

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 05-1651	Issue Date: PERMIT ISSUED NOV 17 2005	CBL: 065 A015001
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Location of Construction: 959 CONGRESS ST	Owner Name: KEY LLC	Owner Address: 50 PORTLAND PIERS	Phone:
Business Name:	Contractor Name: NeoKraft Signs	Contractor Address: 686 Main St. Lewiston	Phone: 2077829654
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	Zone:

Past Use: commercial	Proposed Use: Commercial install 1 set of letters to bldg. On 2 sides	Permit Fee: \$70.00	Cost of Work: \$70.00	CEO District: 2
Proposed Project Description:		FIRE DEPT: <input type="checkbox"/> Denied <i>N/A</i>	INSPECTION: Use Group <i>U</i> Type: <i>Sign</i> <i>TBC 2003</i>	

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)	
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied	Signature: _____ Date: _____

Permit Taken By: dmartin	Date Applied For: 11/10/2005	Zoning Approval	
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<ol style="list-style-type: none"> This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. Building permits do not include plumbing, septic or electrical work. 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.. 	Special Zone or Reviews <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"/> <i>OK</i> Date: <i>11/17/05</i> <i>Ben</i>	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Denied Denied Date: _____	Historic Preservation <input 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: _____
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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

THIS IS NOT A PERMIT/CONSTRUCTION MAY NOT COMMENCE UNTIL THE PERMIT IS ISSUED

SIGNAGE APPLICATION

THIS IS NOT A PERMIT
CONSTRUCTION CANNOT NOT COMMENCE UNTIL THE PERMIT IS ISSUED

In the interest of processing your application in the quickest possible manner, please complete the Information below Building or Use Permit.

If you or the property owner owes real estate or personal property taxes or user charge on any property within the City, payment arrangements must be made before permits any kind are accepted.

Location/Address of Construction: <u>959 Congress Street</u>		
Total Square Footage of Proposed Structure <u>22' sq. ft. total</u>		Square Footage of the <u>Building</u> <u>4,714</u>
Tax Assessor's Chart, Block & Lot Number	Owner: <u>Key, LLC</u> <u>50 Portland Pier, Suite 400</u> <u>Portland, ME 04101</u>	Telephone #: <u>(207) 783-2211</u>
Chart# Block# Lot#		
Lessee/Buyer's Name (If Applicable) <u>HRH Corporation</u>	Owner's/Purchaser/Lessee Address: <u>P.O. Box 40</u> <u>Auburn, ME 04210</u>	Total s.f of signs <u>20</u> x <u>200\$ 40</u> , plus \$30.00 TOTAL \$ <u>72.00</u>

Current use: Insurance Company Proposed use: Insurance Company

Project description: (1) Set of dimensional wall letters installed on the Congress St. and St. John Street elevations

Applicants Name, Address & Telephone: HRH Corporation
P.O. Box 40 (207) 783-2211
Auburn, ME 04210

Contractor's Name, Address & Telephone:
Neokraft Signs, Inc.
686 Main St. (207) 782-9654
Lewiston, ME 04240

Who shall we contact when the permit is needed?
Telephone: (207) 782-9654 Shane Moffett at Neokraft Signs, Inc.

If you would like it mailed, what mailing address should we use:
Neokraft Signs, Inc.
686 Main St.
Lewiston, ME 04240

DEPT. OF BUILDING INSPECTION
CITY OF PORTLAND, ME

NOV - 9 2005

RECEIVED

City of Portland, Maine - Building or Use Permit

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Permit No: 05-1651	Date Applied For: 11/10/2005	CBL: 065 A015001
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Location of Construction: 959 CONGRESS ST	Owner Name: KEY LLC	Owner Address: 50 PORTLAND PIER STE 400	Phone:
Business Name:	Contractor Name: NeoKraft Signs	Contractor Address: 686 Main St. Lewiston	Phone (207) 782-9654
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	

Proposed Use: Commercial install 1 set of letters to bldg. On 2 sides	Proposed Project Description: Install 1 set of letters to bldg on two sides
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SIGNAGE PRE-APPLICATION

