



Signage / Awning Permit Application



Inspections Division
Date: 09/28/15

If you or the property owner owes real estate or personal property taxes or any other charges on any property within the City, payment arrangement MUST be made before permits are accepted.

Location/Address:		
Tax Assessor's Chart/Block/Lot (CBL)	OWNER Name/Address:	Telephone: 207-772-7421
Chart: 125	Block: k	Lot: 013
	Name: Trinity Episcopal Church	
	Address: 580 Forest Avenue	
	Portland, Maine 04101	E-Mail: office@trinitychurchportland.org
LEASEE/BUYER Info (if Applicable)	CONTRACTOR	Total S.F. signage 24 feet
Business Name: _____	Business Name: M&H Signs	(Sq Ft = ___ x \$2.00) \$ 48
Owner Name: _____	Contact: Michael	SF + \$25 Fee: \$ 25
Address: _____	Address: 4 Warren Avenue Westbrook, Maine	Historic (\$75): \$ _____
Phone: _____ E-Mail: _____	Phone: 207-3321231 E-Mail: michaelb@madhensigns.com	Awning Fee: \$ _____
Awning Fee = Cost of Work: \$ _____ (\$25/first \$1000; \$11 each additional \$1000)		TOTAL FEE: \$ 73

Who should we contact when the permit is ready: Name: Stephen Brown Phone: 207-772-5556
Address 76 Edwards St Portland, maine E-Mail: sbrown3@maine.rr.com

Tenant/allocated building space frontage (in feet): Length: _____ Height: _____
Lot frontage (in feet): _____ Single Tenant or Multi-Tenant Lot: _____

Current Specific Use: Church
If vacant, what was prior use: _____
Proposed Use: _____

Information on proposed sign(s)
Freestanding (e.g. pole) sign? YES NO Dimensions: 6 ft X 4 ft; Height from grade: 8 feet
BLDG Wall Sign (attached to bldg.)? YES NO Dimensions: ___ ft X ___ ft

Proposed Awning:
Height of awning _____ Length of awning _____ Depth of awning _____
Is there any communication, message, trademark or symbol on it? YES NO
If yes, total square footage of panels with communication, message, trademark or symbol on it: _____ sf

Information on existing and previously permitted signage:
Freestanding (e.g. pole) sign? YES NO Dimensions: 20 ft X 1 ft; Height from grade: 3 feet
BLDG Wall Sign (attached to bldg.)? YES NO Dimensions: ___ ft X ___ ft
Awning? YES NO total sq ft of panels with communication on it: _____ sf

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

Please submit all information outlined in the Sign/Awning Application Checklist. Failure to do so may result in the 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 207-874-8703.

I hereby certify 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: Stephen F Brown **Date:** 8/19/2015