Inspections Division

Date: 11/07/17

Portland, Maine — Yes. Life's good here.

Permitting and Inspections Department
Michael A. Russell, MS, Director

Signage /Awning Permit Application

Project Address: 643 Forest Ave **Tax Assessor's CBL:** _____ _____ _____ (Chart # / Block # / Lot #)

Owner Name: _____ **Phone:** (____) _____ - _____

Address: _____ **Email:** _____

Lessee (if applicable): Andrew Zarro **Phone:** (802) 999 - 6212

Address: 643 Forest Ave **Email:** andrew@littlewoodfords.com

Contractor Name: _____ **Phone:** (____) _____ - _____

Address: _____ **Email:** _____

Building Information:

Exterior Length of façade of tenant space (ft): 20' Height of exterior façade (ft): 16'

Lot frontage on street (ft): _____ This is a (select one): ○ Single Tenant Lot ● Multi-Tenant Lot

If multi-tenant, this is a (select one): ● Ground floor unit ○ Upper story unit

Current specific use: Coffee Shop If vacant, prior use: _____

Proposed use: _____

Information on EXISTING signs that will remain:

Type (i.e. awning, freestanding sign, attached building sign)	For awnings only: Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging)	For awnings only: Is awning backlit? (Y/N)	Dimensions of awning or sign (include length, width, and height, as applicable)	Height of awning or sign above the ground to its highest point	For freestanding signs - setback of closest point of sign to the nearest property line(s)

Information on PROPOSED signs:

Type (i.e. awning, freestanding sign, attached building sign)	For awnings only: Is there any symbol/lettering on awning? (Y/N – if Y, list the dimensions of the messaging)	For awnings only: Is awning backlit? (Y/N)	Dimensions of awning or sign (include length, width, and height, as applicable)	Height of awning or sign above the ground to its highest point	For freestanding signs - setback of closest point of sign to the nearest property line(s)
Attached to			59" x 75"		
building sign					

I hereby certify the following:

- *I am the Owner of record of the named property, or the owner of record authorizes the proposed work and I have been authorized by the owner to make this application as his/her authorized agent.*
- *I assume responsibility for compliance with all applicable statutes, codes, ordinances, rules and regulations.*
- *I understand that this application will not be reviewed for code compliance, and I certify that the proposed sign will be installed in accordance with the IBC 2009.*
- *I understand that if a Code Official determines that the sign has been installed in violation of any statute, code, or ordinance, that I am responsible for remedying the violation.*
- *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: 10/23/17

This is a legal document and your electronic signature is considered a legal signature per Maine state law.

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Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: portlandmaine.gov/payyourpermit
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

City of Portland
Permitting and Inspections Department
389 Congress Street, Room 315
Portland, Maine 04101

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature: _____ Date: 10/23/17

I have provided electronic copies and sent them on: Date: 10/23/17

NOTE: All electronic paperwork must be delivered to permitting@portlandmaine.gov or with a thumb drive to the office.

If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.