

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

Please Read Application And Notes, If Any, Attached

BUILDING DEPARTMENT PERMIT

Permit Number: 031150

PERMIT ISSUED

This is to certify that Rice Geoffrey I/n/a ^{Attached}
has permission to Install 4' x 8' hanging sign. ^{hanging} SEP 26 2003

AT 648 Forest Ave 125 M004001

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 in progress must be reported before this building or part thereof is closed or closed-in. 24 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

[Signature]
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

City of Portland, Maine - Building or Use Permit Application

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

PERMIT ASSIST

Permit No: 03-1150		Issue Date: SEP 22 2003		CBL: 125 M004001	
Location of Construction: 648 Forest Ave		Owner Name: Rice Geoffrey I		Owner Address: 658 Congress St 1st Floor	
Business Name: n/a		Contractor Name: n/a		Contractor Address: n/a Portland	
Lessee/Buyer's Name: n/a		Phone: n/a		Permit Type: Signs - Temporary	
Past Use: Commercial / Printing and Graphic Design		Proposed Use: Printing and Graphic Design / Install 4' x 8' hanging sign <i>Attached to Building</i>		Permit Fee: \$94.00	
Proposed Project Description: Install 4' x 8' hanging sign. <i>Attached to building sign</i>		Cost of Work: \$0.00		CEO District: 2	
		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied		INSPECTION: Use Group: <i>Sign</i> Type: <i>NA</i> <i>9/25/03</i> Signature: <i>[Signature]</i>	
		PEDESTRIAN 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: gg		Date Applied For: 09/17/2003		Zoning Approval	
1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building permits do not include plumbing, septic or electrical work. 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..		Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> <i>OK</i> Date: <i>9/23/03</i>		Zoning Appeal <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 Date: _____	
		Historic Preservation <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <i>[Signature]</i>			

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
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

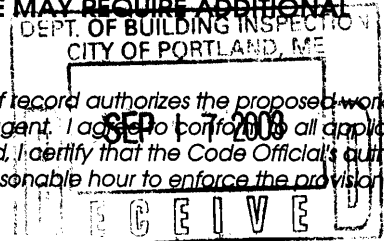
Call
874-8703

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>650 FOREST AVE.</u>		
Total Square Footage of Proposed Structure <u>32 sq/ft</u>	Square Footage of Lot	
Tax Assessor's Chart, Block & Lot Chart# <u>125</u> Block# <u>M</u> Lot# <u>4</u>	Owner: <u>Geoffrey Rice</u>	Telephone: <u>773-1814</u>
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>Paul MITCHELL</u> <u>650 FOREST AVE.</u> <u>761-8337</u>	$\$ 2.00$ Total s.f. of signage x <u>32</u> sq ft \$1.00 per s.f. plus \$30.00 = Total Fee: <u>\$ 94.00</u> Awning Fee = Cost Of Work: \$ _____ Total Fee: \$ <u>94.00</u>
Current use: <u>Printing + Graphic Design</u>		
If the location is currently vacant, what was prior use: <u>N/A</u>		
Approximately how long has it been vacant: <u>N/A</u>		
Proposed use: <u>N/A</u>		
Project description: <u>N/A</u>		
Contractor's name, address & telephone:		
Who should we contact when the permit is ready: <u>Paul Mitchell</u>		
Mailing address: <u>650 Forest Ave.</u> <u>Portland, ME 04103</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: <u>207-744-6628</u> <u>761-8337</u>		

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 comply with 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>9-17-03</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 ANSWER ALL QUESTIONS

ADDRESS: 650 Forest Ave. Portland, ME 04103 ZONE: B2B

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 _____ NO DIMENSIONS PROPOSED: N/A
BLDG. WALL SIGN? (attached to bldg) YES NO _____ DIMENSIONS PROPOSED: 4' x 8' = 32' ^{show}

INFORMATION ON ALREADY EXISTING AND PERMITTED SIGN(S):

FREESTANDING (e.g., pole) SIGN? YES _____ NO DIMENSIONS: N/A
BLDG. WALL SIGN(attached to bldg) ? YES _____ NO DIMENSIONS: N/A
AWNING? YES _____ NO DIMENSIONS: N/A

LOT FRONTAGE (FEET): _____
TENANT/ALLOCATED BUILDING SPACE FRONTAGE (FEET): 46.5' x 1.5' = 69.75' ^{sketch on plans}

