOT AIR
A/C NONE

Building 1

Levels 01/01
Size 2300
Use RETAIL STORE
Height 16
Walls BRK/CONC BLK
Heating HOT AIR
A/C CENTRAL

Building 1

Levels M1/M1
Size 1056
Use MULTI-USE OFFICE
Height 8
Walls ENCLOSURE
Heating HOT AIR
A/C CENTRAL

Other Features:

Building 1

Structure CANOPY - ROOF/SLAB
Size 404X1

Building 1

Structure OVERHEAD DOOR - WD/MT
Size 10X10

Building 1

Structure STORE FRONT - AVG
Size 528X0



Outbuildings/Yard Improvements:

Building 1
Year Built 1979
Structure FENCE CHAIN
Size 1X850
Units 1
Grade C
Condition 3

Building 1
Year Built 1979
Structure ASPHALT PARKING
Size 12000
Units 1
Grade C
Condition 3

Sales Information:

Sale Date	Type	Price	Book/Page
7/27/2011	LAND + BUILDING	\$750,000.00	28850/255
6/20/1990	LAND + BUILDING	\$0.00	9216/259

New Search!



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Current Owner Information:

Services

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[browse facts and links a-z](#)



Best viewed at 800x600, with Internet Explorer

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Land Use Type	RETAIL & PERSONAL SERVICE
Verify legal use with Inspections Division	
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TAX AMOUNT	\$17,360.00	

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Building Num/Name	1 - DULUX PAINTS
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[View Sketch](#) [View Map](#) [View Picture](#)



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Levels 01/01
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Use WAREHOUSE
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Walls BRK/CONC BLK
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Structure CANOPY - ROOF/SLAB
Size 404X1

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Structure OVERHEAD DOOR - WD/MT
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Structure STORE FRONT - AVG
Size 528X0



Outbuildings/Yard Improvements:

Building 1
Year Built 1979
Structure FENCE CHAIN
Size 1X850
Units 1
Grade C
Condition 3

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Year Built 1979
Structure ASPHALT PARKING
Size 12000
Units 1
Grade C
Condition 3

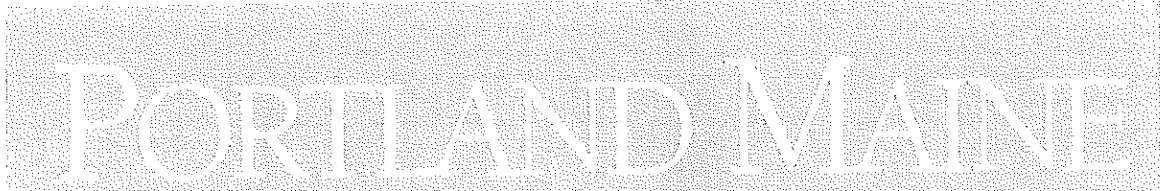
Sales Information:

Sale Date	Type	Price	Book/Page
7/27/2011	LAND + BUILDING	\$750,000.00	28850/255
6/20/1990	LAND + BUILDING	\$0.00	9216/259

New Search!



SIGN A



Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Jeff Levine, AICP, Director
Director of Planning and Urban Development

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.

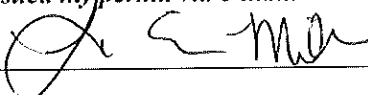
I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

Within 24-48 hours, upon receipt of an e-mailed invoice from Building Inspections, which signifies that my electronic permit application and corresponding paperwork have been received, determined complete, entered by an administrative representative, and assigned a permit number, I then have the following four (4) payment options:

- to provide an on-line electronic check or credit/debit card (we now accept American Express, Discover, VISA, and MasterCard) payment (along with applicable fees beginning July 1, 2014),
- call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone,
- hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall,
- or deliver a payment method through the U.S. Postal Service, at the following address:

City of Portland
Inspections Division
389 Congress Street, Room 315
Portland, Maine 04101

Once my payment has been received, this then starts the review process of my permit. ***After all approvals have been met and completed, I will then be issued my permit via e-mail.*** No work shall be started until I have received my permit.

