

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

BUILDING INSPECTION

PERMIT

Please Read Application And Notes, If Any, Attached

PERMIT ISSUED

Permit Number: 060063
FEB - 3 2006

CITY OF PORTLAND

This is to certify that 1750 CONGRESS STREET SOCIATES/NeoKraft Signs

has permission to Reface 18 sf sign

AT 1250 CONGRESS ST

provided that the person or persons firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Classification of inspection must be given and when permission procured before this building or part thereof is occupied or service closed-in. 4 YOUR NOTICE REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS

Fire Dept. _____

Health Dept. _____

Appeal Board _____

Other _____

Department Name

[Signature] 2/2/06

Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

Permit No: 06-0063	Issue Date: FEB - 3 2006	CBL: 190 D001001
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Location of Construction: 1250 CONGRESS ST	Owner Name: 1250 CONGRESS STREET ASSO	Owner Address: 1250 CONGRESS ST	Phone:
Business Name:	Contractor Name: NeoKraft Signs	Contractor Address: 686 Main St. Lewiston	Phone: 2077829654
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	Zone: R-P

Past Use: Commercial	Proposed Use: Commercial Reface 18 sf sign on existing free standing sign	Permit Fee: \$66.00	Cost of Work: \$66.00	CEO District: 3
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Proposed Project Description: Reface 18 sf sign on existing free standing sign	FIRE DEPT: Signature: <i>N/A</i>	INSPECTION: Use Group: U Type: Sign Signature: <i>[Signature]</i> IBC 2003
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PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)		
Action	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Conditions
	<input type="checkbox"/> Denied	
Signature:	Date:	

Permit Taken By: dmartin	Date Applied For: 01/13/2006	Zoning Approval
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Special Zone or Reviews	Zoning Appeal	Historic Preservation
<input type="checkbox"/> Shoreland	<input type="checkbox"/> Variance	<input checked="" type="checkbox"/> Not in District or Landmark
<input type="checkbox"/> Wetland	<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Does Not Require Review
<input type="checkbox"/> Flood Zone	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Requires Review
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Interpretation	<input type="checkbox"/> Approved
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Conditions
Maj <input type="checkbox"/> Minor <input type="checkbox"/> MIM <input type="checkbox"/>	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied
Date: <i>1/19/06</i>	Date:	Date: <i>[Signature]</i>

CERTIFICATION

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 application 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 _____ PHONE _____

City of Portland, Maine - Building or Use Permit

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

Permit No: 06-0063	Date Applied For: 01/13/2006	CBL: 190 D001001
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Location of Construction: 1250 CONGRESS ST	Owner Name: 1250 CONGRESS STREET ASSOC	Owner Address: 1250 CONGRESS ST	Phone:
Business Name:	Contractor Name: NeoKraft Signs	Contractor Address: 686 Main St. Lewiston	Phone (207) 782-9654
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	
Proposed Use: Commercial Reface 18sf sign - on existing free standing sign		Proposed Project Description: Reface 18sf sign	

Dept: Zoning **Status:** Approved **Reviewer:** Marge Schmuckal **Approval Date:** 01/19/2006
Note: **Ok to Issue:**

Dept: Building **Status:** Approved with Conditions **Reviewer:** Tammy Munson **Approval Date:** 02/02/2006
Note: **Ok to Issue:**

1) Signage Installation to comply with Chapter 31 of the IBC 2003 building code.


THIS IS NOT A PERMIT/CONSTRUCTION MAY NOT COMMENCE UNTIL THE PERMIT IS ISSUED

SIGNAGE APPLICATION

THIS IS NOT A PERMIT
CONSTRUCTION CANNOT NOT COMMENCE UNTIL THE PERMIT IS ISSUED

In the interest of processing your application in the quickest possible manner, please complete the Information below Building or Use Permit.

If you or the property owner owes real estate or personal property taxes or user charge on any property within the City, payment arrangements must be made before permits any kind are accepted.