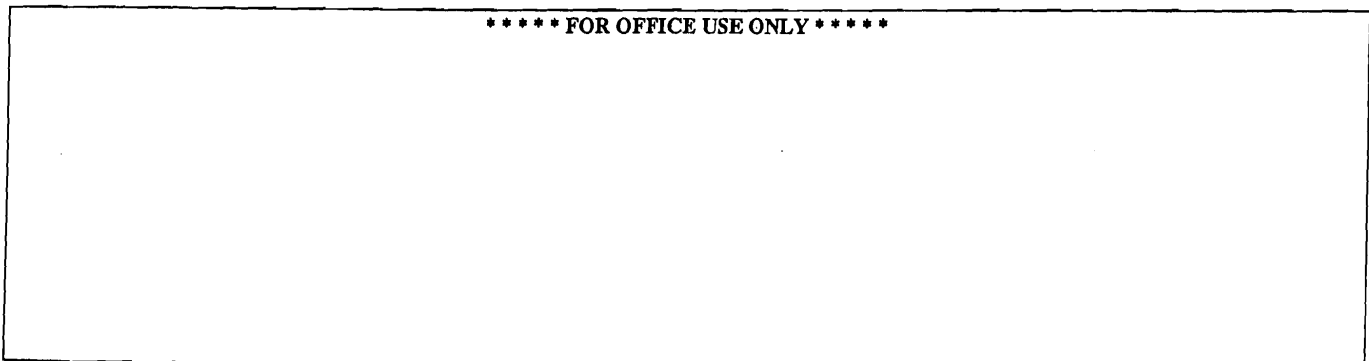
AWNING YES _____ NO IS AWNING BACKLIT? YES _____ NO
HEIGHT OF AWNING: N/A LENGTH OF AWNING: N/A DEPTH: N/A

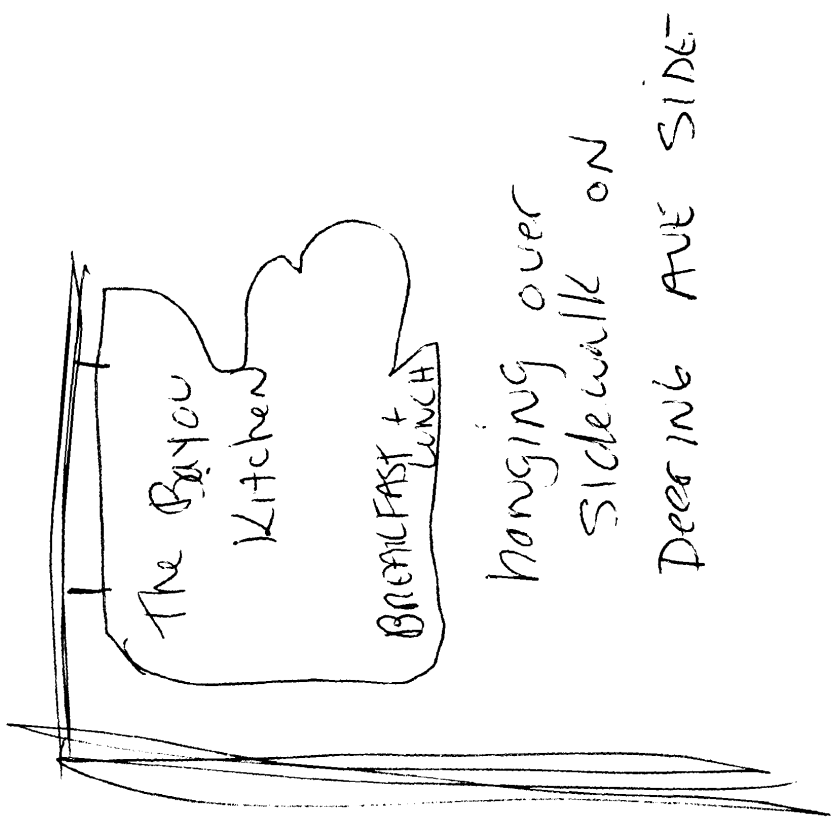
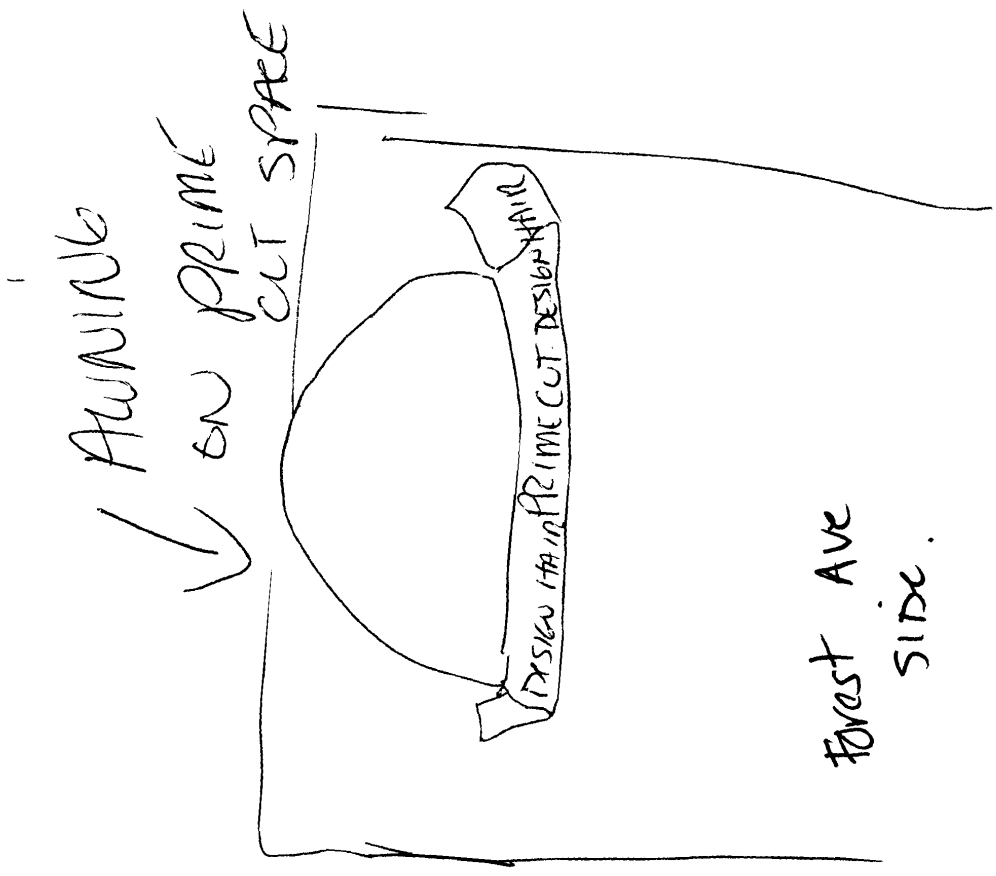
IS THERE ANY COMMUNICATION, MESSAGE, TRADEMARK OR SYMBOL ON IT? YES _____ NO
IF YES, TOTAL S.F. OF PANELS WITH COMMUNICATIONS/MESSAGE/TRADEMARK/SYMBOL? N/A s.f.

