

**City of Portland, Maine - Building or Use Permit Application**

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

Permit No:	05-0463	PERMIT ISSUED DATE:	MAY 26 2005
Job No.:	112 D004001	Phone:	

Location of Construction: 342 FOREST AVE	Owner Name: 164 REALTY INC	Owner Address: 100 SILVER ST	Phone:
Business Name:	Contractor Name: The Signery	Contractor Address: 299 Forest Avenue Portland	Phone: 797700
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	Zone: B2

Past Use: Commercial / Community Counseling	Proposed Use: Community Counseling/ install a 8'x2.5 Sign	Permit Fee: \$78.00	Cost of Work: \$78.00	CEO District: 2
Proposed Project Description: install a 8'x2.5 Sign		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: B Type SIGN IBC-2003 Signature: JMB 5/25/05	

FEDESTRIAN 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: Idobson	Date Applied For: 04/25/2005	<b>Zoning Approval</b>	
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<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building permits do not include plumbing, septic or electrical work.</p> <p>3. 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.</p>	<p>Special Zone or Reviews</p> <input type="checkbox"/> Shaded <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <p>Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/></p> <p>Date: <i>5/19/05</i></p>	<p>Zoning Appeal</p> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied <p>Date: _____</p>	<p>Historic Preservation</p> <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Renewal <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied <p>Date: _____</p>
	<p><i>of based on taxes</i></p>		

**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
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# DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

## CITY OF PORTLAND

Please Read  
Application And  
Notes, If Any,  
Attached

BUILDING DEPARTMENT

PERMIT

PERMIT ISSUED

Permit Number: 050463

MAY 26 2005

CITY OF PORTLAND

This is to certify that 164 REALTY INC / The Sign

has permission to install a 8'x2.5' Sign

AT 342 FOREST AVE

112 D00400

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and work on permit must proceed before this building or part thereof is leased or occupied. **48 HOUR NOTICE IS REQUIRED.**

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

**OTHER REQUIRED APPROVALS**

Fire Dept. \_\_\_\_\_

Health Dept. \_\_\_\_\_

Appeal Board \_\_\_\_\_

Other \_\_\_\_\_

Department Name

**PENALTY FOR REMOVING THIS CARD**

*Deanne Burke 5/25/05*  
Director - Building & Inspection Services

**City of Portland, Maine - Building or Use Permit**

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

Permit No: 05-0463	Date Applied For: 04/25/2005	CBL: 112 D004001
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Location of Construction: 342 FOREST AVE	Owner Name: 164 REALTY INC	Owner Address: 100 SILVER ST	Phone:
Business Name:	Contractor Name: The Signery	Contractor Address: 299 Forest Avenue Portland	Phone: (207) 879-7700
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	

Proposed Use: Community Counseling/ install a 8'x2.5 Sign	Proposed Project Description: install a 8'x2.5 Sign
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Dept: Zoning      Status: Approved      Reviewer: Marge Schmuckal      Approval Date: 05/19/2005

Note: 5/9/05 denied - see letter - this is the 3rd sign being proposed - the ordinance only allows one sign      OK to Issue:   
5/19/05 received several faxes that clear up what is being done - the existing projecting 3'x6' sign will be removed with the installation of this new sign

Dept: Building      Status: Approved      Reviewer: Jeanine Bourke      Approval Date: 05/25/2005

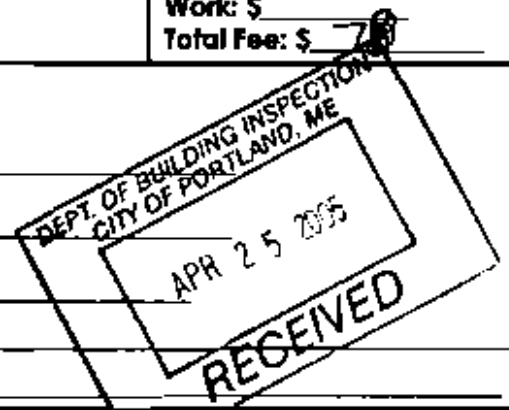
Note:      OK to Issue:

1) Signage installation to comply with Chapter 31 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.

