

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND BUILDING PERMIT



**This is to certify that**

RJACK PROPERTIES LLC /Sign Concepts

**Located at**

2301 CONGRESS ST

**PERMIT ID:** 2013-00191

**CBL:** 238A A004001

has permission to **Install 9.5' x 4' building wall sign**

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 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.

N/A

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 procured prior to occupancy.

N/A

\_\_\_\_\_  
**Fire Prevention Officer**

*[Signature]* 2/4/13  
\_\_\_\_\_  
**Code Enforcement Officer / Plan Reviewer**

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

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

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

<b>Permit No:</b> 2013-00191	<b>Date Applied For:</b> 01/29/2013	<b>CBL:</b> 238A A004001
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<b>Location of Construction:</b> 2301 CONGRESS ST	<b>Owner Name:</b> RJACK PROPERTIES LLC	<b>Owner Address:</b> 25 PARK CIRCLE	<b>Phone:</b> (207) 619-6922
<b>Business Name:</b> MPX	<b>Contractor Name:</b> Sign Concepts	<b>Contractor Address:</b> 75 Bishop Street Portland	<b>Phone:</b> (207) 699-2920
<b>Lessee/Buyer's Name</b>	<b>Phone:</b> 2076196922	<b>Permit Type:</b> Signs - Permanent	

<b>Proposed Use:</b> Same - Printing Company - MPX	<b>Proposed Project Description:</b> Install 9.5' x 4' building wall sign
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<b>Dept:</b> Zoning	<b>Status:</b> Approved	<b>Reviewer:</b> Ann Machado	<b>Approval Date:</b> 02/06/2013
<b>Note:</b>			<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
<b>Dept:</b> Building	<b>Status:</b> Approved w/Conditions	<b>Reviewer:</b> Ann Machado	<b>Approval Date:</b> 02/06/2013
<b>Note:</b>			<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
1) Signage and Awning Installation to comply with Chapters 16 (Structural Loads), 31 (Materials) & 32 (ROW Height & Encroachments) 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) 874-8716

<b>Permit No:</b> 2013-00191	<b>Issue Date:</b> 2/6/2013	<b>CBL:</b> 238A A004001
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<b>Location of Construction:</b> 2301 CONGRESS ST	<b>Owner Name:</b> RJACK PROPERTIES LLC	<b>Owner Address:</b> 25 PARK CIRCLE CAPE ELIZABETH, ME 04107		<b>Phone:</b> (207) 619-6922
<b>Business Name:</b> MPX	<b>Contractor Name:</b> Sign Concepts	<b>Contractor Address:</b> 75 Bishop Street Portland ME 04103		<b>Phone:</b> (207) 699-2920
<b>Lessee/Buyer's Name</b>	<b>Phone:</b> (207) 619-6922	<b>Permit Type:</b> Signs - Permanent		<b>Zone:</b> IM
<b>Past Use:</b> Commercial / Printing Company	<b>Proposed Use:</b> Same - Printing Company - MPX	<b>Permit Fee:</b> \$102.00	<b>Cost of Work:</b> \$0.00	<b>CEO District:</b> 6
		<b>FIRE DEPT:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input checked="" type="checkbox"/> N/A		<b>INSPECTION:</b> Use Group: Type: Sign
<b>Proposed Project Description:</b> Install 9.5' x 4' building wall sign		Signature: _____		Signature: <i>ABM 2/6/13</i>
<b>PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)</b>				
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied				
Signature: _____ Date: _____				

<b>Permit Taken By:</b> gg	<b>Date Applied For:</b> 01/29/2013	<b>Zoning Approval</b>		
<ol style="list-style-type: none"> <li>This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</li> <li>Building permits do not include plumbing, septic or electrical work.</li> <li>Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..</li> </ol>	<b>Special Zone or Reviews</b> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan  Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date: <i>OK 2/6/13 ABM</i>	<b>Zoning Appeal</b> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied  Date: _____	<b>Historic Preservation</b> <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied  Date: <i>ABM</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



# Signage/Awning Permit Application

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.