Applicant Signature:  Date: 11/18/14

I have provided digital copies and sent them on: from - emiller@anchorsign.com Date: 11/18/14

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

Room 315 - 389 Congress Street- Portland, Maine 04101 (207) 874-8703 - Fax: 874-8716 - TTY: 874-8936



SIGN B



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

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Director of Planning and Urban Development

Tammy Munson
Director, Inspections Division

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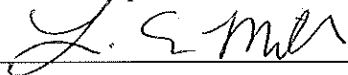
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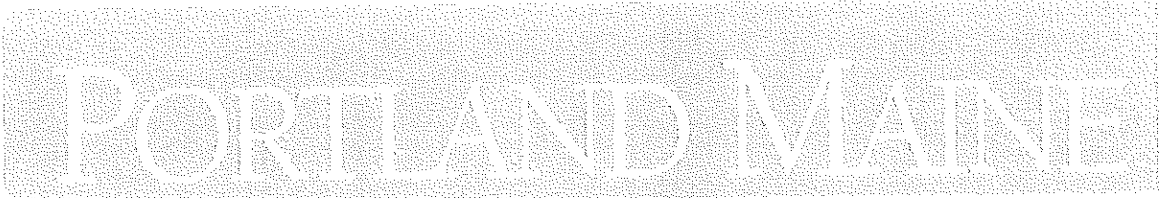
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Room 315 - 389 Congress Street- Portland, Maine 04101 (207) 874-8703 - Fax: 874-8716 - TTY: 874-8936



SIGN C (replacement panels)



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Jeff Levine, AICP, Director
Director of Planning and Urban Development

Tammy Munson
Director, Inspections Division

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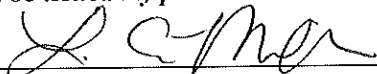
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Room 315 - 389 Congress Street- Portland, Maine 04101 (207) 874-8703 - Fax: 874-8716 - TTY: 874-8936



Acknowledgment of Code Compliance Responsibility- Fast Track Project



I, David W. Jackson (Anchor Sign, Inc) am the owner or duly authorized owner's agent of the property listed below
Print Legal Name

971 Congress Street, Portland, ME 04102
Physical Address

I am seeking a permit for the construction or installation of:
(1) 32 square foot PPG Paints wall sign on the front elevation (south),(1) 32 square foot PPG Paints wall sign on the side elevation (east), & (1) set of PPG Paint replacement faces in existing pylon
Proposed Project Description

I understand that the permits obtained pursuant to this acknowledgement of code compliance responsibility will be in my name and that I am acting as the **general contractor** for this project. I accept full responsibility for the work performed.

I am submitting for a permit authorized by the **State of Maine Uniform Building and Energy Code (MUBEC), Fuel Board Laws and Rules and all locally adopted codes and standards applying to Plumbing, Electrical, Fire Prevention and Protection in anticipation of having it approved or approved with conditions.** I have read the following statement and understand that **failure to comply with all conditions once construction is begun may necessitate an immediate work stoppage until such time as compliance with the stipulated conditions is attained.** I certify that I have made a diligent inquiry regarding the need for concurrent state or federal permits to engage in the work requested under this building permit, and no such permits are required or I will have obtained the required permits prior to issuance of this permit. I understand that the granting of this permit shall not be construed as satisfying the requirements of other applicable Federal, State or Local laws or regulations, including City of Portland historic preservation requirements, if applicable. I understand and agree that this permit does not authorize the violation of regulations.

In addition, I understand and agree that this building permit does not authorize the violation of the **12 M.R.S. § 12801 et seq. - Endangered Species.**

I certify under penalty of perjury and under the laws of the State of Maine the foregoing is true and correct. I further certify that all easements, deed restrictions, or other encumbrances restricting the use of the property are shown on the site plans submitted with this application.

