

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND BUILDING PERMIT

This is to certify that ALAN J. LEVENSON

Located At 391 FOREST AVE

Job ID: 2011-05-955-SIGN

CBL: 111 - - D - 005 - 001 - - - -

has permission to replace two panels in freestanding sign & panel in directional sign & replace building sign provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

*JMA*

*Q B M* 5/11/11

\_\_\_\_\_  
**Fire Prevention Officer**

\_\_\_\_\_  
**Code Enforcement Officer / Plan Reviewer**

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY  
PENALTY FOR REMOVING THIS CARD**

## BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

1. Final inspection when installation is complete.

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life* • [www.portlandmaine.gov](http://www.portlandmaine.gov)

Director of Planning and Urban Development  
Penny St. Louis

Job ID: 2011-05-955-SIGN

Located At: 391 FOREST AVE

CBL: 111 - - D - 005 - 001 - - - - -

## **Conditions of Approval:**

### **Building**

Signage Installation to comply with Chapters 31 & 32 of the IBC 2003 building code.





# Signage/Awning Permit Application

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

Tests ok

389-397

Location/Address of Construction: 391 FOREST AVE.

Tax Assessor's Chart, Block & Lot  
Chart# 111 Block# D Lot# 005

Owner: ALAN LEWISON

Telephone: 207-775-5200

Lessee/Buyer's Name (If Applicable)  
UNIVERSITY CREDIT UNION

Contractor name, address & telephone:  
BURR SIGNS  
50 DOWNEAST DR.

Total s.f. of signage x \$2.00  
Per s.f. plus \$30.00/\$65.00 90 # TOT.  
For I.I.D. signage= Total  
Fee: \$210.<sup>00</sup>  
Awning Fee= cost of work \_\_\_\_\_  
Total Fee: \$210.<sup>00</sup>

Who should we contact when the permit is ready: RAUDY BURR phone: 846-7622

Tenant/allocated building space frontage (feet): Length: 75 Height: 20  
Lot Frontage (feet) 7600 Single Tenant or Multi Tenant Lot S

Current Specific use: BAKK

If vacant, what was prior use:

Proposed Use: BAKK

Information on proposed sign(s):

Freestanding (e.g., pole) sign? Yes  No  Dimensions proposed: FREE REP. ONLY Height from grade: \_\_\_\_\_  
Bldg. wall sign? (attached to bldg) Yes  No  Dimensions proposed: 38" x 7.5"

Proposed awning? Yes  No  Is awning backlit? Yes  No   
Height of awning: \_\_\_\_\_ Length of awning: \_\_\_\_\_ Depth: \_\_\_\_\_

Is there any communication, message, trademark or symbol on it? Yes  No   
If yes, total s.f. of panels w/communications, message, trademark or symbol: \_\_\_\_\_ s.f.

Information on existing and previously permitted sign(s):

Freestanding (e.g., pole) sign? Yes  No  Dimensions: SA  
Bldg. wall sign? (attached to bldg) Yes  No  Dimensions: SA  
Awning? Yes  No  Sq. ft. area of awning w/communication: \_\_\_\_\_

A site sketch and building sketch showing exactly where existing and new signage is located must be provided. Sketches and/or pictures of proposed signage and existing building are also required.

RECEIVED

MAY - 2 2011

Dept. of Building Inspections  
City of Portland Maine

Please submit all of the information outlined in the Sign/Awning Application Checklist. Failure to do so may result in the automatic 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](http://www.portlandmaine.gov), stop by the Building Inspections office, room 315 City Hall or call 874-8703.

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:

Date: 4-28-2011

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

SIGNAGE/AWNING PRE-APPLICATION QUESTIONNAIRE

PLEASE ANSWER ALL QUESTIONS

ADDRESS: 391 FOREST AVE ZONE: \_\_\_\_\_

CBL: \_\_\_\_\_

SINGLE TENANT LOT? YES  NO \_\_\_\_\_ MULTI TENANT LOT? YES \_\_\_\_\_ NO   
MORE THAN ONE SIGN TOTAL WITH PROPOSED SIGN? YES  NO \_\_\_\_\_

INFORMATION ON PROPOSED SIGN(S):

FREESTANDING (e.g., pole) SIGN? YES 2 NO \_\_\_\_\_ DIMENSIONS PROPOSED: SA

BLDG. WALL SIGN? (attached to bldg) YES 1 NO \_\_\_\_\_ DIMENSIONS PROPOSED: SA

INFORMATION ON ALREADY EXISTING AND PERMITTED SIGN(S):

FREESTANDING (e.g., pole) SIGN? YES 2 NO \_\_\_\_\_ DIMENSIONS: SA

BLDG. WALL SIGN(attached to bldg) ? YES 1 NO \_\_\_\_\_ DIMENSIONS: SA

AWNING? YES \_\_\_\_\_ NO  DIMENSIONS: \_\_\_\_\_

LOT FRONTAGE (FEET): >600'