Location/Address of Construction: <u>343 FOREST AVE</u>		
Total Square Footage of Proposed Structure <u>20</u>	Square Footage of Lot	
Tax Assessor's Chart, Block & Lot Chart# <u>112</u> Block# <u>D-004</u> Lot# <u>001</u>	Owner: <u>164 BEAUTY INC</u>	Telephone:
Lessee/Buyer's Name (If Applicable) <u>Community Counseling</u>	Applicant name, address & telephone: <u>Community Counseling Center 343 Forest Ave Portland ME 04101 874-1030</u>	Total s.f. of signage x \$2.00 per s.f. plus \$30.00/\$65.00 for H.D. signage = Total Fee: \$ <u>70</u> Awning Fee = Cost Of Work: \$ Total Fee: \$ <u>70</u>
Current use: <u>OFFICE</u>		
If the location is currently vacant, what was prior use: _____		
Approximately how long has it been vacant: _____		
Proposed use: _____		
Project description: _____		
Contractor's name, address & telephone: <u>The Signery, 299 Forest Ave, Portland 04101 878-7700</u>		
Whom should we contact when the permit is ready: <u>Dave Berrang</u>		
Mailing address: <u>299 Forest Ave, Portland 04101</u>		
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A STOP WORK ORDER will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE 207-879-7700		



IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT. WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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: <u>[Signature]</u>	Date: <u>4-21-05</u>
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**This is NOT a permit, you may not commence ANY work until the permit is issued.**

# SIGNAGE/AWNING PRE-APPLICATION QUESTIONNAIRE

PLEASE COMPLETE ALL INFORMATION

ADDRESS: 343 Forest Ave Portland ME ZONE: B7

CBL: 112-D-004-001

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

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

Length: 140 Height: 60

### INFORMATION ON PROPOSED SIGN(S):

FREESTANDING (e.g., pole) SIGN? YES  NO  DIMENSIONS PROPOSED: \_\_\_\_\_  
BLDG. WALL SIGN? (attached to bldg) YES  NO  DIMENSIONS PROPOSED: 96" h x 30" w