I hereby apply for a permit as a Owner's Agent of the below listed property and by so doing will assume responsibility for compliance with all applicable codes, bylaws, rules and regulations.
Owner or Owner's Agent

I further understand that it is my responsibility to schedule inspections of the work as required and that the City's inspections will, at that time, check the work for code compliance. The City's inspectors may require modifications to the work completed if it does not meet applicable codes. DS INITIAL HERE

Sign Here:
Owner or Owner's Authorized Agent

Date: 11/18/14

PLEASE ALSO FILL OUT AND SIGN SECOND PAGE



Acknowledgment of Code Compliance Responsibility- Fast Track Project

PROJECT NUMBER _____

PROJECT TYPE _____

PROJECT ADDRESS _____



THIS PROJECT IS ELIGIBLE FOR FAST TRACK PERMITTING BECAUSE IT IS IN THE FOLLOWING CATEGORY / CATEGORIES (CHECK ALL THAT APPLY):

- One/Two Family Swimming Pools, Spas or Hot Tubs
- One/Two Family Decks, Stairs and Porches (attached or detached) First Floor Only
- One/Two Family Detached One Story Accessory Structures (garages, sheds, etc.) not to exceed 600sq ft with no habitable space
- Home Occupations (excluding day cares)
- One/Two Family Renovation/Rehabilitation (within the existing shell)
- Attached One /Two Family Garages /Additions/Dormers bearing the seal of a licensed design professional
- New *Sprinklered* One and Two Family Homes (bearing the seal of a licensed design professional stating code compliance) – **MUST STILL RECEIVE LEVEL 1 SITE PLAN APPROVAL FROM PLANNING**
- One/Two Family HVAC (including boilers, furnaces, heating appliances, pellet and wood stoves)
- Interior office renovations with no change of use (no expansions; no site work; no load bearing structural changes are eligible) bearing the seal of a licensed design professional stating code compliance
- Interior Demolition with no load bearing demolition
- Amendments to existing permits
- Commercial HVAC systems (with structural and mechanical plans bearing the seal of a licensed design professional stating code compliance)
- Commercial HVAC for Boilers/Furnaces/Heating Appliances
- Commercial Signs or Awnings
- Exterior Propane Tanks
- Residential or Commercial Subsurface Waste Water Systems (No Rule Variance Only)
- Renewal of Outdoor Dining Areas
- Temporary Outdoor Tents and stages under 750 sq ft per tent or stage
- Fire Suppression Systems (Both non-water and water based installations)
- Fences over 6'-0" in height
- Site work only
- Retaining walls over 4ft in height with stamped plans (or approval from inspection staff)

I understand that if the property is located in a historic district this application will also be reviewed by Historic Preservation. I further understand that the Building Inspections Division reserves the right to deny a fast track eligible project.

Sign Here: _____
Owner or Owner's Authorized Agent

Date: 11/18/14 _____

SIGN A	PPG
Type:	Single-Face Wall Sign
Illumination:	Internally Illuminated w/ LED's
Square Footage:	32.11
To Grade:	Top of sign to grade = 14'-10 1/2" Bottom of sign to grade = 12'-0 1/2"



Existing



Front Elevation (South)

Scale: 1/8" = 1'-0"

Allowable Square Footage this Elevation:	75
Formula:	
Actual Square Footage this Elevation:	32.11



Client:	PPG
Site #:	PP-8289
Address:	973 Congress Street Portland, ME 04102

REVISION INFO	09/30/2014	Original Rendering	SD
	11/18/2014	Updated for permitting	AW

This rendering is the property of Anchor Sign, Inc. It is for the exclusive use of Anchor Sign, Inc. and the party which requested the rendering. It is an unpublished original drawing not to be distributed, reproduced or exhibited without the consent of Anchor Sign, Inc. Please contact your account manager with questions regarding this statement.



