## Portland, Maine

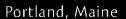


## Yes. Life's good here.

### Permitting and Inspections Department Michael A. Russell, MS, Director

## **Signage / Awning Permit Application**

Project Address: <u>4</u>	Church Avenue, Peaks	Tax Assessor's C			
Owner Name: Portland Public School District			h		ck# Lot# L 8100
Address: 353 Cumberland Avenue			Phone: (207) 874 - 8100 Email: sherwd@portlandschools.org		
Lessee (if applicable):				'hone: ()	
Contractor Name:	Bailey Sign		P	Phone: ( <u>800</u> ) <u>53</u> 9	9 - 7446
Address: 92 Central Ave Peaks Island, ME 04108					
Building Information:					
	açade of tenant space (ft):	 50'2"	Height of exter	rior facade (ft): 18	:'10"
i e	et (ft): <u>500'</u> Th				ulti-Tenant Lot
			ct one): OGround		per story unit
Current specific use	Public elementary scl	•	•	•	•
Proposed use: San				· · ·	<del> </del>
L		•			
Information on EXIST	For awnings only			Height of accuracy as	
Type (i.e. awning, freestanding sign, attached building sign)	Is there any symbol/lettering on awning? (Y/N – if Y, list the	Is awning backlit?	Dimensions of awning or sign (include length, width, and height, as applicable)	Height of awning or sign above the ground to its highest point	For freestanding signs - setback of closest point of sign to the nearest property line(s)
None	dimensions of the messaging)	(Y/N)	аррисавісу	ingrest point	property ineqs)
Information on PROF	POSED signs:				
Type (i.e. awning,	For awnings only	····	Dimensions of awning	Height of awning or	For freestanding signs
freestanding sign, attached building sign)	Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging)	Is awning backlit? (Y/N)	or sign (include length, width, and height, as applicable)	sign above the ground to its highest point	- setback of closest point of sign to the nearest property line(s)
Attached sign	n/a		26'6' x 9' x 2"	16'11"	n/a
Please be sure to sub	mit all information outlined i	n the Sign/A	Awning Application Che	cklist with your appl	ication.
	ections Department may request ortlandmaine.gov/1728/Permittin		•	ince of a permit. For fu	rther information,
					ation in at the contract to contract
	Owner of record of the named pro wner to make this application as				
	if a permit for work described in t the authority to enter all areas o				
codes applicable to this p		STATE	o perime at any reasonable	. Hour to chroice the pit	visions of the
Signature of Applica	nt: SINOUN	500	?	Date: <u>5/24/1</u>	7

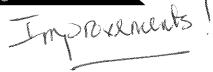


All of the following information shall be submitted:



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# Signage / Awning Permit Application Checklist

☐ Certifi	ge/Awning Permit Application form  cate of Liability listing the City as an additional insured if any portion of the buts or encroaches on any public right of way, or can fall into any public right y.
	y of the signed lease or letter of permission from the property owner indicating ecific permissions granted and the tenant/space building frontage.
A plan	showing the specific locations of all existing and proposed signs:  For freestanding signs: the plan shall depict lot lines, buildings, driveways, abutting streets or rights of way, lengths of street frontages, and setbacks from freestanding signs to the nearest lot line.  For all other signs and awnings: the plan shall depict buildings, driveways, abutting streets or rights of way, and building façade dimensions. Photos or other documentation similar to a drawn plan are acceptable, provided that all required information is included.
source	wing or photo of the proposed sign showing content, all dimensions, materials, e of illumination, details of anchoring and installation (e.g., attachment ications, footing details for freestanding signs, etc.).
☑ Certifi	icate of flammability is required for awnings, canopies or banners.
_	Classification Mark, found on the product, is required for illuminated signs at the of final inspection.
☑ Photo	s of existing signage.



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### Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- > Electronic check or credit card: portlandmaine.gov/payyourpermit
- > Over the phone at (207) 874-8703
- > Drop off to Room 315, City Hall
- ➤ Mail to:

City of Portland
Permitting and Inspections Department
389 Congress Street, Room 315
Portland, Maine 04101

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is received.

Applicant Signature: Date: 5/24/2017

I have provided electronic copies and sent them on:

Date: 5/26/2017

**NOTE:** All electronic paperwork must be delivered to <a href="mailto:permitting@portlandmaine.gov">permitting@portlandmaine.gov</a> or with a thumb drive to the office.