TENANT/ALLOCATED BUILDING SPACE FRONTAGE (FEET): ENTIRE BUILDING

AWNING YES \_\_\_\_\_ NO  IS AWNING BACKLIT? YES \_\_\_\_\_ NO \_\_\_\_\_

HEIGHT OF AWNING: \_\_\_\_\_ LENGTH OF AWNING: \_\_\_\_\_ DEPTH: \_\_\_\_\_

IS THERE ANY COMMUNICATION, MESSAGE, TRADEMARK OR SYMBOL ON IT? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, TOTAL S.F. OF PANELS WITH COMMUNICATIONS/MESSAGE/TRADEMARK/SYMBOL? \_\_\_\_\_ s.f.

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

SIGNATURE OF APPLICANT: [Signature] DATE: 04-27-2011

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

freestanding - main sign -  
 forest ave - 125.7  
 Belmont - 100  
 225.7

100' max  
 18'

60" x 101" = 12168  
 117" x 101" = 12480  
 70" x 30" = 2160  
 14640

2nd sign 1/2 area of hwt.  
 24.25 x 36 = 873  
 (OK) = 6.064

12168  
 12480  
 2160 = 14328 = 99.5  
 10760

building sign  
 2x56 = 112  
 38" x 97.5" = 3705  
 25.7  
 (OK)

## **Ann Machado - University Credit Union**

---

**From:** "rburr" <rburr@maine.rr.com>  
**To:** "'Ann Machado'" <AMACHADO@portlandmaine.gov>  
**Date:** 5/6/2011 3:28 PM  
**Subject:** University Credit Union

---

Ann,

I got your message. Whomever (I think Bailey) built the sign originally knew what the code was. The top section of the pylon sign is 117"x104" (84.53 s.f.) and the lower cabinet is 30"x72" (15 s.f.).

You are right in assuming the directional sign is on the side street. I will try to remember to include a site plan moving forward.

Thanks and have a great weekend!

R.

Randy Burr  
Burr Signs  
50 Downeast Dr  
Yarmouth, ME 04096  
207-846-7622 (ph)  
207-846-7623 (fx)

WRITTEN CONSENT AND AGREEMENT RELATING TO A CERTAIN SIGN-OR AWNING PROPOSED  
TO BE ERECTED ON A BUILDING AT 391 Forest Avenue  
IN PORTLAND, MAINE ALAN J. LEVENSON being the owner of the premises  
at 391 Forest Avenue in Portland, Maine hereby gives consent to the  
erection of a certain sign owned by University Credit Union over the  
sidewalk or on the building from said premises as described in application  
to the Division of Inspection Services of Portland, Maine for a permit to  
cover the erection of said sign:

And in consideration of the issuance of said permit, ALAN LEVENSON  
owner of said premises, in event said sign shall cease to serve the purpose  
for which it was erected or shall become dangerous and in event the owner of  
said sign shall fail to remove said sign or make it permanently safe in case  
the sign still serves the purpose for which it was erected, hereby agrees  
for himself or itself, for his heirs, its successors, and his or its  
assigns, to completely remove said sign in such condition and of order  
from him to remove it.

In Witness whereof, the owner of said premises has signed this consent and  
agreement this 10th day of MAY 2011.

Alan Levenson  
Owner's signature

[Signature]  
Lessee's signature  
UNIVERSITY CREDIT UNION

RECEIVED

MAY 11 2011



New Wall-Mount Sign - bracket mounted

Scale: 1" = 40"

Square Footage: 25.3

OLD SIGN TO BE TOTALLY REPLACED WITH SMALLER VERSION



EXISTING  
5'x8'



Existing



80 Downeast Drive  
Yarmouth, ME 04096  
Phone: 207-846-7622  
Fax: 207-846-7623

CLIENT University Credit Union	DRAWING NAME New Wall-Mount Sign.F5	DATE 1/11/2010
ADDRESS 391 Forest Ave Portland ME 04101	SALES PERSON Randy Burr	DESIGNER Kristi
CONTACT: Kim Saucher	CLIENT SIGNATURE & APPROVAL DATE  / /	

REVISION HISTORY
DATE REVISION HISTORY


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**UNIVERSITY CREDIT UNION - Face Replacements**

Scale: 1" = 40"

Square Footage: 58.5

*FACE REPLACEMENTS ONLY*



50 Downeast Drive  
Yarmouth, ME 04096  
Phone: 207-846-7622  
Fax: 207-846-7623

CLIENT		DRAWING NAME		DATE	
University Credit Union		UCU Pylon.FS		1/11/2010	
ADDRESS		SALES PERSON		DESIGNER	
391 Forest Ave Portland ME 04101		Randy Burr		Kristi	
CONTACT: Kim Saucher		CLIENT SIGNATURE & APPROVAL DATE			
		/ /			
REVISION HISTORY					
DATE		REVISION HISTORY			