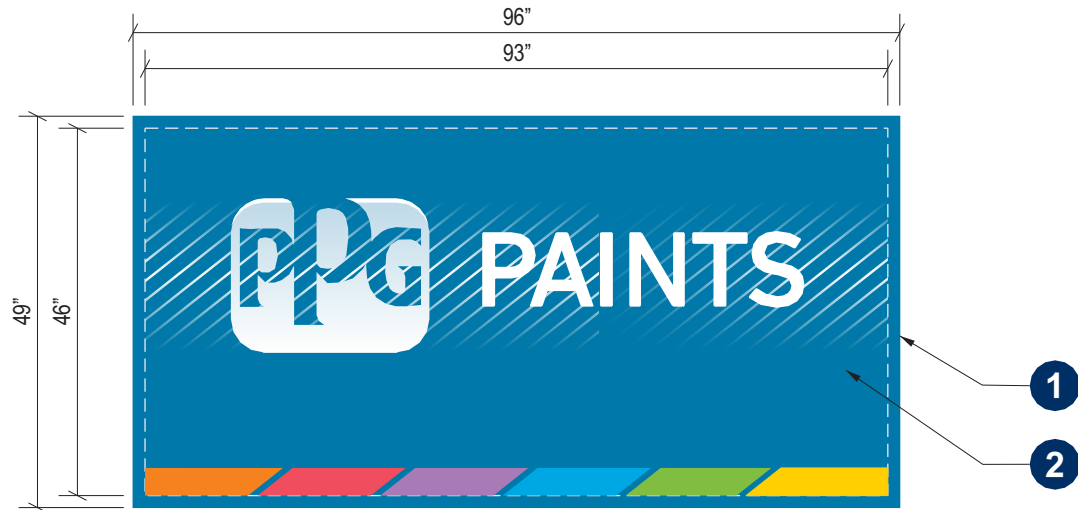
SIGN C	PPG
Type:	New flex faces w/ applied vinyl
Actual Size:	49" x 96"
Viewable Size:	46" x 93"
Square Footage:	32.67



Inspections Division
Date: 12/18/14



Existing



Panel Replacement - D/F Freestanding Sign

QTY 2 (1 SET)

Scale: 3/4" = 1'-0"

Specifications:

1. New flex faces
2. Applied vinyl; Digitally printed vinyl overlay



D/F Freestanding Sign

Scale: N.T.S.



Client: PPG
Site #: PP-8289
Address: 973 Congress Street
Portland, ME 04102

REVISION INFO	09/30/2014	Original Rendering	SD
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Paul M. Bernheisel
Anchor Investment Properties LLC.
203 Apixia Rd.
Wolcott, VT. 05680
paul.bernheisel@gmail.com

November 14, 2014

City of Portland, ME
389 Congress St.
Portland, ME 04101

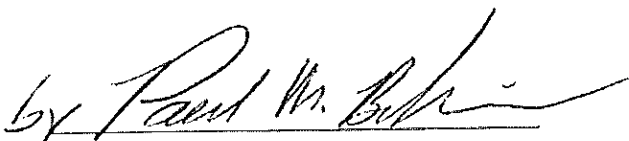
Re: PPG Paints (PP-8289)
971 Congress Street
Portland, ME 04102

To Whom It May Concern:

This letter enables Anchor Sign, Inc. and Brian Robinson to be authorized agents of the property owner, giving them permission to obtain permits and install signage for the project location listed above. The building frontage for the signs is 50' and 95'.

Thank you in advance for all your cooperation.

Sincerely,


(Signature)

Paul M. Bernheisel Owner
Anchor Investment Properties

SIGN B	PPG
Type:	Single-Face Wall Sign
Illumination:	Internally Illuminated w/ LED's
Square Footage:	32.11
To Grade:	Top of sign to grade = 14'-10 1/2" Bottom of sign to grade = 12'-0 18/2"



Inspections Division
Date: 12/18/14

Existing



Side Elevation (East)
Scale: 1/8" = 1'-0"

Allowable Square Footage this Elevation:	75
Formula:	
Actual Square Footage this Elevation:	32.11



