Signage / Awning Permit Application

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 08/07/14

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: 560 BRIGHTON AVE, PORTLAND 04102

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

OWNER Name/Address:
Name: M560 LLC
Address: 203 MIDDLE RD
FALMOUTH ME 04105

Telephone: 207 712-9556
E-Mail: marymarsh203@gmail.com

LEASEE/BUYER Info (if Applicable)
Name: MARSH AGENCY INS
Address: 560 BRIGHTON AVE
PORTLAND 04102
Phone: 207 772-2818
E-Mail: marym@marshagency.com

CONTRACTOR
Name: JOHN POTIRAS SIGNS
Address: 30 W PLEASANT ST
WESTBROOK 04092
Phone: 207 856-1992
E-Mail:

Total S.F. signage $ 20
(Sq Ft = 20 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: $ 70 —

Who should we contact when the permit is ready: Name: MARY MARSH Phone: 207 772-2818
Address 560 BRIGHTON AVE PORTLAND 04102 E-Mail: marym@marshagency.com

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

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

Information on proposed sign(s)
Freestanding (e.g. pole) sign? YES ☑ NO ☐ Dimensions proposed: 18 (sf); Height from grade: _____ sf
BLDG Wall Sign (attached to bldg.)? YES ☑ NO ☐ Dimensions proposed: 2 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: 3 ft X 6 ft; Height from grade: ____
BLDG Wall Sign (attached to bldg.)? YES ☑ NO ☐ Dimensions proposed: 2 ft X 2 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: [signature] *Date:* 7/30/2014

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