

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

BUILDING DEPARTMENT

PERMIT

Permit Number: 091321

Please Read Application And Notes, If Any, Attached

PERMIT ISSUED

This is to certify that 2385 CONGRESS STREET ASSOCIATES err Signs

has permission to Clark Insurance -install a 3'2" x Sign

AT 2385 CONGRESS ST

CP 238A B001001

21

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.

City of Portland

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

Notification of inspection must be given and written permission procured before this building or part thereof is lath or other work is used-in. 2 HOUR NOTICE IS 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

[Handwritten Signature]
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

City of Portland, Maine - Building or Use Permit Application

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

Permit No: 09-1321	Issue Date:	CBL: 238A B001001
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Location of Construction: 2385 CONGRESS ST	Owner Name: 2385 CONGRESS STREET ASSO	Owner Address: 2385 CONGRESS ST	Phone:
Business Name:	Contractor Name: Burr Signs	Contractor Address: 50 DownEast Drive Yarmouth	Phone: 2077991183
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	Zone: IM

Past Use: Commercial - Office	Proposed Use: Commercial - Office - Clark Insurance -install a 3'2" x 9' Sign & install 133" x 39" building sign.	Permit Fee: \$190.00	Cost of Work: \$190.00	CEO District: 3
Proposed Project Description: Clark Insurance -install a 3'2" x 9' Sign (freestanding & replacing existing) & install 133" x 39" building sign (replacing existing)		FIRE DEPT: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied <i>N/A</i>	INSPECTION: Use Group: <i>U</i> Type: <i>Sign</i> <i>IBC 2003</i>	
		Signature:	Signature:	
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: Ldobson	Date Applied For: 11/17/2009	Zoning Approval		
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- This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.
- Building permits do not include plumbing, septic or electrical work.
- 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..

PERMIT ISSUED

Special Zone or Reviews	Zoning Appeal	Historic Preservation
<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"/>	<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	<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>OK</i> 12/4/09 <i>ABU</i>	Date:	Date: <i>ABU</i>

City of Portland

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: 09-1321	Date Applied For: 11/17/2009	CBL: 238A B001001
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Location of Construction: 2385 CONGRESS ST	Owner Name: 2385 CONGRESS STREET ASSO	Owner Address: 2385 CONGRESS ST	Phone:
Business Name:	Contractor Name: Burr Signs	Contractor Address: 50 DownEast Drive Yarmouth	Phone (207) 799-1183
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	

Proposed Use: Commercial - Office - Clark Insurance -install a 3'2" x 9' Freestanding Sign (replacing existing) & install 133" x 39" building sign (replacing existing)	Proposed Project Description: Clark Insurance -install a 3'2" x 9' Freestanding Sign (replacing existing) & install 133" x 39" building sign (replacing existing)
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Dept: Zoning	Status: Approved with Conditions	Reviewer: Ann Machado	Approval Date: 12/04/2009
Note: Permit #95-0975 was to replace a previously permitted freestanding sign.			Ok to Issue: <input checked="" type="checkbox"/>
1) Existing freestanding sign was permitted previously. The new sign cannot be located any closer to the front property line.			
Dept: Building	Status: Approved with Conditions	Reviewer: Tammy Munson	Approval Date: 12/16/2009
Note:			Ok to Issue: <input checked="" type="checkbox"/>
1) Signage Installation to comply with Chapters 31 & 32 of the IBC 2003 building code.			

Comments: 12/2/2009-amachado: Left voicemail for Randy Burr. Need a plot plan. The freestanding sign needs to be the 5' minimum from the property line. Need to know the wall area for the sign that is being replaced and need to know what other signs exist on the building. 12/4/2009-amachado: Received more information via email.

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

to schedule your inspections as agreed upon

Permits expire in 6 months, if the project is not started or ceases for 6 months.