Client:	PPG
Site #:	PP-8289
Address:	973 Congress Street Portland, ME 04102

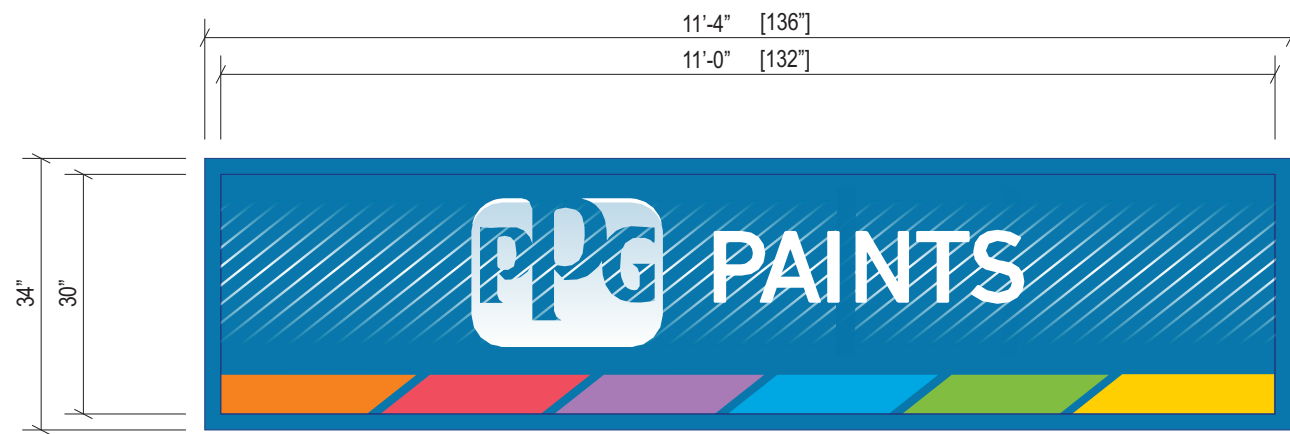
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SIGN A	PPG
Type:	Single-Face Wall Sign
Illumination:	Internally Illuminated w/ LED's
Square Footage:	32.11
To Grade:	Top of sign to grade = 14'-10 1/2" Bottom of sign to grade = 12'-0 1/2"



Sign Layout Detail

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

Color Specifications:

Pantone 151C Orange	Pantone 2955C Blue
Pantone 1785C Red	Pantone 307C Blue
Pantone 2577C Purple	Pantone 376C Green
	Pantone 116C Yellow

Electrical:

White LEDs Agilight Pro160 5000K
 (2) 60w Transformers
 Total Amps: 1.70
 (1) 20 amp 120V Circuit Req.

Specifications: Wall Sign, Lexan Face

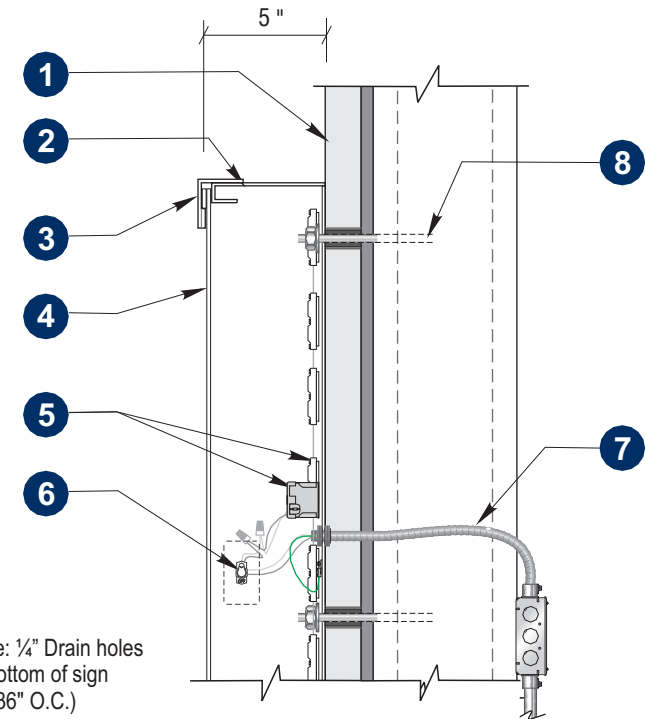
- Existing Facade: Brick
- 0.080" Aluminum sign cabinet painted to match PMS 307C
- 2" x 2" Aluminum angle retainers painted to match PMS 307C
- 3/16" White Lexan face with first surface digitally printed vinyl
- Sign cabinet contains White LEDs and transformers
- Disconnect switch UL Outdoor rated toggle type w/ neoprene boot per NEC 600-6
- Primary electrical feed
- Mounting hardware; 3/8" Sleeve anchor

General Notes:

This sign is to be installed in accordance with the requirements of Article 600 of the National Electrical Code.

