Portland, Maine Yes. Life's good here.

Inspections Division
Date: 07/14/16

**Department of Permitting and Inspections**

# Signage / Awning Permit Application

## *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.

- [4] 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.
- [4] Letter of permission from the property owner indicating the specific permissions granted and the tenant/space building frontage.
- [4] 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.
- [4] 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 is required for awnings, canopies or banners. A UL# is required for lighted signs at the time of final inspection
- [ ] Photos of existing signage
- [4] Details for sign fastening, attachment or mounting in the ground.

***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; $15 for each additional $1000 of cost of work

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

***389 Congress Street * Portland Maine 04101-3509 * Phone: (207) 874-8703 * Fax: (207) 874-8716***
http://www.portlandmaine.gov * E-Mail: buildinginspections@portlandmaine.gov

Portland, Maine | Yes. Life's good here.

Inspections Division
Date: 07/14/16

# Department of Permitting and Inspections

## ***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 that 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 selections below.

1. Once the complete application package has been received by us, and entered into the system
2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options:

☐ provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment

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

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

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

**City of Portland**
**Department of Permitting and Inspections**
**389 Congress Street, Room 315**
**Portland, Maine 04101**

By signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. ***No work shall be started until I have received my permit.***

Applicant Signature: Mark Goodwin Date: 6/22/16

I have provided digital copies and sent them on: Date: 6/22/16

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: 07/14/16

***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:**

**Tax Assessor's Chart/Block/Lot (CBL)**
Chart: Block: Lot:
199-A-001-010

**OWNER Name/Address:**
Name: Northeast Airmotive
Address: 1011 Westbrook Street
Portland, ME 04102

**Telephone:** 207-774-6318
**E-Mail:** MarkG@northeastair

**LEASEE/BUYER Info (if Applicable)**

**CONTRACTOR**
Name: Signarama (CurbSign#1)
Address: 872 Portland Rd
Saco, ME 04072
Phone: 207-494-90 E-Mail: jonni@signar

Total S.F. signage $ 120
(Sq Ft = 60 x $2.00)
SF + $30 Fee: **$ 30**
Historic ($75): $ _____
Awning Fee: $ _____

Awning Fee = Cost of Work: $ _____ ($25/first $1000; $15 each additional $1000) TOTAL **FEE: $** 150

**Who should we contact when the permit is ready**: Name: Mark Goodwin, Gen. Mgr. Phone: 207-774-6318
Address 1011 Westbrook St., Ptld, ME 04102 E-Mail: MarkG@northeastai

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

**Current Specific Use:** Fixed Based Operator-Portland Jetport
If vacant, what was prior use: _____
Proposed Use: _____

**Information on proposed sign(s)**
Freestanding (e.g. pole) sign? YES 4 NO ___ Dimensions proposed: 6 ft x 10 ft Height from grade: 10 .5 ft
BLDG Wall Sign (attached to bldg.)? YES ___ NO 4 Dimensions proposed: _____

**Proposed Awning**: YES ___ NO 4 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

**Information on *existing and previously permitted* signage:**
Freestanding (e.g. pole) sign? YES ___ NO ___ Dimensions existing: ____ X _____ Height from grade: _____
BLDG Wall Sign (attached to bldg.)? YES ___ NO ___ Dimensions existing: ____ X _____
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:* Mark Goodwin *Date:* 6/22/16

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