The Owner or their designee is required to notify the inspections office for the following inspections and provide adequate notice. Notice must be called in 48-72 hours in advance in order to schedule an inspection:

By initializing at each inspection time, you are agreeing that you understand the inspection procedure and additional fees from a “Stop Work Order” and “Stop Work Order Release” will be incurred if the procedure is not followed as stated below.

A Pre-construction Meeting will take place upon receipt of your building permit.

 X **Final inspection required at completion of work.**

Certificate of Occupancy is not required for certain projects. Your inspector can advise you if your project requires a Certificate of Occupancy. All projects DO require a final inspection.

If any of the inspections do not occur, the project cannot go on to the next phase, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.

CERIFICATE OF OCCUPANICES MUST BE ISSUED AND PAID FOR, BEFORE THE SPACE MAY BE OCCUPIED.

Signature of Applicant/Designee

Date

Signature of Inspections Official

Date



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.

Location/Address of Construction: <u>2385 CONGRESS ST</u>		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Owner: <u>CLARK ASSOCIATES</u>	Telephone: <u>800-244-6257</u>
Lessee/Buyer's Name (If Applicable) <u>SALE</u>	Contractor name, address & telephone: <u>BURR SIGNS 50 DOWNEAST DR. YARMOUTH, ME 04096 846-7622</u>	Total s.f. of signage x \$2.00 <u>- 160.00</u> Per s.f. plus \$30.00/\$65.00 <u>30.00</u> For I.I.D. signage= Total <u>190.00</u> Fee: \$ <u>190.00</u> Awning Fee= cost of work _____ Total Fee: \$ <u>190.00</u>
Who should we contact when the permit is ready: <u>PAUDY BURR</u> phone: <u>207-846-7622</u>		
Tenant/allocated building space frontage (feet): Length: <u>100</u> Height: <u>15</u> Lot Frontage (feet) <u>200</u> Single Tenant or Multi Tenant Lot <u>SINGLE</u>		
Current Specific use: <u>OFFICE</u> If vacant, what was prior use: <u>NA</u> Proposed Use: <u>OFFICE</u>		
Information on proposed sign(s): Freestanding (e.g., pole) sign? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Dimensions proposed: <u>3'-2" x 9'-0"</u> Height from grade: <u>8'-2"</u> Bldg. wall sign? (attached to bldg) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Dimensions proposed: <u>3'-6" x 14'-7"</u>		
Proposed awning? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Is awning backlit? Yes <input type="checkbox"/> No <input type="checkbox"/> Height of awning: _____ Length of awning: _____ Depth: _____ Is there any communication, message, trademark or symbol on it? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, total s.f. of panels w/communications, message, trademark or symbol: _____ s.f.		
Information on existing and previously permitted sign(s): <u>TO BE REMOVED (SEE ATTACHED)</u> Freestanding (e.g., pole) sign? Yes <input type="checkbox"/> No <input type="checkbox"/> Dimensions: _____ Bldg. wall sign? (attached to bldg) Yes <input type="checkbox"/> No <input type="checkbox"/> Dimensions: _____ Awning? Yes <input type="checkbox"/> No <input 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.		

RECEIVED

NOV 17 2009

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, 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: [Signature] Date: 11-16-09

IM - single board

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

free standing - 35#
 10' max
 * setback 5'

108" x 36" = 4164# = 28.5# (2)
 - 116" = 9.67' @ back towards side ok.
 - location no closer than existing
 * see email.

SIGNAGE/AWNING PRE-APPLICATION QUESTIONNAIRE

PLEASE ANSWER ALL QUESTIONS

ADDRESS: 2385 CONGRESS ST ZONE: _____

CBL: _____

SINGLE TENANT LOT? YES NO _____ MULTI TENANT LOT? YES _____ NO
 MORE THAN ONE SIGN TOTAL WITH PROPOSED SIGN? YES NO _____

INFORMATION ON PROPOSED SIGN(S):