PLEASE ANSWER ALL QUESTIONS

ADDRESS: 959 Congress Street ZONE: _____

OWNER: Key, LLC

APPLICANT: HRH Corporation

ASSESSOR NO. _____

PLEASE CIRCLE APPROPRIATE ANSWER

SINGLE TENANT LOT? YES NO

MULTI-TENANT LOT? YES NO

FREESTANDING SIGN? (ex. Pole sign) YES NO DIMENSIONS _____ HEIGHT _____

MORE THAN ONE SIGN? YES NO DIMENSIONS _____ HEIGHT _____

SIGN ATTACHED TO BLDG.? YES NO DIMENSIONS 2'-5" x 5'-11 1/2"

MORE THAN ONE SIGN? YES NO DIMENSIONS 2'-5" x 5'-11 1/2"

AWNING: YES NO IS AWNING BACKLIT? YES NO HEIGHT OFF SIDEWALK _____

IS THERE ANY MESSAGE, TRADEMARK OR SYMBOL ON IT? _____

LIST ALL EXISTING SIGNAGE AND THEIR DIMENSIONS:

-N/A-

*** TENANT BLDG. FRONTAGE (IN FEET): 96'-6" and 69'-6"
*** REQUIRED INFORMATION

AREA FOR COMPUTATION

-see drawing-

max. w.m. area at sign 150 #

Congress. $69.5 \times 2 = 139 \#$

St. John $96.5 \times 2 = 193 \#$

1 per facade facing ²abutment street
 $\times 1 = 3$

Congress " $43.5 \times 17.5 = 761.25 = 5.3$
 $28.5 \times 25 = 712.5 = 4.95$
 $\rightarrow 10.25 \#$

St John. - same sign $10.25 \#$

OK

YOU SHALL PROVIDE:

A SITE SKETCH AND BUILDING SKETCH SHOWING EXACTLY WHERE EXISTING AND NEW SIGNAGE IS LOCATED MUST BE PROVIDED. SKETCHES AND/OR PICTURES OF PROPOSED ARE ALSO REQUIRED.

SIGNATURE OF APPLICANT: [Signature] - Shane M. Moffett DATE: 11-2-05

THIS IS NOT A PERMIT/CONSTRUCTION MAY NOT COMMENCE UNTIL THE PERMIT IS ISSUED

If the property is located in a HISTORIC DISTRICT, a separate sketch is required indicating **design**, dimensions, construction materials and source of illumination if any. A photograph of the building façade should be submitted, showing where **each** sign is to be installed.

Certification

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.

Signature of applicant: Shane Moffett - Shane Moffett | Date: 11-9-05

Sign Permit Fee: \$30.00 plus \$2.00 per square foot.

A building permit is also required for any awning based on cost of work-\$30.00 for the first \$1,000.00 and \$6.00 for each additional \$1,000.00

BY FILLING OUT THIS APPLICATION IS DOES NOT MEET THAT YOU WILL BE APPROVED FOR THE AMOUNT OF SIGNAGE YOU ARE APPLYING FOR

IT IS SUGGESTED THAT YOU DO NOT ORDER ANY SIGNAGE UNTIL YOU HAVE RECEIVED YOUR SIGN PERMIT THAT HAS BEEN SIGNED BY THE BUILDING, ZONING AND POSSIBLE HISTORICAL OFFICIALS OF THIS OFFICE

Side Walk Signs

Design/Location/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 – 24 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major **flow**. Maximum height – 40 inches to top of sign in place. Minimum height 30 inches to top of sign in place.

Multiple: Maximum width – 30 inches or such lesser width sufficient to retain 4 ½ feet of unobstructed sidewalk width perpendicular to major **flow**. Maximum height – ~~4~~ inches to top of sign in place. Minimum height **30** inches to top of sign in place.

Location

Minimum distance between signs – 20 feet. **Maximum** distance of sign from public entrance of advertiser 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 suitable public liability insurance certificate in an amount adequate *to* protect the City.