Location/Address of Construction: <u>1250 Congress Street</u>		
Total Square Footage of Proposed Structure <u>18' sq. ft.</u>	Square Footage of Lot <u>see plot plan</u>	
190 Block# <u>D</u> Lot# <u>001</u>	<u>cy</u> Agency	<u>207-774-9811</u>
	<u>Portland, ME 04101</u>	TOTAL \$ <u>66.00</u>

Current use: Insurance Agency Proposed use: Insurance Agency

Project description:

Replacing sign faces in (1) existing pylon sign.

Applicants Name, Address & Telephone: Maine Insurance Agency
Jeffrey D. Skirman 207-774-9811
1250 Congress St.
Portland, ME 04101

Contractor's Name, Address & Telephone: Neokraft Signs, Inc. 207-782-9654
686 Main St.
Lewiston, ME 04240

Who shall we contact when the permit is ready: Shane Mallett
Telephone: 207-782-9654

If you would like it mailed, what mailing address should we use: Neokraft Signs, Inc.
686 Main St.
Lewiston, ME 04240

THIS IS NOT A PERMIT/CONSTRUCTION MAY NOT COMMENCE UNTIL THE
PERMIT IS ISSUED

If the property is located in a HISTORIC DISTRICT, a separate sketch is required indicating design, dimensions, construction materials and source of illumination if any. A photograph of the building façade should be submitted, showing where each sign is to be installed.

Certification

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:  Jane Moffett	Date: 1-11-06
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Sign Permit Fee: \$30.00 plus \$1.00 per square foot.

A building permit is also required for any awning based on cost of work-\$30.00 for the first \$1,000.00 or \$6.00 for each additional \$1,000.00

**BY FILLING OUT THIS APPLICATION IS DOES NOT MEET THAT
YOU WILL BE APPROVED FOR THE AMOUNT OF SIGNAGE YOU
ARE APPLYING FOR**

**IT IS SUGGESTED THAT YOU DO NOT ORDER ANY SIGNAGE UNTIL
YOU HAVE RECEIVED YOUR SIGN PERMIT THAT HAS BEEN
SIGNED BY THE BUILDING, ZONING AND POSSIBLE HISTORICAL
OFFICIALS OF THIS OFFICE**

SIGNAGE PRE-APPLICATION

PLEASE ANSWER ALL QUESTIONS

ADDRESS: 1250 Congress Street ZONE: R-P

OWNER: Maine Insurance Agency - Jeffrey D. Steinman

APPLICANT: Maine Insurance Agency

ASSESSOR NO. _____

PLEASE CIRCLE APPROPRIATE ANSWER

SINGLE TENANT LOT? YES NO MULTI-TENANT LOT? YES NO

FREESTANDING SIGN? (ex. Pole sign) YES NO --- DIMENSIONS 6'-0" x 9'-0" HEIGHT 9'-0" ±

MORE THAN ONE SIGN? YES NO DIMENSIONS _____ HEIGHT _____

SIGN ATTACHED TO BLDG.? YES NO DIMENSIONS _____

MORE THAN ONE SIGN? YES NO DIMENSIONS _____

AWNING: YES NO IS AWNING BACKLIT? YES NO HEIGHT OFF SIDEWALK _____

IS THERE ANY MESSAGE, TRADEMARK OR SYMBOL ON IT? _____

LIST ALL EXISTING SIGNAGE AND THEIR DIMENSIONS:

/

*** TENANT BLDG. FRONTAGE (IN FEET): 150' feet - see attached plot plan
*** REQUIRED INFORMATION

AREA FOR COMPUTATION

YOU SHALL PROVIDE:

A SITE SKETCH AND BUILDING SKETCH SHOWING EXACTLY WHERE ENTSTING AND NEW SIGNAGE IS LOCATED MUST BE PROVIDED. SKETCHES AND/OR PICTURES O~PROPOSED ARE ALSO REQUIRED.