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: P. Mitchell DATE: 9-17-03

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





EXISTING

CHECKLIST FOR SIGN/AWNING APPLICATION

Applicants for a sign or awning permit are required to submit the following information to the Code Enforcement Office at the time of application:

- Certificate of Liability listing the City as additional insured if any portion of the sign abuts or encroaches on any public right of way, or can fall into any public right of way. Amount must equal \$400,000.00.
- Letter of permission from the owner indicating the permissions granted and the tenant/space building frontage.
- A sketch plan of lot, indicating location of buildings, driveways, and any abutting streets or rights of way, lengths of building frontages, street frontages, and all existing setbacks. Indicate on the plan all existing and proposed signs with their dimensions and specific locations.
- A sketch or photo of any proposed sign(s) indicating content, dimensions, materials, source of illumination, and construction method, as well as specifics of installation/attachment.
- N/A Certificate of Flammability required for awning or canopy at time of application.
- N/A UL# required for lighted signs at the time of Final Inspection. Failure to provide this information will invalidate the Sign Permit.
- Pre-Application Questionnaire completed and attached. Photos of existing signage attached.

**Permit Fee for signage or awning-with-signage:
\$30.00 plus \$1.00 per square foot of sign.**

**Permit Fee for awning-without-signage is based on cost of work:
\$30.00 for the first \$1,000.00, plus \$7.00 for each additional \$1,000.000.**

DEERING AVE.

SIDE WALK

8'
46'

STATE OF MIND SPACE

ENTRANCE #1

proposed sign please see picture

46 1/2'

ENTRANCE #2

SIDE WALK

AVE

FDRIST

4-4'x8'

BAYOU KIT SIGN

BAYOU KITCHEN SPACE

PRIME CUT SPACE

4-6' wide awnings

smoking prime cut

12 Aug 03

Dear Mr. Rice,

I would like to request your permission to have a sign installed at the 650 Forest Ave. location which I am currently leasing from you as of August 1, 2003. Please allow me to provide you with the details as follows.