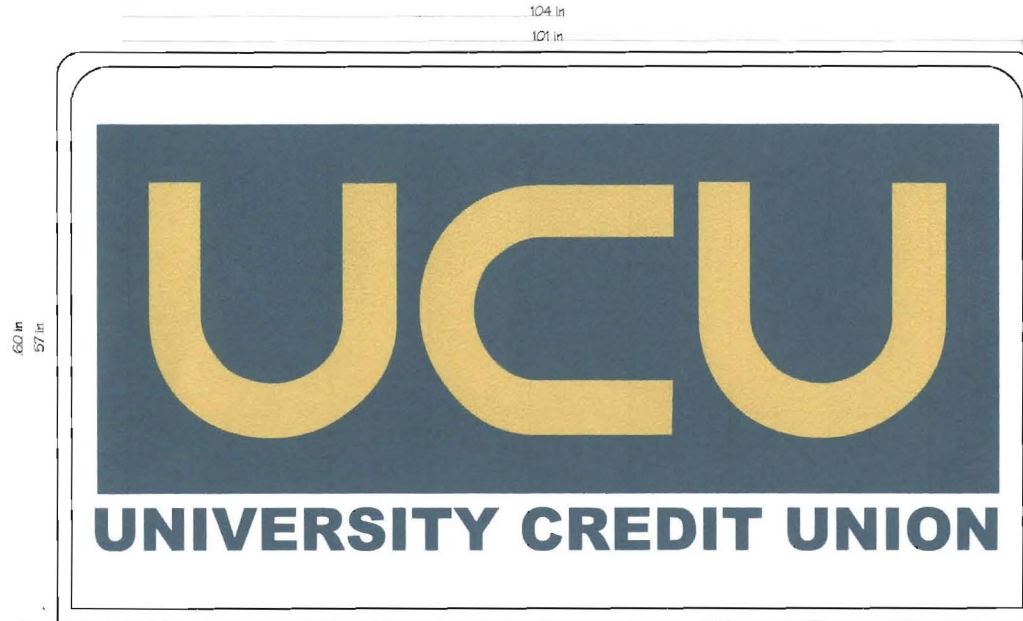
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**UCU - Pylon Replacement Faces**

Scale: 1" = 20"

Square Footage: 58.5



50 Downeast Drive  
Yarmouth, ME 04096  
Phone: 207-846-7622  
Fax: 207-846-7623

<b>CLIENT</b>	University Credit Union
<b>ADDRESS</b>	391 Forest Ave Portland ME 04101
<b>CONTACT:</b>	Kim Saucher

<b>DRAWING NAME</b>	UCU Pylon.FS	<b>DATE</b>	1/25/2011
<b>SALES PERSON</b>	Randy Burr	<b>DESIGNER</b>	Kristi
<b>CLIENT SIGNATURE &amp; APPROVAL DATE</b>			
_____ / /			

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**New Wall-Mount Sign - bracket mounted**

Scale: 1" = 10"

Square Footage: 25.3



1.5" Retainer • Internally Illuminated Wall-Mount Sign (w/Brighton style dimensional faces)  
 Colors: Trans Dark Blue & Trans Gold Nugget



50 Downeast Drive  
 Yarmouth, ME 04096  
 Phone: 207-846-7622  
 Fax: 207-846-7623

<b>CLIENT</b>	University Credit Union
<b>ADDRESS</b>	391 Forest Ave Portland ME 04101
<b>CONTACT:</b>	Kim Saucher

<b>DRAWING NAME</b>	New Wall-Mount Sign.F5	<b>DATE</b>	1/11/2010
<b>SALES PERSON</b>	Randy Burr	<b>DESIGNER</b>	Kristi
<b>CLIENT SIGNATURE &amp; APPROVAL DATE</b>	_____ / /		

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UCU Directory Sign Face Replacement

Scale: 1" = 5"

Square Footage: 6

33 in

36 in

21.25 in

24.25 in



50 Downsett Drive  
Yarmouth, ME 04096  
Phone: 207-846-7622  
Fax: 207-846-7623

<b>CLIENT</b>	University Credit Union
<b>ADDRESS</b>	391 Forest Ave Portland ME 04101
<b>CONTACT:</b>	Kim Saucher

<b>DRAWING NAME</b>	UCU Parking Lot Sign.FS	<b>DATE</b>	1/25/2011
<b>SALES PERSON</b>	Randy Burr	<b>DESIGNER</b>	Kristi
<b>CLIENT SIGNATURE &amp; APPROVAL DATE</b>			
_____ / /			

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