SIGNATURE OF APPLICANT Shane Muffett, Shane Muffett DATE: 1-11-06

**THIS IS NOT A PERMIT/CONSTRUCTION MAY NOT COMMENCE UNTIL THE
PERMIT IS ISSUED**

Please check off the following indicating that you have included the below items to expedite the process of this sign application:

- "Certification of Liability" listing the City additionally insured if any portion of the sign abuts or encroaches on the public right of way, or can fall into the public right of way
- Letter of permission from the owner

A sketch plan indicating the following:

- Drawing of the property showing all dimensions of the lot
- Location of all buildings and property setbacks from all buildings
- Driveways and abutting streets showing street frontage and any right of ways
- Indicate on drawing the dimensions of all buildings on the lot
- Define in footage the frontage of your business front
- Indicate on drawing of existing signage and dimensions of each sign
- Indicate on drawing all proposed signage and dimension of each sign
- Sign area height and setback of each existing and proposed freestanding sign
- Certification of flammability required for awning/canopy at time of application
- UL # required for lighted signs at the time of Final Inspection. Failure to provide this information will invalidate the Sign Permit.

The Provisions of Section 3102.0 of the City's Building Code "The BOCA National Building Code 1999 edition" shall govern the construction, alteration, repair and maintenance of outdoor signs together with the associated appurtenant and auxiliary devices in respect to structural and fire safety. In accordance to section 3102.4.4 of BOCA construction documents and owners consent is all follows; "Before any permit is issued for the erection of a sign, Construction Documents shall be filed with the code official showing the dimensions, materials and required details of construction, including loads, stresses and anchorage. The applications shall be accompanied by the written contract of the owner or lessees of the premises upon which the sign is to erected. **NO PERMIT CAN OR WILL BE ISSUED UNLESS THIS INFORMATION IS SBUMTTED AND APPROVED BY THE INSPECTIONS OFFICE.**

ELECTRICAL SIGNAGE PERMITS/RESPONSIBILITIES

All sign companies or any persons engaged in the installation, interchange or maintenance of signage in the City of Portland must have the Electrician or Electrical Contractor who provided power to the sign(s) or associated equipment apply for an electrical permit in the Inspections Office.

It is the responsibility of your company to contact your sub-contractor or the owner to inform them of this policy. Whether your company does the final connections, which requires a valid Maine Electricians License or your sub contractor provides this service; permits and inspections shall be required.

Failure to comply with this procedure may result in the denial of sign permits by this office for your company or its representation to install or interchange any future signage in the City of Portland.

INFORMATION REQUIREMENTS FOR SIGN PERMIT APPLICATION

Applicants for a sign permit will be asked to submit the following information to the Code Enforcement Office:

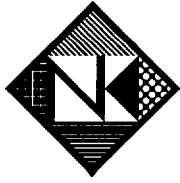
1. Proof of insurance
2. Letter of permission from the owner
3. A sketch plan of lot, indicating location of buildings, driveways and any abutting streets or right of ways. Lengths of building frontages and street frontages should be noted. (see attached)
4. Indicate on the plan all existing and proposed signs
5. Computation of the following:
 - A) Sign area of each existing and proposed building sign
 - B) Sign area height and setback of each existing and **proposed** freestanding sign.
6. A sketch of any proposed sign(s), indicating dimensions, materials, source of illumination and construction method (see attached).
7. Certificate of flammability required for awning/canopy at time of application.
8. UL # required for lighted signs at the time of application.

9. **You must have complete structural details (i.e. showing all connections to buildings and footing details) Specifics required or your permit may be held up**

Fee for permit - \$30.00 plus \$1.00 per square foot

Fee for awning based on cost of work - \$30.00 for the first \$1,000.00, \$6.00 for each additional \$1,000.00.

NOTE: Once a sketch plan has been filed for a property, the code enforcement office will keep a record of the plan so that a new sketch plan will not be required for later changes to signage on the property. In such an instance, applicants will only be required to submit information applicable to the new sign.