8 x 2.5 =  
20 ft

### INFORMATION ON ALREADY EXISTING AND PERMITTED SIGN(S):

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

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

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

LOT FRONTAGE (FEET): \_\_\_\_\_

AWNING YES  NO  IS AWNING BACKLIT? YES  NO

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

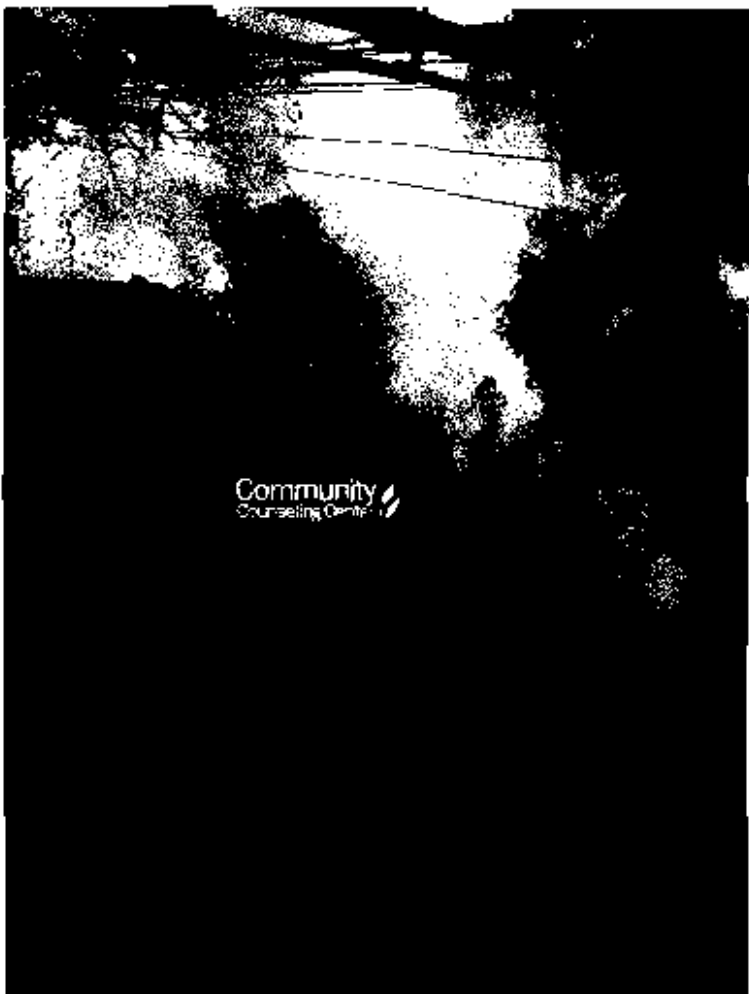
IS THERE ANY COMMUNICATION, MESSAGE, TRADEMARK OR SYMBOL ON IT? YES  NO

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: 4-21-05

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



brackets will be attached with 4 3/8" x 3 1/2" galvanized lag bolts



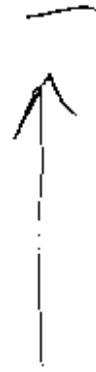
Approved By: \_\_\_\_\_  
Date: \_\_\_\_\_

PLEASE REVIEW THIS PROOF CAREFULLY!  
AND SEND COPY BACK TO THE SIGNERY THANK YOU

	<p><b>JOB INFO</b></p> <p>DESCRIPTION</p>		<p><b>INSTALL</b></p> <p><input type="checkbox"/> J</p> <p><input type="checkbox"/> V</p> <p><input type="checkbox"/> B</p>	
--	---	--	---	--

BY SIGNING OFF ON THIS PROOF, YOU ARE GRANTING THE SIGNERY THE GO TO PRODUCE THIS WORK TO THE SPECIFICATIONS LISTED

Until approved job and Deposit is made, This proof is property of The Signery



6.90'

~ 15'

Their Application  
SAYS 25' x 8' =  
20'



OK

Existing Sign

is 3' x 6' with  
1 1/2" circle above OR

~~A~~ =  $\pi R^2$

$A = 3.14 \times 1 -$

$A = 3.14$   
10.00

$21.14 \text{ \#}$

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/07/2005

TRADER (207)829-6393 FAX (207)829-0933

verill Insurance Agency

P.O. Box 118

Windsor, ME 04021-0318

Nancy Burton

and Little blue corp aka The Signery

299 Forest Ave.

Portland, ME 04101

Dave Berrang

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: DanBeacon Insurance Co.

31267

INSURER B:

INSURER C:

INSURER D:

INSURER E:

### AVERAGES

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.

PL. ADPT. NUMBER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	YNCL109-005	08/06/2004	08/06/2005	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO PROPERTY (Per occurrence) \$ 300,000 MED EMP (Per emp person) \$ 5,000 PERSONAL & AUTO INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - OCCASION AGR \$ 2,000,000
	GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGE \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/OWNER EXCLUDED? If yes, describe under SPECIAL PROVISIONS OTHER				WC STATE/TERRITORY LIMITS   OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

PORTLAND OPERATIONS / LOCALS / VEHICLES / EXCLUSIONS ADDED BY WORKERS COMP / SPECIAL PROVISIONS  
City of Portland is additional insured.

### CERTIFICATE HOLDER

City of Portland  
389 Congress Street  
Portland, ME 04101

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. IN FAILURE TO MAIL SUCH NOTICE SHALL BE DEEMED AS WAIVER OF LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

Authorized Representative:

Nancy Burton

*Nancy Burton*



04/18/2005 08:50 FAX

001/001

**COMMERCIAL PROPERTIES MANAGEMENT LLC**

100 Silver Street, Portland, ME 04101

Tel: 207-774-1885

Fax: 207-774-8997

April 18, 2005

VIA FACSIMILE: 207-874-1044 (Community Counseling, Todd Goodwin)

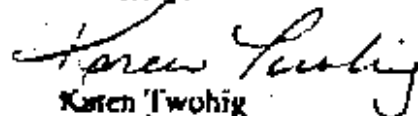
To: City of Portland  
Code Enforcement

Subject: Community Counseling Center  
Location: 343 Forest Avenue, Portland, Maine

Dear Sir or Madam:

On behalf of 164 Realty Inc., Landlord at the above referenced location, we hereby grant permission to proceed with the installation of the approved signage.