- 1) Grounded and bonded per NEC 600.7/NEC 250
- 2) Existing branch circuit in compliance with NEC 600.5, not to exceed 20 amps
- 3) Sign is to be UL listed per NEC 600.3
- 4) UL disconnect switch per NEC 600.6- required per sign component before leaving manufacturer*

*For multiple signs, a disconnect is permitted but not required for each section



Section @ S/F Wall Sign
LED Illum Scale: N.T.S.



Client: PPG
 Site #: PP-8289
 Address: 973 Congress Street
 Portland, ME 04102

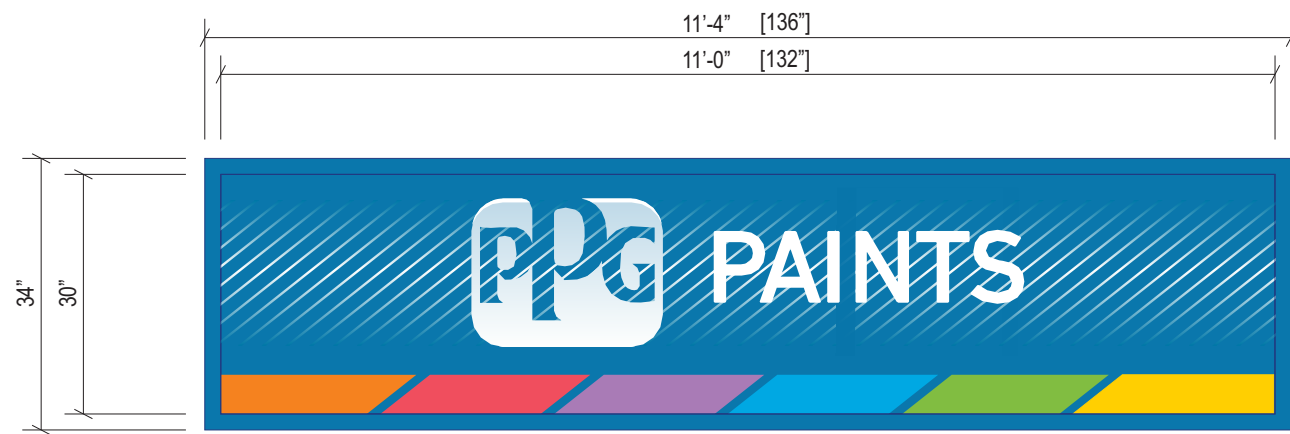
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1.800.213.3331



SIGN B	PPG
Type:	Single-Face Wall Sign
Illumination:	Internally Illuminated w/ LED's
Square Footage:	32.11
To Grade:	Top of sign to grade = 14'-10 1/2" Bottom of sign to grade = 12'-0 18/2"



Sign Layout Detail

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

Color Specifications:

Pantone 151C Orange	Pantone 2955C Blue
Pantone 1785C Red	Pantone 307C Blue
Pantone 2577C Purple	Pantone 376C Green
	Pantone 116C Yellow

Electrical:

White LEDs Agilight Pro160 5000K
 (2) 60w Transformers
 Total Amps: 1.70
 (1) 20 amp 120V Circuit Req.

Specifications: Wall Sign, Lexan Face

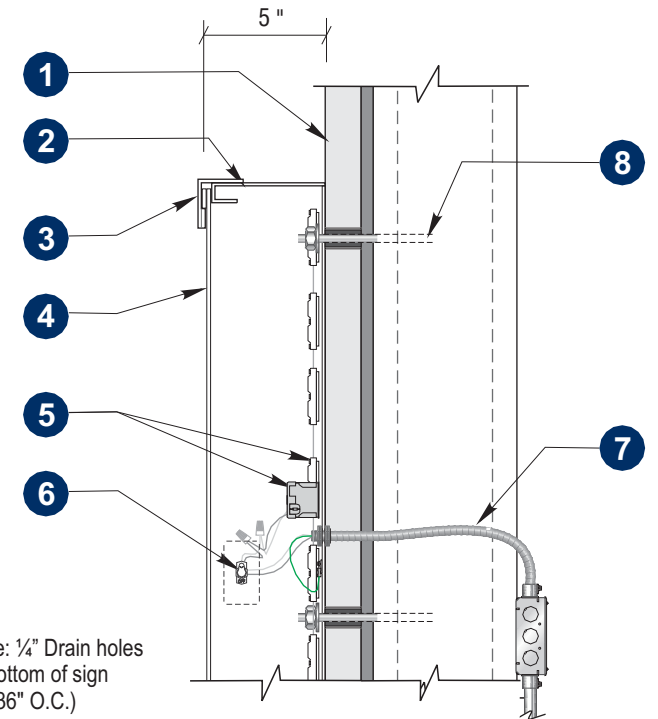
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Section @ S/F Wall Sign
LED Illum Scale: N.T.S.



