

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.

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 property owner indicating the specific permissions granted and the tenant/space building frontage.

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.

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

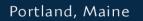
Details for sign fastening, attachment or mounting in the ground.

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





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

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:_____

Date: _____

I have provided digital copies and sent them on:

Date:_____

NOTE: All electronic paperwork must be delivered to <u>buildinginspections@portlandmaine.gov</u> or by physical means ie; a thumb drive or CD to the office.

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:		
Tax Assessor's Chart/Block/Lot (CBL)Chart:Block:Lot:	OWNER Name/Address: Name: Address:	Telephone: E-Mail:
LEASEE/BUYER Info (if Applicable)	CONTRACTOR Name:	Total S.F. signage \$ (Sq Ft = x \$2.00)
	Address:	SF + \$30 Fee: \$ 30 Historic (\$75): \$
Awning Fee = Cost of	Phone: E-Mail: of Work: \$(\$25/first \$1000; \$15 each additional \$1000	Awning Fee: \$ D) TOTAL FEE: \$ \$
Address	is ready: Name:	E-Mail:
Lot frontage (in feet):S	ingle Tenant or Multi-Tenant Lot:	
If vacant, what was prior use:		
Information on proposed sign(s) Freestanding (e.g. pole) sign? BLDG Wall Sign (attached to bldg.)?	YES NO Dimensions proposed: YES NO Dimensions proposed:	
Is there any communication, message, trademark	YES NOIf yes, is awning backlit? YES of awning Depth of awning a or symbol on it? YESNO unication, message, trademark or symbol on it:	
BLDG Wall Sign (attached to bldg.)?	rmitted signage: YESNO Dimensions existing:X YESNO Dimensions existing:X anels with communication on it:sf	
A site sketch and building sketch showing exa Sketches and/or pictures of proposed signage	ctly where existing and proposed signage is located M and existing building are also required.	UST be provided.
Please submit all information outlined in the	Sign/Awning Application Checklist. Failure to do so m	ay result in the denial of your permit.
	cope of the project, the Planning and Development Department n on-line at <u>WWW.PORTLANDMAINE.GOV</u> , stop by the Building	
to make this application as his/her authorized agent. I	property, or that the owner of record authorizes the proposed we agree to conform to all applicable laws of this jurisdiction. In a authorized representative shall have the authority to enter all are to this permit.	ddition, if a permit for work described in this

Signature of Applicant: Date:

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