FREESTANDING (e.g., pole) SIGN? YES NO _____ DIMENSIONS PROPOSED: 3'-2" x 9'-0" (28.5 ft)
 BLDG. WALL SIGN? (attached to bldg) YES NO _____ DIMENSIONS PROPOSED: 3'-6" x 14'-7" (51 ft)

INFORMATION ON ALREADY EXISTING AND PERMITTED SIGN(S): TO BE REMOVED (SEE ATTACHED)

FREESTANDING (e.g., pole) SIGN? YES _____ NO _____ DIMENSIONS: _____
 BLDG. WALL SIGN(attached to bldg) ? YES _____ NO _____ DIMENSIONS: _____
 AWNING? YES _____ NO _____ DIMENSIONS: _____

LOT FRONTAGE (FEET): 200
 TENANT/ALLOCATED BUILDING SPACE FRONTAGE (FEET): 100

AWNING YES _____ NO 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 WITH COMMUNICATIONS/MESSAGE/TRADEMARK/SYMBOL? _____ s.f.

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 ARE ALSO REQUIRED.

SIGNATURE OF APPLICANT: [Signature] DATE: _____

***** FOR OFFICE USE ONLY *****

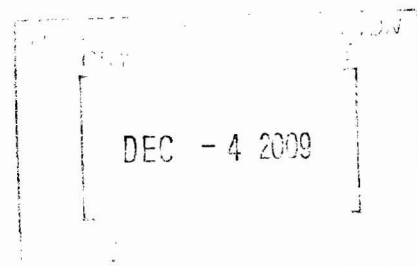
building
 sign B 42" x 175" = ~~7350~~ ⁷³⁵⁰ ft = 51.04 ft ^(OK) 2 per building face
 6% of wall area
 proposed 15 x 142 = 2130 6% = 127.8
 sign A ~~31.26~~ 31.26 x 209 = 8409.94 ft = 58.4
 sign C 36 x 71 = 2556 ft = 17.75 ft total 76.15 - 127.8 allowed (OK)

Ann Machado - RE: Information for signs at 2385 Congress Street

From: "rburr" <rburr@maine.rr.com>
To: "Ann Machado" <AMACHADO@portlandmaine.gov>
Date: 12/4/2009 1:20 PM
Subject: RE: Information for signs at 2385 Congress Street

Ann,
Attached is the info you requested. The ground sign will be no closer to the road than the existing sign. Have a nice weekend.
Thanks,

Randy Burr
Burr Signs
50 Downeast Dr.
Yarmouth, ME 04096
207-846-7622 (ph)
207-846-7623 (fx)



From: Ann Machado [mailto:AMACHADO@portlandmaine.gov]
Sent: Friday, December 04, 2009 1:09 PM
To: rburr@burrsigns.com
Subject: Information for signs at 2385 Congress Street

Here is my email address.

Could you include in writing the information that the front post of the new freestanding sign will not be located any closer to Congress Street than the existing sign?

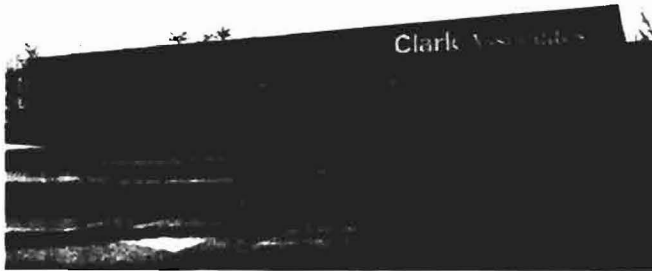
Thank you.

Ann Machado
Zoning Specialist
207.874.8709
amachado@portlandmaine.gov

Existing

being replaced
this period.