201300191

Location/Address of Construction: <u>2301 Congress St.</u>		
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <u>238 A      A      004</u>	Owner: <u>MPX Robert Willis</u>	Telephone: <u>619-6922</u>
Lessee/Buyer's Name (If Applicable) <u>MPX Robert Willis</u>	Contractor name, address & telephone: <u>Sign Concepts LLC 75 Bishop St. Portland ME 04103</u>	Total s.f. of signage x \$2.00 <u>36 sq</u> Per s.f. plus \$30.00/\$65.00 For H.D. signage - Total Fee: \$ <u>102.00</u> Awning Fee - cost of work _____ Total Fee: \$ <u>102.00</u>
Who should we contact when the permit is ready: <u>Ron Nevers</u> phone: <u>699-2920</u>		
Tenant/allocated building space frontage (feet): Length: <u>150</u> Height: <u>16'6"</u> Lot Frontage (feet) <u>?</u> Single Tenant or Multi-Tenant Lot <u>Multi</u>		
Current Specific use: <u>offices &amp; printing company</u> If vacant, what was prior use: <u>same</u> Proposed Use: <u>same</u>		
Information on proposed sign(s): Freestanding (e.g., pole) sign? Yes ___ No <input checked="" type="checkbox"/> Dimensions proposed: _____ Height from grade: _____ Bldg. wall sign? (attached to bldg) Yes <input checked="" type="checkbox"/> No ___ Dimensions proposed: <u>4x9'6"</u>		
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 ___ No <input checked="" type="checkbox"/> Dimensions: _____ 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.		

COMM. PRINTING COMPANY



RECEIVED

JAN 29 2013

Dept. of Building Inspections  
City of Portland Maine

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: Ron Nevers Date: 1/29/13

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

Multi-front. - 8% = 198<sup>sq</sup> proposed 380 (OK)



## 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.

- NA*  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.
- NA*  Certificate of flammability required for awning or canopy.
- A UL# is required for lighted signs at the time of final inspection.
- Pre-application questionnaire completed and attached.
- NA*  Photos of existing signage *none as building facade has recently remodeled.*
- 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.

Permit fee for awning-without-signage is based on cost of work:  
\$30.00 for the first \$1,000.00, \$9.00 per additional \$1,000.00 of cost.

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

lot		
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TABLE 2.12 INDUSTRIAL I-L, I-Lb, I-M, I-Ma, I-Mb, I-H, I-Hb AND WATERFRONT PORT DEVELOPMENT ZONES

**Freestanding Signs**

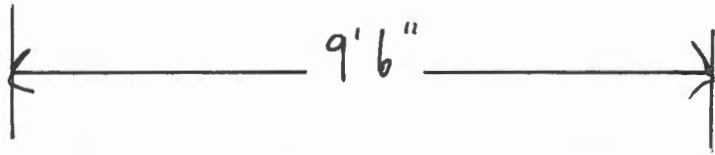
	<i>Single Tenant Buildings</i>	<i>Multi-Tenant Buildings</i>
Maximum permitted area	35 sq. ft.	70 sq. ft.
Height	10 ft.	15 ft.
Setback	5 ft.	5 ft.
Number of freestanding signs per lot	1 (a)	1 (a)

(a) If lot fronts on more than one (1) street, one (1) freestanding sign of equivalent permitted sign area is allowed for each additional frontage, provided such signs are not readily concurrently visible.

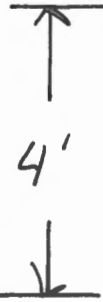
**Building Signs**

	<i>Single Tenant Buildings</i>	<i>Multi-Tenant Buildings</i>
Maximum permitted sign	Na	na

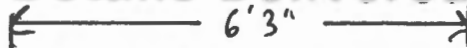
SIGN = 36 ~~ft~~



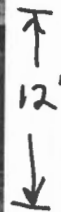
38~~ft~~



Details Delivered



Date: 9/13/12	Scale: 1/4" = 1'
Drawing #: 1	Sales Rep: RN
Rev #: 3	Rev Date: 1/24/13
Apprv'd by:	
MPX	
• 1 set of 36" channel LED letters w/ 8" reverse lit subtext	
signs are All Aluminum & Acrylic	
Bottom of sign to grade	