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 permit come to City Hall 389 Congress Street room 315 with:

- Certificate of liability insurance
- Drawing of sign showing dimensions
- Payment of .20 per sq. ft. plus \$30.00

**THIS IS NOT A PERMIT/CONSTRUCTION MAY NOT COMMENCE UNTIL THE
PERMIT IS ISSUED**

Please check **off the** following indicating **that you** have included the below items to **expedite the** process of this sign application:

- "Certification of Liability" listing the City additionally insured if any portion of the sign abuts or encroaches on the public right of way, or can fall into the public right of way
- Letter of permission from the owner

A sketch plan indicating the following:

- Drawing of the property showing all dimensions of the lot
- Location of all buildings and property setbacks from all buildings
- Driveways and abutting streets showing street frontage and any right of ways
- Indicate on drawing the dimensions of all buildings on the lot
- Define in footage the frontage of your business front
- Indicate on drawing of existing signage and dimensions of each sign
- Indicate on drawing all proposed signage and dimension of each sign
- Sign area height and setback of each existing and proposed freestanding sign
- Certification of flammability required for awning/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.

The Provisions of Section 3102.0 of the City's Building Code "The BOCA National Building Code 1999 edition" shall govern the construction, alteration, repair and maintenance of outdoor signs together with the associated appurtenant and auxiliary devices in respect to structural and fire safety. In accordance to section 3102.4.4 of BOCA construction documents and owners consent is all follows; "Before any permit is issued for the erection of a sign, Construction Documents shall be filed with the code official showing the dimensions, materials and required details of construction, including loads, stresses and anchorage. The applications shall be accompanied by the written contract of the owner or lessees of the premises upon which the sign is to erected. **NO PERMIT CAN OR WILL BE ISSUED UNLESS THIS INFORMATION IS SUBMITTED AND APPROVED BY THE INSPECTIONS OFFICE.**

ELECTRICAL SIGNAGE PERMITS/RESPONSIBILITIES

All sign companies or any persons engaged in the installation, interchange or maintenance of signage in the City of Portland must have the Electrician or Electrical Contractor who provided power to the sign(s) or associated equipment apply for an electrical permit in the Inspections Office.

It is the responsibility of your company to contact your sub-contractor or the owner to inform them of this policy. Whether your company does the final connections, which requires a valid Maine Electricians License or your sub contractor provides this service; permits and inspections shall be required.

Failure to comply with this procedure may result in the denial of sign permits by this office for your company or its representation to install or interchange any future signage in the City of Portland.

INFORMATION REQUIREMENTS FOR SIGN PERMIT APPLICATION

Applicants for a sign permit will be asked to submit the following information to the Code Enforcement Office:

- ✓ 1. Proof of insurance
- ✓ 2. Letter of permission from the owner
3. A sketch plan of lot, indicating location of buildings, driveways and any abutting streets or right of ways. Lengths of building frontages and street frontages should be noted. (see attached)
4. Indicate on the plan all existing and proposed signs
5. Computation of the following:
 - A) Sign area of each existing and proposed building sign
 - B) Sign area height and setback of each existing and proposed freestanding sign.
6. A sketch of any proposed sign(s), indicating dimensions, materials, source of illumination and construction method (see attached).
- ✗ Certificate of flammability required for awning/canopy at time of application.
- ✓ 8. UL # required for lighted signs at the time of application.

✓ 9. **You must have complete structural details (i.e. showing all connections to buildings and footing details) Specifics required or your permit may be held up**

Fee for permit - \$30.00 plus \$1,000 per square foot

Fee for awning based on cost of work - \$30.00 for the first \$1,000.00, \$6.00 for each additional \$1,000.000.

NOTE: Once a sketch plan has been filed for a property, the code enforcement office will keep a record of the plan so that a new sketch plan will not be required for later changes to signage on the property. In such an instance, applicants will only be required to submit information applicable to the new sign.

DATE(MM/DD/YYYY)