Sincerely,



Karen Twohig

Lease Administrator

Commercial Properties Management LLC



Table 2.13, continued

b. Individual Business Signs

Alternative 1

	B-1, B-2, AB, B-4, IB Zones	
	Tenant's Frontage < 150 linear ft.	Tenant's frontage ≥ 150 linear ft.
- Maximum Area	150 sq. ft.	na.
- Sq. ft. per linear ft. of bldg. front	1.5 sq. ft.	na
- Maximum % of wall area on which sign(s) is(are) to be placed	na	5%
- # permitted per business (a)	1	1

(a) If individual tenant fronts on more than one street, one additional building sign is permitted for each additional frontage, but at 1/2 the maximum allowable area of the first.

1.5

15

Alternative 2

Note: Alternative 2 is available as an option to proprietors of multi-tenant lots needing greater flexibility in allocating signs to tenants. This option requires the submission of a signage plan as described in Section 14-368 (d) as evidence that all building signs on the subject lot comply with the provisions of this ordinance, including the size and number limits of this table. All nonconforming building signs must be brought into compliance to be eligible for the Alternative 2 option.

- Maximum Permitted Sign Area	na	
- Maximum % of wall area on which signs are to be placed	Principal Facade(s) 5%	All Other Facade(s) 2%
- # building signs permitted per lot	1 per tenant plus 1 additional per building face	

5%

# Community Counseling Center

343 Forest Avenue, Portland, ME 04101

Phone: (207) 874-1030

Fax: (207) 874-1044

TTY: (207) 874-1043



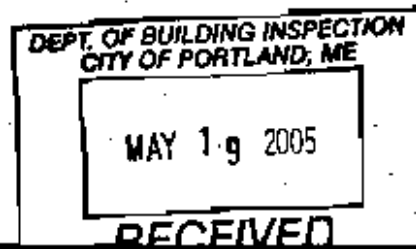
TO: Marge Schmuckel FROM: Steve Beaudette  
 FAX: 874-8716 PAGES: one  
 PHONE: \_\_\_\_\_ DATE: 5/18/05  
 RE: \_\_\_\_\_ CC: \_\_\_\_\_

Urgent  For Review  Please Comment  Please Reply  Please Recycle

**Comments**

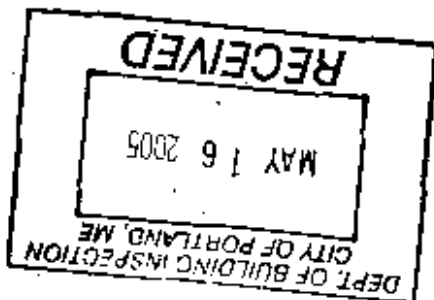
The existing projecting sign is 3' x 6' <sup>= 18'</sup> with a 1' radius top. The dimensions of the new banner <sup>are</sup> quite different from the ~~new~~ old sign but the square footage is very close. The new banner would be less than 2 sq ft larger.

*Steve*



$A = \pi R^2$   
 $A = 3.14 \times 1^2$   
 $A = 3.14$   
 $\frac{18.00}{21.14 \text{ sq ft}}$

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# Community Counseling Center

843 Forest Avenue, Portland, ME 04101

Phone: (207) 874-1030

Fax: (207) 874-1044

TTY: (207) 874-1043



TO: Marge Schmuckal FROM: Steve Beaudette  
 FAX: 874-8716 PAGES: one  
 PHONE: \_\_\_\_\_ DATE: 5/13/05  
 RE: \_\_\_\_\_ CC: \_\_\_\_\_

Urgent  For Review  Please Comment  Please Reply  Please Recycle

**E Comments:**

Marge,

I left a voice mail msg for you letting you know that this fax is forthcoming. The sign to be removed is the projecting sign. We did not want to remove it ahead of time as we would have no upper floor signage. The plan is to remove the projecting sign when the banner is installed, which also saves us some money by condensing the service to one day rather than two. Please let me know if you have any other questions. Steve Beaudette

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and/or exempt from disclosure under applicable law. If you are not the intended recipient, or the employee or agent responsible for delivering the facsimile to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately at the above number and destroy the original message and all copies. We will reimburse you for costs you incur in notifying us. Thank you.



