



Signage / Awning Permit Application

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: 901A Washington Ave. Portland, ME 04103		
Tax Assessor's Chart/Block/Lot (CBL) Chart: 107 Block: F Lot: 001	OWNER Name/Address: Name: J.B. Brown & Sons Address: 36 Danforth St. PO Box 207 Portland, ME, 04112-0207	Telephone: 207-871-1200 E-Mail: willow.williams@jbbrown.com
LEASEE/BUYER Info (if Applicable) Business Name: Spurwink Services Inc. Owner Name: same Address: 901A Washington Ave. Portland, ME 04103 Phone: 207-871-1200 E-Mail: jgartland@spurwink.org	CONTRACTOR Business Name: Welch Signage Contact: John Schaberg Address: 7 Lincoln Ave. Scarborough, ME 04074 Phone: 207-776-8448 E-Mail: john@welchusa.com	Total S.F. signage 99.86 94.83 (Sq Ft = ___ x \$2.00) \$ 199.76 SF + \$25 Fee: \$ 25 Historic (\$75): \$ Awning Fee: \$ TOTAL FEE: \$ 224.76
Awning Fee = Cost of Work: \$ _____ (\$25/first \$1000; \$11 each additional \$1000)		

SEE ATTACHED SPREADSHEET

Who should we contact when the permit is ready: Name: Josh Gartland Phone: 207-615-3683
Address: 899 Riverside St. Portland, ME 04103 E-Mail: jgartland@spurwink.org

Tenant/allocated building space frontage (in feet): Length: 270 feet Height: 35 feet
Lot frontage (in feet): 338 feet Single Tenant or Multi-Tenant Lot: Multi-Tenant

SEE ATTACHED SPREADSHEET

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

Information on proposed sign(s)

Freestanding (e.g. pole) sign? YES NO Dimensions: 3 ft X 5 ft Height from grade: 20 feet

BLDG Wall Sign (attached to bldg.)? YES NO Dimensions: 6 ft X 14 ft

Proposed Awning: YES NO If yes, is awning backlit? YES NO

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

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Information on existing and previously permitted signage:

Freestanding (e.g. pole) sign? YES NO Dimensions: ___ ft X ___ ft Height from grade: ___ 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: Joshua Gartland Date: 4/29/15