Client: PPG
 Site #: PP-8289
 Address: 973 Congress Street
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1 . 8 0 0 . 2 1 3 . 3 3 3 1

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Type:	Single-Face Wall Sign
Illumination:	Internally Illuminated w/ LED's
Square Footage:	32.11
To Grade:	Top of sign to grade = 14'-10 1/2" Bottom of sign to grade = 12'-0 18/2"

SIGN C	PPG
Type:	New flex faces w/ applied vinyl
Actual Size:	49" x 96"
Viewable Size:	46" x 93"
Square Footage:	32.67



REVISION INFO	09/30/2014	Original Rendering	SD
	11/18/2014	Updated for permitting	AW



Signage / Awning 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: 971 Congress Street, Portland, ME 04102		
Tax Assessor's Chart/Block/Lot (CBL) Chart: 065 A013001 Block: Lot:	OWNER Name/Address: Name: Anchor Investment Properties LLC Address: 203 Apexia Way Wolcott, VT 05680	Telephone: (802) 889-9916 E-Mail: paul.bernheisel@gmail.com
LEASEE/BUYER Info (if Applicable) Name: PPG Industries, Inc. Address: One PPG Place Pittsburgh, PA 15272 Phone: (412) 434-3131 E-Mail: N/A	CONTRACTOR Name: Anchor Sign, Inc. Address: 2200 Discher Avenue Charleston, SC 29405 Phone: (843) 576-3236/(800) 213-3331 E-Mail: emiller@anchorsign.com	Total S.F. signage \$ 64.00 (Sq Ft = 32 x \$2.00) SF + \$30 Fee: \$ 30 Historic (\$75): \$ 0 Awning Fee: \$ 0
Awning Fee = Cost of Work: \$ N/A (\$25/first \$1000; \$11 each additional \$1000)		TOTAL FEE: \$ 94.00

Who should we contact when the permit is ready: Name: Erin Miller Phone: (843) 576-3236
Address: 2200 Discher Avenue, Charleston, SC 29405 E-Mail: emiller@anchorsign.com

Tenant/allocated building space frontage (in feet): Length: 50' Height: 16'-7"
Lot frontage (in feet): 50' Single Tenant or Multi-Tenant Lot: Single

Current Specific Use: Retail (PPG Porter Paints)

If vacant, what was prior use: _____
Proposed Use: no change (Retail/PPG Porter Paints)

Information on proposed sign(s)
Freestanding (e.g. pole) sign? YES NO Dimensions proposed: N/A (sf); Height from grade: N/A sf
BLDG Wall Sign (attached to bldg.)? YES NO Dimensions proposed: 32.11 sf ** **UL# HL-710463** **

Proposed Awning: YES NO If yes, is awning backlit? YES NO
Height of awning N/A Length of awning N/A Depth of awning N/A
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: N/A sf

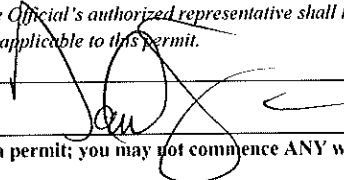
Information on existing and previously permitted signage:
Freestanding (e.g. pole) sign? YES NO Dimensions proposed: ___ ft X ___ ft; Height from grade: ___
BLDG Wall Sign (attached to bldg.)? YES NO Dimensions proposed: ___ ft X ___ ft
Awning? YES NO total sq ft of panels with communication on it: _____ 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:  Date: 11/18/14