PRODUCER

HRH of Virginia- Richmond
4951 Lake Brook Drive

Glen Allen VA 23060

INSURED

Hilb Rogal & Hobbs of
Northern New England, Inc.
31 Court Street
Auburn ME 04212

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

NAIC#

INSURER A Travelers Indemnity 125658

INSURER B Travelers Indemnity Co. of IL 25674

INSURER C Federal Insurance Co 20281

INSURER D Hartford Insurance Co. - Midw 37478

INSURER E

COVERAGES

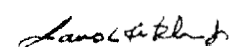
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY -COMMERCIAL GENERAL LIABILITY CLAIMS MADE X OCCUR	630926K6356IND04	12/31/2004	12/31/2005	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
	GEN LAGGREGATE LIMIT APPLIES PER POLICY PRO LOC				
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS NON OWNED AUTOS	810926K637AT	12/31/2004	12/31/2005	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY ANY AUTO				AUTO ONLY EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY AGG \$
C	EXCESS UMBRELLA LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION \$	79842026	12/31/2004	12/31/2005	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$ \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes describe under SPECIAL PROVISIONS below	14WBKM5789	12/31/2004	12/31/2005	X WC STATUTORY LIMITS OTHER EL EACH ACCIDENT \$500,000 EL DISEASE EA EMPLOYEE \$500,000 EL DISEASE POLICY LIMIT \$500,000
A	OTHER Blkt Bldg & Contents	630926K6356IND04	12/31/2004	12/31/2005	Limit 52,534,808 Deductible 5,000 Special 5,000

City of Portland
City Hall
389 Congress Street
Portland ME 04101

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES

AUTHORIZED REPRESENTATIVE





Neokraft

Neokraft Signs Inc.
686 Main Street
Lewiston, Maine 04240
Telephone: 207.782.9654
Facsimile: 207.782.0009
1.800.339.2258
http://www.neokraft.com

LANDLORD CONSENT AGREEMENT

Written consent and agreement relating to a certain sign proposed to be erected on the premises at: 959 CONGRESS STREET
in PORTLAND, MAINE

✓ Key, LLC being the owner of the premises at 959 CONGRESS STREET in PORTLAND, MAINE

hereby gives consent to the erection of (a) certain sign(s):

(2) NON-LIT SIGNS

owned by: ARH CORPORATION (the tenant) as described in the attached application for a permit submitted to the inspection division of the building department of PORTLAND, MAINE to cover the erection of said signs.

✓ Signed by the owner of said premises, or his authorized agent, on this

20th - day of October 2005.

✓ Greg Stumberg (SIGNED)

✓ Dwaine Stumberg Counselor (TITLE)

Authorized Agent for Key, LLC
50 Portland Pier Suite 40
Portland, Maine 04101



Neokraft

Neokraft Signs Inc.
 686 Main Street
 Lewiston, Maine 04240
 Telephone: 207.782.9654
 Facsimile: 207.782.0009
 1.800.339.2258
<http://www.neokraft.com>

Transmittal to	CITY OF PORTLAND INSPECTIONS ATTENTION: MS. MARGE SCHMUCKAL 389 CONGRESS STREET PORTLAND, ME 04101	Date	11.7.2005
		Job No.	4594
		Re.	HRH CORP. MAIL

Item	<input type="checkbox"/> Attached	<input type="checkbox"/> Hand Delivered	<input type="checkbox"/> Under separate cover
	<input type="checkbox"/> Shop Drawings	<input type="checkbox"/> Prints	<input type="checkbox"/> Samples
	<input type="checkbox"/> Copy of letter	<input type="checkbox"/> Change Order	<input type="checkbox"/> Specifications
	<input type="checkbox"/> Other		

Copies	Date	No.	Description
1 set	11.07.2005	4594	(1) COMPLETED SIGN PERMIT APPLICATION, INSURANCE, LANDLORD CONSENT, DRAWINGS, PLOT PLAN INFORMATION, AND CHECK NUMBER 7887 IN THE AMOUNT OF \$70.00 TO OBTAIN A SIGN PERMIT FOR HRH CORPORATION LOCATED ON 959 CONGRESS STREET.

Purpose	<input checked="" type="checkbox"/> For approval	<input type="checkbox"/> No exception taken	<input type="checkbox"/> Rejected
	<input type="checkbox"/> For your use	<input type="checkbox"/> Make corrections noted	<input type="checkbox"/> Review and comment
	<input type="checkbox"/> As requested	<input type="checkbox"/> Revise and resubmit	<input type="checkbox"/> Other

Remarks Please review the enclosed sign permit application and if approved please go ahead and mail the permit to my attention. If you have any questions feel free to call me anytime.

copy to

From SHANE MOFFETT

If enclosures are not as noted kindly notify us at once.

OFFICE\CLERICAL\TEMPLATES\TRANSMITTAL FORM DOT