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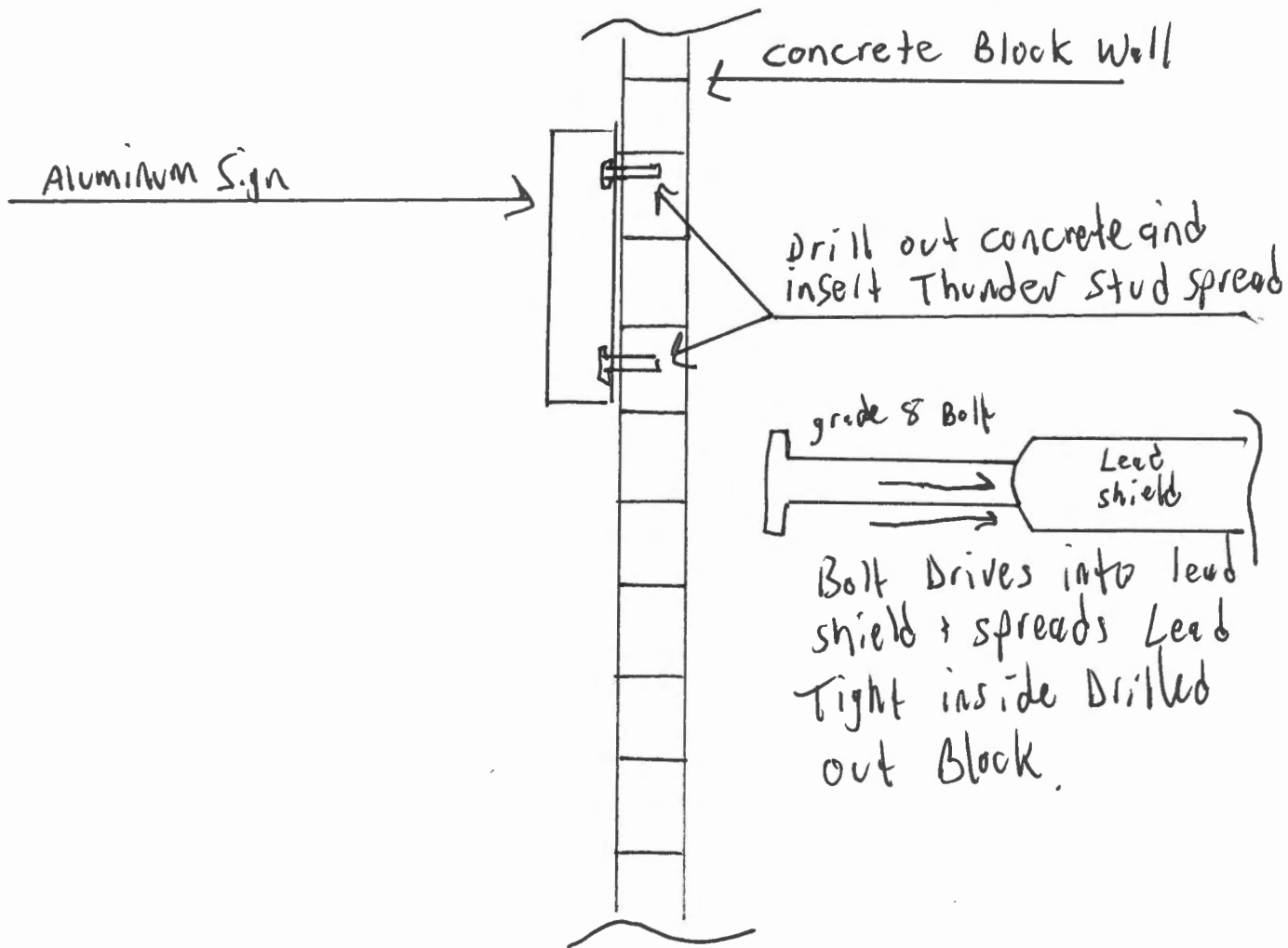
Building frontage is 150' → x 16'6" ↑

Total Building Sq. Ft. = 2475 ~~sq~~ × 6% = 148.5 ~~sq~~

2475 × 8% = 198~~ft~~

Allowable

## FASTENING







January 28, 2013

Dear City of Portland Code Office,

This letter serves as permission to Sign Concepts LLC, a Portland based commercial sign company to fabricate and install a channel LED sign on the front wall of our 2301 Congress Street building as show in the attached drawing. IT is also to verify that we are the owners of the building.

Sincerely,

Thank you,

A handwritten signature in black ink that reads 'Ryan Jackson'.

Ryan Jackson,  
Chief Executive Officer  
rjackson@mpxonline.com