Signage / Awning 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: 971 Congress Street, Portland, ME 04102		
Tax Assessor's Chart/Block/Lot (CBL) Chart: 065 A013001 Block: Lot:	OWNER Name/Address: Name: <u>Anchor Investment Properties LLC</u> Address: <u>203 Apexia Way</u> <u>Wolcott, VT 05680</u>	Telephone: (802) 889-9916 E-Mail: paul.bernheisel@gmail.com
LEASEE/BUYER Info (if Applicable) Name: <u>PPG Industries, Inc.</u> Address: <u>One PPG Place</u> <u>Pittsburgh, PA 15272</u> Phone: <u>(412) 434-3131</u> E-Mail: <u>N/A</u>	CONTRACTOR Name: <u>Anchor Sign, Inc.</u> Address: <u>2200 Discher Avenue</u> <u>Charleston, SC 29405</u> Phone: <u>(843) 576-3236/(800) 213-3331</u> E-Mail: <u>emiller@anchorsign.com</u>	Total S.F. signage \$ <u>64.00</u> (Sq Ft = ³² x \$2.00) SF + \$30 Fee: \$ <u>30</u> Historic (\$75): \$ <u>0</u> Awning Fee: \$ <u>0</u>
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Who should we contact when the permit is ready: Name: Erin Miller Phone: (843) 576-3236
Address 2200 Discher Avenue, Charleston, SC 29405 E-Mail: emiller@anchorsign.com

Tenant/allocated building space frontage (in feet): Length: 95' Height: 14'-10.5"
Lot frontage (in feet): 95' Single Tenant or Multi-Tenant Lot: Single

Current Specific Use: Retail (PPG Porter Paints)

If vacant, what was prior use: _____

Proposed Use: no change (Retail/PPG Porter Paints)

Information on proposed sign(s)

Freestanding (e.g. pole) sign? YES NO

Dimensions proposed: N/A (sf); Height from grade: N/A sf

BLDG Wall Sign (attached to bldg.)? YES NO

Dimensions proposed: 32.11 sf

UL# HL-710463

Proposed Awning: YES NO

If yes, is awning backlit? YES NO

Height of awning N/A

Length of awning N/A

Depth of awning N/A

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: N/A sf

Information on existing and previously permitted signage:

Freestanding (e.g. pole) sign? YES NO

Dimensions proposed: ___ ft X ___ ft; Height from grade: ___

BLDG Wall Sign (attached to bldg.)? YES NO

Dimensions proposed: ___ ft X ___ ft

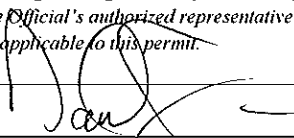
Awning? YES NO total sq ft of panels with communication on it: _____ sf

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.

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Who should we contact when the permit is ready: Name: Erin Miller Phone: (843) 576-3236
Address 2200 Discher Avenue, Charleston, SC 29405 E-Mail: emiller@anchorsign.com

Tenant/allocated building space frontage (in feet): Length: 95' X 50' Height: 15'-7"
Lot frontage (in feet): 95' Single Tenant or Multi-Tenant Lot: Single

Current Specific Use: Retail (PPG Porter Paints)
If vacant, what was prior use: N/A
Proposed Use: no change (Retail/PPG Porter Paints)

Information on proposed sign(s)
Freestanding (e.g. pole) sign? YES NO Dimensions proposed: N/A (sf); Height from grade: N/A sf
BLDG Wall Sign (attached to bldg.)? YES NO Dimensions proposed: 32.11 sf

Proposed Awning: YES NO If yes, is awning backlit? YES NO
Height of awning N/A Length of awning N/A Depth of awning N/A
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: N/A sf

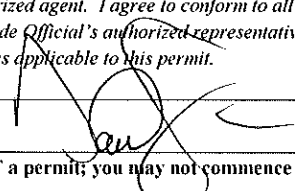
Information on existing and previously permitted signage: size of face replacement
Freestanding (e.g. pole) sign? YES NO Dimensions proposed: 4'-1" X 8' ft; Height from grade: Unknown
BLDG Wall Sign (attached to bldg.)? YES NO Dimensions proposed: ft X ft
Awning? YES NO total sq ft of panels with communication on it: N/A 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.

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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.

- Reduced plans or electronic files in PDF format are required.

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:

\$25 for the first \$1000 of cost of work; \$11 for each additional \$1000 of cost of work

Application fee for any signage in a *Historic District* is an additional \$75



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