Inspections Division
Date: 02/20/15

PORTLAND MAINE

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Jeff Levine, AICP, Director
Director of Planning and Urban Development

Tammy Munson
Director, Inspections Division

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a ***legal signature*** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are ***paid in full*** to the Inspections Office, City of Portland Maine by method noted below:

Within 24-48 hours, upon receipt of an e-mailed invoice from Building Inspections, which signifies that my electronic permit application and corresponding paperwork have been received, determined complete, entered by an administrative representative, and assigned a permit number, I then have the following four (4) payment options:

☐ to provide an on-line electronic check or credit/debit card (we now accept American Express, Discover, VISA, and MasterCard) payment (along with applicable fees beginning July 1, 2014),

☐ call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone,

☐ hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall,

☐ or deliver a payment method through the U.S. Postal Service, at the following address:

City of Portland
Inspections Division
389 Congress Street, Room 315
Portland, Maine 04101

Once my payment has been received, this then starts the review process of my permit. ***After all approvals have been met and completed, I will then be issued my permit via e-mail.*** No work shall be started until I have received my permit.

Applicant Signature: Paul Lessard Digitally signed by Paul Lessard DN: cn=Paul Lessard, o=Neokraft Signs Inc, ou, email=paul@neokraft.com, c=US Date: 2014.12.22 18:04:30 -05'00' Date: 12/22/2014

I have provided digital copies and sent them on:_____ Date:_____

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.

Signage / Awning Permit Application

Inspections Division
Date: 02/20/15

CHECK LIST

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help expedite the permitting process.

- [x] 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.
- [NA] Letter of permission from the property owner indicating the specific permissions granted and the tenant/space building frontage.
- [x] A sketch plan of the lot indicating location of buildings, driveways, any abutting streets or rights of way, lengths of building frontages, street frontages and all existing setbacks. Please indicate, on the plan, all existing and proposed signage with their dimensions and specific locations. Be sure to include distance from the ground and building façade dimensions for any signage attached to the building.
- [x] A sketch or photo of any proposed sign(s) indicating content, dimensions, materials, source of illumination, construction method as well as specifics of installation/attachment.
- [NA] Certificate of flammability is required for awnings, canopies or banners.
- [NA] A UL# is required for lighted signs at the time of final inspection
- [NA] Photos of existing signage
- [x] Details for sign fastening, attachment or mounting in the ground.

- [x] Reduced plans or electronic files in PDF format are required.

FEES

Permit fee for signage or awning with signage: $30 plus $2 per square foot of sign (per sign)

Permit fee for awning-without-signage is based on cost of work:
$25 for the first $1000 of cost of work; $11 for each additional $1000 of cost of work

Application fee for any signage in a ***Historic District*** is an additional $75

 This is NOT a permit; you may not commence ANY work until the permit is issued

Signage / Awning Permit Application

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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: 82 COYLE STREET

Tax Assessor's Chart/Block/Lot (CBL)
Chart: Block: Lot:

OWNER Name/Address:
Name: ENDODONTIC ASSOCIATES
Address: 82 COYLE STREET
PORTLAND, ME 04101

Telephone: (207)-772-7431
E-Mail: _____

LEASEE/BUYER Info (if Applicable)
Name: _____
Address: _____
_____
Phone: _____
E-Mail: _____

CONTRACTOR
Name: NEOKRAFT SIGNS INC
Address: 686 MAIN STREET
LEWISTON, ME 04240
Phone: (207) 782-9654
E-Mail: INFO@NEOKRAFT.COM

Total S.F. signage $ 32
(Sq Ft = 16 x $2.00)
SF + $30 Fee: **$ 30**
Historic ($75): $ _____
Awning Fee: $ _____

Awning Fee = Cost of Work: $ _____ ($25/first $1000; $11 each additional $1000)

TOTAL FEE: $ 62

Who should we contact when the permit is ready: Name: PAUL LESSARD Phone: (207) 782-9654
Address c/o NEOKRAFT SIGNS, 686 MAIN STREET, LEWISTON, ME 04240 E-Mail: paul@neokraft.com

Tenant/allocated building space frontage (in feet): Length: 60 Height: 15'-5"
Lot frontage (in feet): 75 Single Tenant or Multi-Tenant Lot: SINGLE

Current Specific Use: PHYSICIAN'S OFFICE
If vacant, what was prior use: _____
Proposed Use: PHYSICIAN'S OFFICE

Information on proposed sign(s)
Freestanding (e.g. pole) sign? YES ☐ NO ☐ Dimensions proposed: _____(sf); Height from grade: _____sf
BLDG Wall Sign (attached to bldg.)? YES ☐ 4 NO ☐ Dimensions proposed: 16 sf

Proposed Awning: YES ☐ NO ☐ If yes, is awning backlit? YES ☐ NO ☐
Heigth 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 proposed: ___ ft X ___ ft; Height from grade: ____
BLDG Wall Sign (attached to bldg.)? YES ☐ NO ☐ Dimensions proposed: ___ 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: Paul Lessard Digitally signed by Paul Lessard DN: cn=Paul Lessard, o=Neokraft Signs Inc, ou, email=paul@neokraft.com, c=US Date: 2014.12.22 18:02:59 -05'00' *Date:* 12/22/2014

Revised 07/2014 **This is NOT a permit; you may not commence ANY work until the permit is issued**