The building is 15' tall
at all elevations



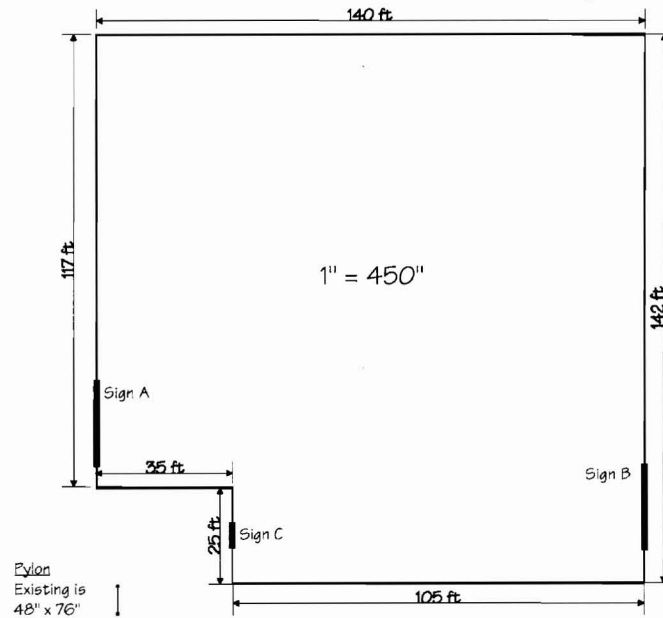
Sign A letter area: 31.26"x269"
Pin Mounts (non-illuminated)



Sign B letter area: 50.4"x267.2" • Channel Letters
(illuminated)



Sign C letter area: 36"x71"
Pin Mounts (non-illuminated)



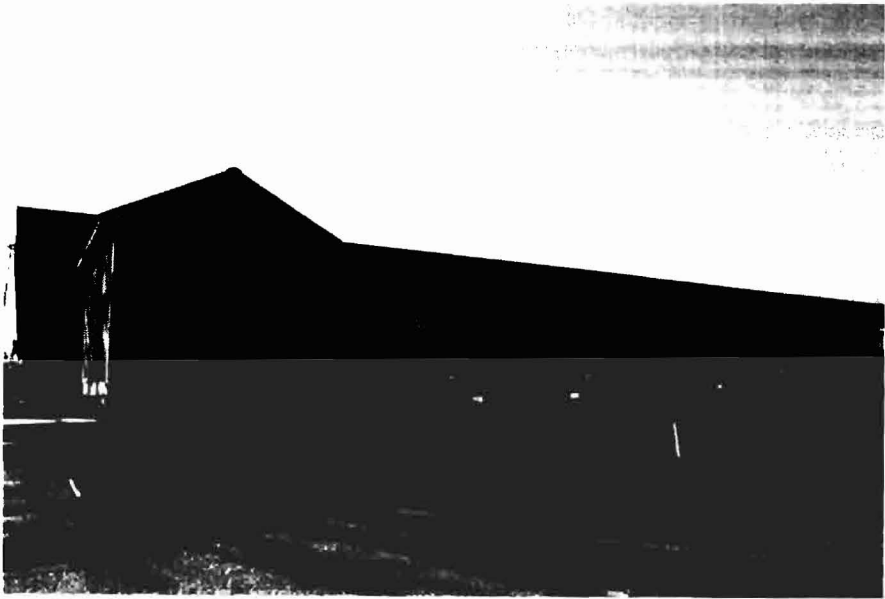
Eylon
Existing is
48" x 76"

