

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND

# BUILDING PERMIT

This is to certify that GEORGE H MELOON INC

Located At 963 WASHINGTON AVE

Job ID: 2011-05-1186-SIGN

CBL: 171 - - A - 011 - 001 - - - -

has permission to replace existing 5'8" x 6'9" Sign for Port City Photography provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

*N/A*

*A. B. M. 6/20/11*

Fire Prevention Officer

Code Enforcement Officer / Plan Reviewer

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY  
PENALTY FOR REMOVING THIS CARD**



# PORTLAND MAINE

*Strengthening a Remarkable City, Building a Community for Life • [www.portlandmaine.gov](http://www.portlandmaine.gov)*

Director of Planning and Urban Development  
Penny St. Louis

Job ID: 2011-05-1186-SIGN

Located At: 963 WASHINGTON  
AVE

CBL: 171 - - A - 011 - 001 - - - -

## **Conditions of Approval:**

### **Zoning**

1. This permit is being issued to replace the existing 5'8" x 6'9.5" sign only. The 4' x 6' letter board was never permitted, and since this is a nonconforming use, there can be no increase in the square footage of the sign. The 4' x 6' letter board must be removed.

### **Building**

Signage Installation to comply with Chapters 31 & 32 of the IBC 2009 building code.

**City of Portland, Maine - Building or Use Permit Application**

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

Job No: 2011-05-1186-SIGN	Date Applied: 5/20/2011	CBL: 171 - - A - 011 - 001 - - - - -	
Location of Construction: 963 WASHINGTON AVE	Owner Name: GEORGE H MELOON INC	Owner Address: 963 WASHINGTON AVE PORTLAND, ME 04103	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name: Port City Photography	Phone: 207-317-1494	Permit Type: SIGN - PERM - Signage - Permanent	Zone: <b>R-5</b>
Past Use: Retail - "Mellon's Florists"	Proposed Use: Personal Service - "Port City Photography" (change of use #2011-05-1185) - replace existing 5'8" x 6'9.5" sign	Cost of Work:	CEO District:
		Fire Dept: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input checked="" type="checkbox"/> N/A	Inspection: Use Group Type: <i>SBA</i> Signature: <i>ABM</i>
Proposed Project Description: 963 Washington Ave - replace existing sign		Pedestrian Activities District (P.A.D.)	

Permit Taken By:	<b>Zoning Approval</b>
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<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building Permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False informatin may invalidate a building permit and stop all work.</p>	<p><b>Special Zone or Reviews</b></p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetlands <i>replace 5'8" x 6'9.5" sign only - other sign to be removed</i></p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p><input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM</p> <p>Date: <i>5/31/11</i> <i>ABM ok/condition</i></p>	<p><b>Zoning Appeal</b></p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date:</p>	<p><b>Historic Preservation</b></p> <p><input checked="" type="checkbox"/> Not in Dist or Landmark</p> <p><input type="checkbox"/> Does not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p>Date: <i>ABM</i></p>
	<b>CERTIFICATION</b>		

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 appication 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	PHON



# Signage/Awning Permit Application

+YSV

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>963 WASHINGTON AVENUE</u>		
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <u>171 A 011 001</u>	Owner: <u>MELOON GEORGE H. INC.</u>	Telephone: <u>317-1494</u>
Lessee/Buyer's Name (If Applicable) <u>PORT CITY PHOTOGRAPHY</u>	Contractor name, address & telephone:	Total s.f. of signage x \$2.00 Per s.f. plus \$30.00/\$65.00 For H.D. signage= Total Fee: \$ _____ Awning Fee= cost of work _____ Total Fee: \$ _____
Who should we contact when the permit is ready: <u>ROBERT SUBEA</u> phone: <u>317-1494</u>		
Tenant/Allocated building space frontage (feet): Length: <u>44.6</u> Height: <u>7.5</u> Lot Frontage (feet): <u>193.19'</u> Single Tenant or Multi Tenant Lot: <u>SINGLE TENANT</u>		
Current Specific use: <u>FLORIST</u> If vacant, what was prior use: _____ Proposed Use: <u>FLORIST / PORTRAIT STUDIO</u>		
Information on proposed sign(s): Freestanding (e.g., pole) sign? Yes <input checked="" type="checkbox"/> No _____ Dimensions proposed: <u>62.25 FT<sup>2</sup></u> Height from grade: _____ Bldg. wall sign? (attached to bldg) Yes _____ No _____ Dimensions proposed: _____		
Proposed awning? Yes _____ No <input checked="" type="checkbox"/> Is awning backlit? Yes _____ No _____ Height of awning: _____ Length of awning: _____ Depth: _____ Is there any communication, message, trademark or symbol on it? Yes _____ No _____ If yes, total s.f. of panels w/communications, message, trademark or symbol. _____ s.f.		
Information on existing and previously permitted sign(s): Freestanding (e.g., pole) sign? Yes <input checked="" type="checkbox"/> No _____ Dimensions: <u>62.25 FT<sup>2</sup></u> Bldg. wall sign? (attached to bldg) Yes _____ No <input checked="" type="checkbox"/> Dimensions: _____ Awning? Yes _____ No <input checked="" type="checkbox"/> Sq ft. area of awning w/communication: _____		
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 and existing building are also required.		