# PORTLAND MAINE

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

Lee Urban- Director of Planning and Development  
Marge Schmuckal, Zoning Administrator

May 9, 2005

The Signery  
299 Forest Avenue  
Portland, ME 04101  
Att: Dave Berrang

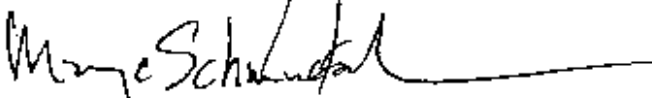
RE: Community Counseling Center - 343 Forest Avenue - 112- D-004 - B-2 Zone - sign application #05-0463

Dear Mr. Berrang,

Your application to erect a third sign for one business at 343 Forest Avenue has been denied because it is not meeting the requirements of the sign ordinance. The sign table for the B-2 zone, Table 2.13, only allows one sign per business. This is the third sign that is being proposed along Forest Avenue. There is one business sign on the awning and there is one projecting sign on the building. This is the third sign. It is not permitted.

If you submit you original receipt to our front staff, you can get all but 10% reimbursed for a permit that can not be issued.

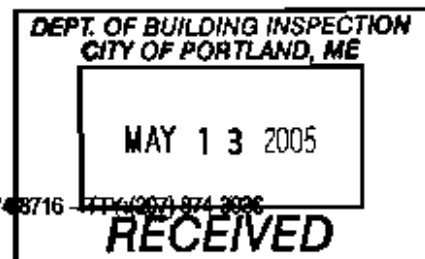
Very truly yours,

  
Marge Schmuckal  
Zoning Administrator

*Not good enough*

Cc: Community Counseling Center, 343 Forest Avenue, Portland, ME 04101

*Marge - Community Counseling will be taking the sign down.*





# PORTLAND MAINE

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

*Lee Urban- Director of Planning and Development*  
*Marge Schmuckal, Zoning Administrator*

May 9, 2005

The Signery  
299 Forest Avenue  
Portland, ME 04101  
Attn: Dave Berrang

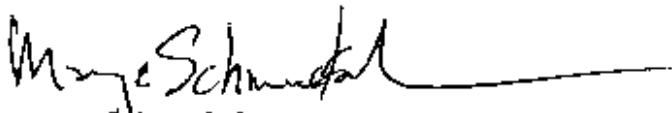
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If you submit you original receipt to our front staff, you can get all but 10% reimbursed for a permit that can not be issued.

Very truly yours,

  
Marge Schmuckal  
Zoning Administrator

*to remove the  
21st project sign  
see TAXES*

Cc: Community Counseling Center, 343 Forest Avenue, Portland, ME 04101

City of Portland  
INSPECTION SERVICES

Room 315  
389 Congress Street  
Portland, Maine 04101

Telephone: 207-874-8703 or 207-874-8693  
Facsimile: 207-874-8716



FACSIMILE TRANSMISSION COVER SHEET

TO: <u>Steve Beaudette</u>	FROM: <u>Mage Shankel</u>
FAX NUMBER: <u>874-1044</u>	NUMBER OF PAGES, WITH COVER: <u>1</u>
TELEPHONE: _____	RE: <u>343 Forest Ave Sign</u>
DATE: <u>5/10/05</u>	_____

Comments: Steve  
Thank you for the fax follow-up. I understand that you will be removing the existing projecting sign as soon as the proposed ~~banner~~ <sup>sign</sup> is erected. Your application states that the proposed sign will be 20" in size. Could you give me the dimensions of the existing sign? I am trying to obtain the comparison of size. Is the new sign larger, or smaller than the existing sign?  
Thank you,  
This should finalize my review of your permit.