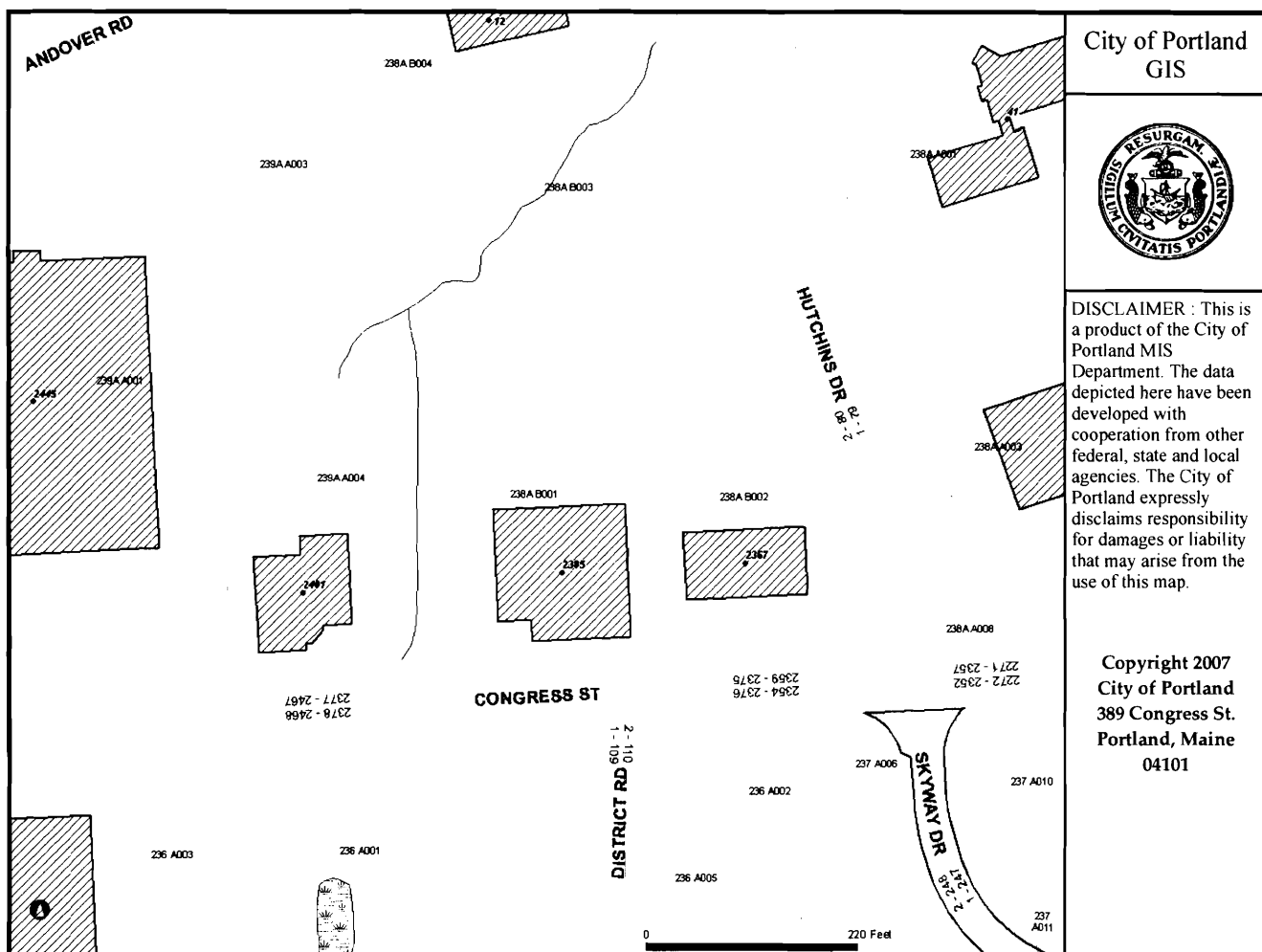
Congress St.

Existing

DEC - 4 2009

Other Photos







BURR
signs

50 Downeast Drive
Yarmouth, ME 04096
Phone: 207-846-7622
Fax: 207-846-7623

Scale: 1" = 60"

Customer:
Company:
Address:
City:
Phone:
Fax:
Date: 10/1/2009
File Name: Clark Roadside.FS
Order Taken By: Randy Burr
Customer Approval:

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EXPRESSED WRITTEN PERMISSION OF
BURR SIGNS.