RECEIVED  
MAY 20 2011  
Dept. of Building Inspections  
City of Portland Maine

RECEIVED  
MAY 20 2011  
Dept. of Building Inspections  
City of Portland Maine

#1085  
62.25 x 2 + 30 = 154.50

Please submit all of the information outlined in the Sign/Awning Application Checklist. Failure to do so may result in the automatic 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](http://www.portlandmaine.gov), stop by the Building Inspections office, room 315 City Hall or call 874-8703

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 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: [Signature] Date: 5/12/2011

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



## Signage/Awning Permit Application Checklist

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 to expedite the permitting process.

- 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.
- 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. Please indicate on the plan all existing and proposed signs 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.
- 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.
- Certificate of flammability required for awning, canopy or banner.
- A UL# is required for lighted signs at the time of final inspection.
- Photos of existing signage
- Details for sign fastening, attachment or mounting in the ground.

Permit fee for signage or awning-with-signage: \$30.00 plus \$2.00 per square foot of sign. *A 155*

Permit fee for awning-without-signage is based on cost of work:  
\$30.00 for the first \$1,000.00, \$10.00 per additional \$1,000.00 of cost.

Base application fee for any Historic District signage is \$65.00.

May 10, 2011

To: Marge Schmuckal

Zoning Administrator Portland, Maine

Fr: Don Hutchings

Meloons Florist

963 Washington Avenue, Portland, Maine

Dear Ms Schmuckal,

Thank you for taking the time last December to meet with us. As you may recall, Robert and Shelby Subia and myself came in to see you about the Subias using part of my existing retail florist shop for a photography studio. You told us that this would be an allowable use and that they needed to fill out some paperwork and return it to you. As part of this paperwork it appears that I am also required to send you a letter detailing what part of the existing florist business at Meloons the Subias will be renting at the above address.

Meloons florist has been doing business at this address for at least the past fifty years. The present retail space consists of approximately 1400 square feet of retail space. The Subias, the owners of Port City Photography, will be leasing about 1100 square feet of this space to conduct their business. These 1100 square feet consist of the two rooms at the front of the building. Meloons will continue to use the back room, of approximately 300 square feet as we always have. Because I am semi retired I do not require as much space as I used to and will only utilize this part on an as needed basis. There will be no need for any building alterations as the existing space suits them just fine. They will be painting and I have agreed to put in new carpeting in one of the rooms.

They will also be using some of my existing signage. The current Meloons' sign will be turned over to them and they will re-paint and re-letter it but will not increase its size or its location. I also understand that they will need to maintain a liability policy.

I believe this should cover my part of this application.

Thank you for your help with this process. Please call me if you have any questions.