Neokraft

Neokraft Signs Inc.
 686 Main Street
 Lewiston, Maine 04240
 Telephone: 207.782.9654
 Facsimile: 207.782.0009
 1.800.339.2258
<http://www.neokraft.com>

Transmittal to	CITY OF PORTLAND INSPECTIONS 389 CONGRESS STREET PORTLAND, ME 04101	Date	01.11.2006
		Job No.	4907
		Re.	MAINE INS. AGENCY MAIL

Hem	<input checked="" type="checkbox"/> Attached	<input type="checkbox"/> Hand Delivered	<input type="checkbox"/> Under separate cover
	<input checked="" type="checkbox"/> Shop Drawings	<input type="checkbox"/> Prints	<input type="checkbox"/> Samples
	<input type="checkbox"/> Copy of letter	<input type="checkbox"/> Change Order	<input type="checkbox"/> Specifications
		<input type="checkbox"/> Other	

Copies	Date	No.	Description
1 set	01.11.2006	4907	(1) COMPLETED SIGN PERMIT APPLICATION, PLOT PLAN, DRAWINGS, INSURANCE CERTIFICATE, LANDLORD AGREEMENT, AND CHECK NUMBER 7948 IN THE AMOUNT OF \$66.00 TO OBTAIN A SIGN PERMIT FOR MAINE INSURANCE AGENCY LOCATED ON 1250 CONGRESS STREET.

Purpose	<input type="checkbox"/> For approval	<input type="checkbox"/> No exception taken	<input type="checkbox"/> Rejected
	<input checked="" type="checkbox"/> For your use	<input type="checkbox"/> Make corrections noted	<input type="checkbox"/> Review and comment
	<input type="checkbox"/> As requested	<input type="checkbox"/> Revise and resubmit	<input type="checkbox"/> Other

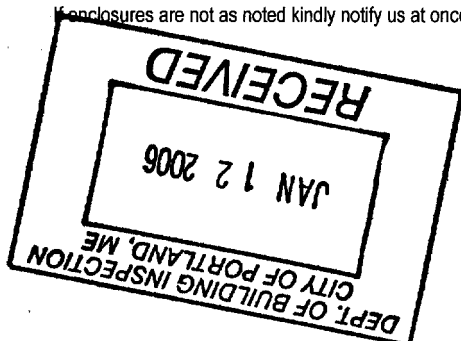
Remarks Please review the enclosed sign permit applications. If you have any questions feel free to call me anytime.

copy to

From SHANE MOFFETT

Enclosures are not as noted kindly notify us at once.

OFFICE \CLERICAL\ITEMPLATES\TRANSMITTAL FORM.DOT





Neokraft

Neokraft Signs Inc
686 Main Street
Lewiston, Maine 04240
Telephone 207.782.9654
Facsimile 207 782 0009
1 800 339 2258
[http //www neokraft com](http://www.neokraft.com)

LANDLORD CONSENT AGREEMENT

Written consent and agreement relating to a certain sign proposed to be erected on the

premises at: 1250 Congress St.
in Portland Maine.

1250 Congress St. Assoc. being the owner of the premises at
1250 Congress St. in Portland Maine

hereby gives consent to the erection of (a) certain sign(s):

"Replace Existing Panels"

owned by: Maine Ins. Agency (the tenant) as described in the
attached application for a permit submitted to the inspection division of the building

department of _____ to cover

the erection of said signs.

Signed by the owner of said premises, or his authorized agent, on this

3rd day of January 2006

Jeffrey D. Stearns (SIGNED)
General Partner (TITLE)

PRODUCER <i>Maine Insurance Agency - Portl</i>		7		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR	
		INSURERS AFFORDING COVERAGE		NAIC #	
		INSURER A <i>MASSACHUSETTS BAY INSURANCE CO</i>		22306	
		INSURER B			
		INSURER C:			
		INSURER D:			
		INSURER E:			
9MAIN1					