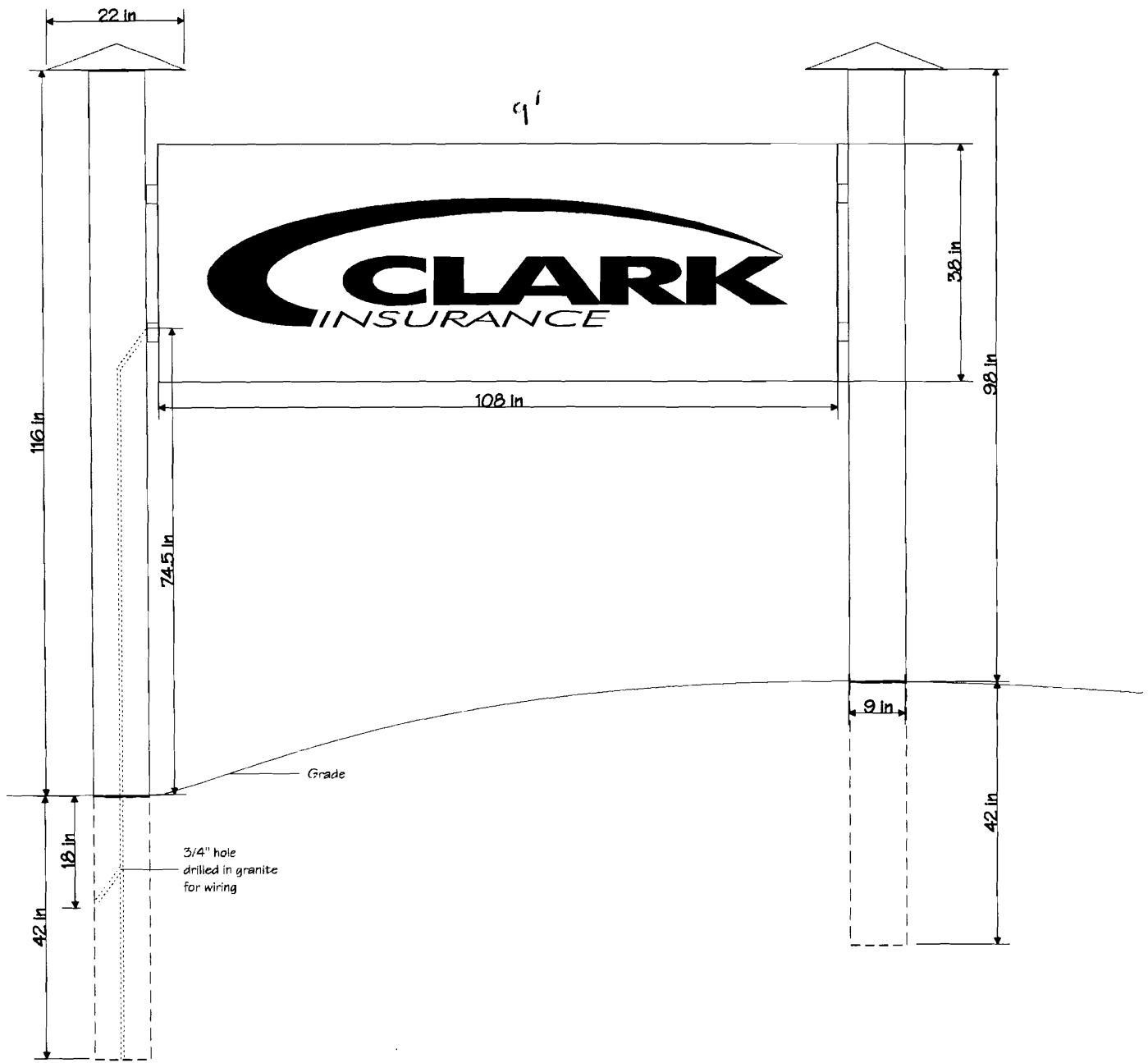
© Copyright



AUTO
HOME
LIFE
BUSINESS

Clark
Associates
Insurance





50 Downeast Drive
 Yarmouth, ME 04096
 Phone: 207-846-7622
 Fax: 207-846-7623

Scale: 1" = 25"