Sincerely,

Don Hutchings, Meloons Florist

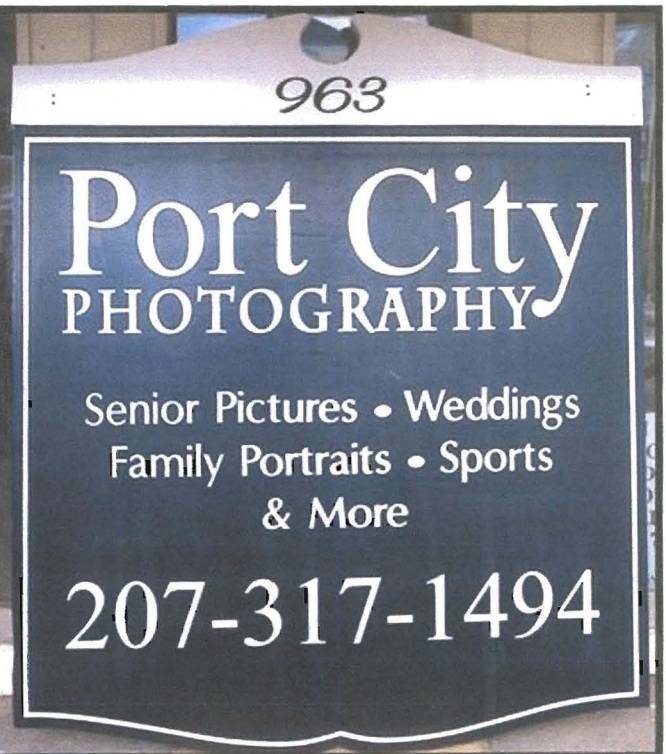


# EXISTING SINAGE



OLD SIGN

NEW SIGN







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/19/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> Plummer's Insurance Agency 1350 Washington Avenue  Portland ME 04103- <b>INSURED</b> Port City Photography 963 Washington Avenue  Portland ME 04103-	<b>CONTACT NAME:</b> Patrick <b>PHONE (A/C No, Ext):</b> (207) 797-8840 <b>FAX (A/C, No):</b> (207) 878-9209 <b>E-MAIL ADDRESS:</b> <b>PRODUCER CUSTOMER ID #:</b>  <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> CONCORD GROUP <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
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<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>
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THIS IS TO CERTIFY THAT 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 LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		TO BE ASSIGNED	05/20/2011	05/20/2012	EACH OCCURRENCE \$ 1,000,000
	X COMMERCIAL GENERAL LIABILITY			/ /	/ /	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
	CLAIMS-MADE X OCCUR			/ /	/ /	MED EXP (Any one person) \$ 5,000
				/ /	/ /	PERSONAL & ADV INJURY \$ 1,000,000
				/ /	/ /	GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER			/ /	/ /	PRODUCTS - COMP/OP AGG \$ 2,000,000
	X POLICY PRO-JECT LOC			/ /	/ /	\$
	AUTOMOBILE LIABILITY			/ /	/ /	COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO			/ /	/ /	BODILY INJURY (Per person) \$
	ALL OWNED AUTOS			/ /	/ /	BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS			/ /	/ /	PROPERTY DAMAGE (Per accident) \$
	HIRED AUTOS			/ /	/ /	\$
	NON-OWNED AUTOS			/ /	/ /	\$
	UMBRELLA LIAB	OCCUR		/ /	/ /	EACH OCCURRENCE \$
	EXCESS LIAB	CLAIMS-MADE		/ /	/ /	AGGREGATE \$
	DEDUCTIBLE			/ /	/ /	\$
	RETENTION \$			/ /	/ /	\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			/ /	/ /	WC STATUTORY LIMITS OTH-ER \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / <input type="checkbox"/> N	N/A	/ /	/ /	E L EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below			/ /	/ /	E L DISEASE - EA EMPLOYEE \$
				/ /	/ /	E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Photography - Portrait Studio

<b>CERTIFICATE HOLDER</b> ( ) - ( ) -  City of Portland 389 Congress Street  Portland ME 04101-	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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RS RESIDENCE ZONE

# APPLICATION FOR PERMIT

Class of Building or Type of Structure 1 1/2

Portland, Maine, 10/10/68

RECEIVED  
1087  
AND

To the INSPECTOR OF BUILDINGS, PORTLAND, MAINE

The undersigned hereby applies for a permit to erect alter repair demolish install the following building structure equipment in accordance with the Laws of the State of Maine, the Building Code and Zoning Ordinance of the City of Portland, plans and specifications, if any, submitted herewith and the following specifications:

Location \_\_\_\_\_ Within Fire Limits? \_\_\_\_\_ Dist. No. \_\_\_\_\_  
 Owner's name and address \_\_\_\_\_ Telephone 747-129  
 Les-ee's name and address \_\_\_\_\_ Telephone \_\_\_\_\_  
 Contractor's name and address \_\_\_\_\_ Telephone \_\_\_\_\_  
 Architect \_\_\_\_\_ Specifications \_\_\_\_\_ Plans POP No. of sheets 1  
 Proposed use of building \_\_\_\_\_ No. families \_\_\_\_\_  
 Last use \_\_\_\_\_ No. families \_\_\_\_\_  
 Material \_\_\_\_\_ No. stories \_\_\_\_\_ Heat \_\_\_\_\_ Style of roof \_\_\_\_\_ Roofing \_\_\_\_\_  
 Other buildings on same lot \_\_\_\_\_  
 Estimated cost \$ \_\_\_\_\_ Fee \$ 2.00  
10/10/68

## General Description of New Work

... this permit does not include installation of heating apparatus which is to be taken out separately by and in the name of the heating contractor. **PERMIT TO BE ISSUED TO** owners

## Details of New Work

Is any plumbing involved in this work? \_\_\_\_\_ Is any electrical work involved in this work? \_\_\_\_\_  
 Is connection to be made to public sewer? \_\_\_\_\_ If not, what is proposed for sewage? \_\_\_\_\_  
 Has septic tank notice been sent? \_\_\_\_\_ Form notice sent? \_\_\_\_\_  
 Height average grade to top of plate \_\_\_\_\_ Height average grade to highest point of roof \_\_\_\_\_  
 Size, front \_\_\_\_\_ depth \_\_\_\_\_ No. stories \_\_\_\_\_ solid or filled land? \_\_\_\_\_ earth or rock? \_\_\_\_\_  
 Material of foundation \_\_\_\_\_ Thickness, top \_\_\_\_\_ bottom \_\_\_\_\_ cellar \_\_\_\_\_  
 Kind of roof \_\_\_\_\_ Rise per foot \_\_\_\_\_ Roof covering \_\_\_\_\_  
 No. of chimneys \_\_\_\_\_ Material of chimneys \_\_\_\_\_ of lining \_\_\_\_\_ Kind of heat \_\_\_\_\_ fuel \_\_\_\_\_  
 Framing Lumber—Kind \_\_\_\_\_ Dressed or full size? \_\_\_\_\_ Corner posts \_\_\_\_\_ Sills \_\_\_\_\_  
 Size Girder \_\_\_\_\_ Columns under girders \_\_\_\_\_ Size \_\_\_\_\_ Max. on centers \_\_\_\_\_  
 Studs (outside walls and carrying partitions) 2x4-16" O. C. Bridging in every floor and flat roof span over 8 feet.  
 Joists and rafters: 1st floor \_\_\_\_\_, 2nd \_\_\_\_\_, 3rd \_\_\_\_\_, roof \_\_\_\_\_  
 On centers: 1st floor \_\_\_\_\_, 2nd \_\_\_\_\_, 3rd \_\_\_\_\_, roof \_\_\_\_\_  
 Maximum span: 1st floor \_\_\_\_\_, 2nd \_\_\_\_\_, 3rd \_\_\_\_\_, roof \_\_\_\_\_  
 If one story building with masonry walls, thickness of walls? \_\_\_\_\_ height? \_\_\_\_\_

## If a Garage

No. cars now accommodated on same lot \_\_\_\_\_ to be accommodated \_\_\_\_\_ number commercial cars to be accommodated \_\_\_\_\_  
 Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building? \_\_\_\_\_

APPROVED: \_\_\_\_\_

## Miscellaneous

Will work require: \_\_\_\_\_

Replacement of Existing

S. 9 Ave at 963 Washington Ave  
approx 8' x 12'

No Flashing Lights

Supported By a 6" x 8"

Post Inbedded 5' in curbside

Post is 20' Feet From  
edge of Road

The old sign was 12' Feet  
From edge of Road

Sign To Be constructed  
of 1" x 5" Boards on a

2" x 4" Frame and hung  
From Steel Brackets

Sign To Be Double Sided

Foundation 3' wide 5' deep

