



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>400 Forest Ave, Portland Main</u>	
Tax Assessor's Chart, Block & Lot	Chart# _____ Block# _____ Lot# _____
Owner: <u>Key Bank</u>	Contractor name, address & telephone: <u>Key Bank</u>
Lessee/Buyer's Name (If Applicable)	Contractor name, address & telephone: <u>Key Bank</u> <u>Burr Signs</u> <u>396-6111</u> <u>404 Munson Liberty St</u> <u>Scarborough, ME 04114</u>
Total s.f. of signage x \$2.00 Per s.f. plus \$30.00/\$65.00 For H.D. signage = Total Fee: \$ _____ Awning Fee = cost of work Total Fee: \$ _____	Who should we contact when the permit is ready: <u>Burr Signs</u> phone: <u>396-6111</u>
Tenant/allocated building space frontage (feet): Length: <u>59'</u> Height: <u>30'</u>	Lot Frontage (feet) <u>159'</u>
Current Specific use: <u>Key Bank</u>	Proposed Use: <u>Sign</u>
Information on proposed sign(s): Freestanding (e.g., pole) sign? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Bldg. wall sign? (attached to bldg) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dimensions proposed: <u>6'-1/2" x 8'-1"</u> Height from grade: <u>11'-3"</u>	Information on existing and previously permitted sign(s): <u>All existing signs is being removed.</u> Freestanding (e.g., pole) sign? <input type="checkbox"/> Yes <input type="checkbox"/> No Dimensions: _____ Bldg. wall sign? (attached to bldg) <input type="checkbox"/> Yes <input type="checkbox"/> No Dimensions: _____ Awning? <input type="checkbox"/> Yes <input type="checkbox"/> No Sq. ft. area of awning w/communication: _____

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): All existing signs is being removed.
Freestanding (e.g., pole) sign? Yes No
Dimensions: _____
Bldg. wall sign? (attached to bldg) Yes No
Dimensions: _____
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.

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, 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: <u>[Signature]</u>	Date: <u>8/24/14</u>
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This is not a permit; you may not commence ANY work until the permit is issued.