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PREMISES/OPERATION GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<i>ODP4753494 11</i>	<i>08/21/2005</i>	<i>08/21/2006</i>	EACH OCCURRENCE	\$ 100000
					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300000
					MED EXP (Any one person)	\$ 15000
					PERSONAL & ADV INJURY	\$
					GENERAL AGGREGATE	\$ 200000
					PRODUCTS. COMP/OP AGG	\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
					OTHER THAN EA ACC	\$
					AUTO ONLY: AGG	\$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE	\$
					AGGREGATE	\$
						\$
						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OTH-ER
					E.L. EACH ACCIDENT	\$
					E.L. DISEASE - EA EMPLOYEE	\$
					E.L. DISEASE - POLICY LIMIT	\$
	OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate as required by the City of Portland for sign maintenance.

CERTIFICATE HOLDER

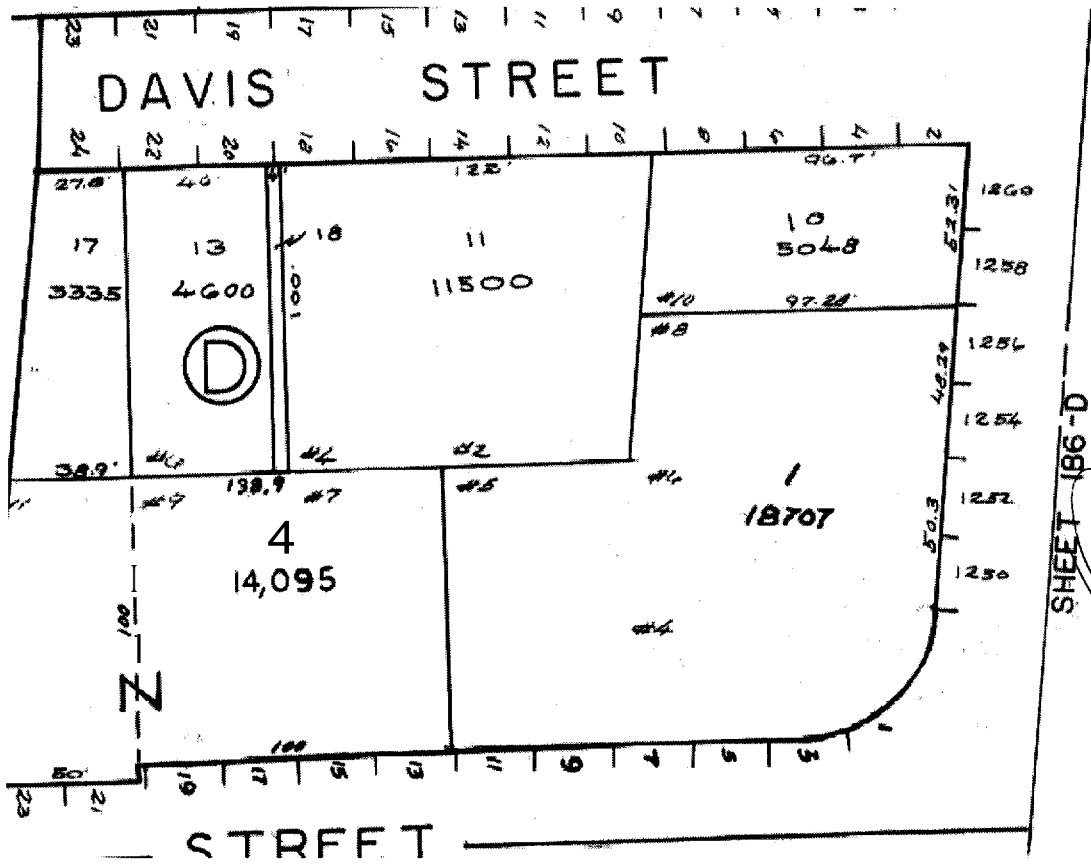
*City of Portland
389 Congress Street
Suite #205
Portland, ME 04101*

CANCELLATION 10-Day Notice for Non-Payment of Prem

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Jeffrey D. Stearns JDS



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