The sign will be located on the Forest Ave. side of the building in the center of the brick framing which appears to be designed specifically for signage. The proposed sign will be approximately 4'h x 8'w and constructed of Alupalite, which is finished smooth aluminum sheeting adhered to a hard corrugated plastic center for weather resistance. On this alupalite, will be our logo, and other info. about our business, State of Mind Design. All edges will be covered with protective heavy duty edge capping. The artwork will be composed of pressure-sensitive vinyl in tasteful color(s) complimenting the building's decor. The sign will be installed by a reputable, professional sign maker. I am also sending with this correspondence a detailed diagram of the proposed sign design example and location. I am hoping you can quickly provide us with the written permission needed to obtain our sign permit from the city, as it takes approx. 15 business days for them to process the form and we are anxious to open for business in our new location with a professional look. I would also like to request permission to install a small dryer vent above the small window on the Deering Ave. Side of the building, this would also be professionally installed and is imperative to our production. Your attention is greatly appreciated. Please fax your response to 774-8191, or e-mail to stateofmindtees@aol.com.

8/14/03 REPLY TO FAX # 774-8191

Thank You,

Meaghan McCarthy
State of Mind Design
650 Forest Ave
Portland, ME 04103
761-8337

1. THE SIGN IS OK IN THE LOCATION YOU SPECIFIED. HOWEVER WHEN YOU VACATE YOU MUST REMOVE THE SIGN AND PUT THE BRICK WALL AND ITS MORTAR INTO EXACTLY THE CONDITION IT IS AT PRESENT. PLEASE SEND ME PICTURE OF THE WALL AS OF NOW.

2. I AM NOT GIVING PERMISSION AT THIS TIME FOR A VENT. I NEED TO MEET WITH YOU IN PERSON TO SEE WHERE IT CAN BE LOCATED. I DO NOT WANT ANY HOLES IN THE BRICK WALL. YOURS TRULY G. RICE

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
08/18/2003

PRODUCER
O'Hearn Insurance Agency
1087 Forest Ave
Portland, Me. 04103
207-797-9400

INSURED
Meaghan McCarthy & Paul Mitchell
DBA State of Mind Design
650 Forest Ave
Portland, ME 04103
207-749-6628

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: Zurich NA	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	


COVERAGES

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.

INBR LTR	ADOL INBAD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	TBD New App	08/18/03	08/18/04	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MEDEXP (Anyone person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS-COMP/OPRAGG \$2,000,000
		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 (Ea 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 AUTO ONLY: EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES, EXCLUSIONS ADDED BY ENDORSEMENT, SPECIAL PROVISIONS
 Personal property \$25,000

CERTIFICATE HOLDER
 City Of Portland
 Congress St
 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 WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
 AUTHORIZED REPRESENTATIVE 

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
08/18/2003

PRODUCER
O'Hearn Insurance Agency
1087 Forest Ave
Portland, Me. 04103
207-797-9400

INSURED
Meaghan McCarthy & Paul Mitchell
DBA State of Mind Design
650 Forest Ave
Portland, ME 04103
207-749-6628

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INSURERS AFFORDING COVERAGE	NAIC#
INSURER A: Zurich NA	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

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.

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		GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <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 (Ea 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 AUTO ONLY: EA ACC \$ AGG \$
		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/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS


Personal property \$25,000

CERTIFICATE HOLDER

Additional Insured
Jeffery Rice
658 Congress St
Portland, ME. 04101

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AUTHORIZED REPRESENTATIVE 

Proposed Sign

(32 S.F.)

STATE OF MIND

CUSTOM SCREEN PRINTING

EMBROIDERY



761 - TEES

QUALITY • SERVICE • PRICE

Corporate Sportswear • Logo Design • Vehicle Magnets • Campaign Signs

46'6"



City of Portland, Maine - Building or Use Permit

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

Permit No:

03-1150

Date Applied For:

09/17/2003

CBL:

125 M004001

Location of Construction: 648 Forest Ave	Owner Name: Rice Geoffrey I	Owner Address: 658 Congress St 1st Floor	Phone: 207-773-1814
Business Name: n/a	Contractor Name: n/a	Contractor Address: n/a Portland	Phone:
Lessee/Buyer's Name: n/a	Phone: n/a	Permit Type: Signs - Permanent	

Proposed Use: Printing and Graphic Design / Install 4' x 8' hanging sign.	Proposed Project Description: Install 4' x 8' hanging sign.
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Dept: Zoning **Status:** Approved **Reviewer:** Marge Schmuckal **Approval Date:** 09/23/2003
Note: **Ok to Issue:**

Dept: Building **Status:** Approved **Reviewer:** Mike Nugent **Approval Date:** 09/25/2003
Note: **Ok to Issue:**

City of Portland, Maine - Building or Use Permit

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

Permit No: 03-1150	Date Applied For: 09/17/2003	CBL: 125 M004001
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Dept: Zoning	Status: Approved	Reviewer: Marge Schmuckal	Approval Date: 09/23/2003
Note:			Ok to Issue: <input checked="" type="checkbox"/>
Dept: Building	Status: Approved	Reviewer: Mike Nugent	Approval Date: 09/25/2003
Note:			Ok to Issue: <input checked="" type="checkbox"/>