Customer:
Company:
Address:
City:
Phone:
Fax:
Date: 10/1/2009
File Name: Clark Roadside.FS
Order Taken By: Randy Burr
Customer Approval:

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PROPOSED



CLARK
INSURANCE

BURR
signs

50 Downeast Drive
Yarmouth, ME 04096
Phone: 207-846-7622
Fax: 207-846-7623

Scale: 1" = 40"

Customer:	
Company:	Clark Associates
Address:	
City:	
Phone:	
Fax:	
Date:	7/24/2009
File Name:	Clark Channel Letters.FS
Order Taken By:	Randy Burr
Customer Approval:	

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~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

4'-6" x 17'-0"

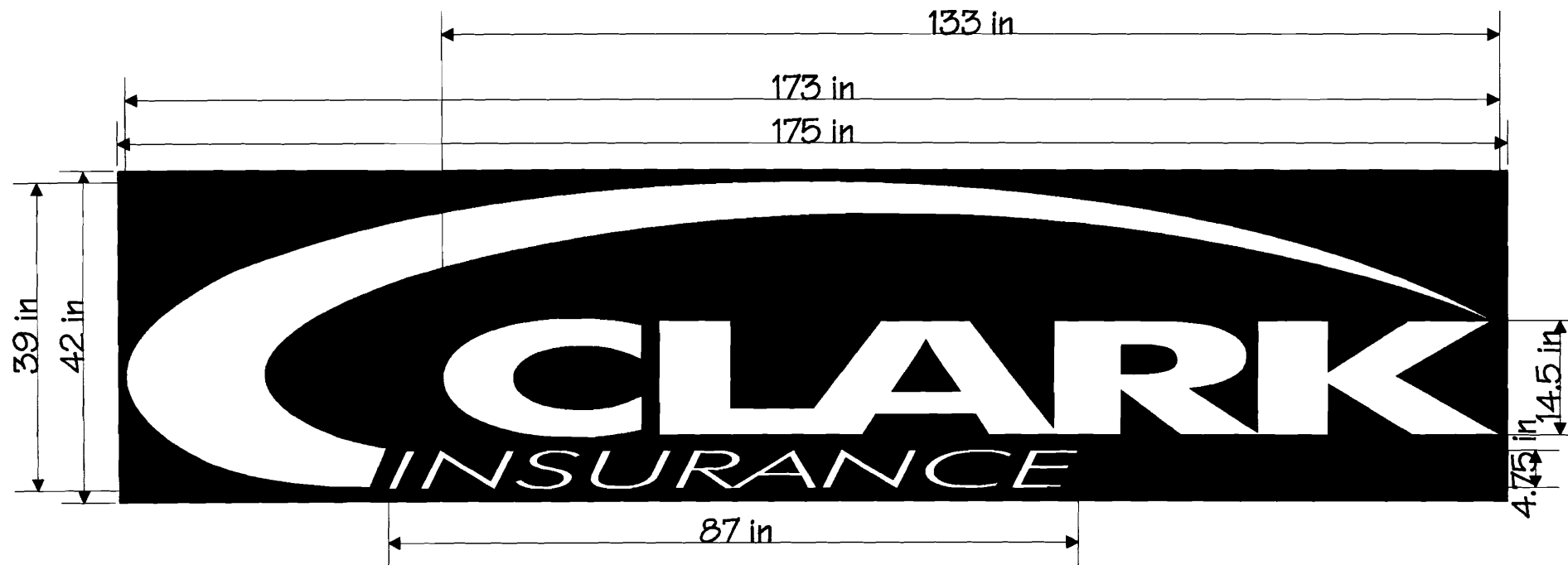
Clark Associates

Insurance



50 Downeast Drive
Yarmouth, ME 04096
Phone: 207-846-7622
Fax: 207-846-7623

Scale: 1" = 20"



Customer:
Company: Clark Associates
Address:
City:
Phone:
Fax:
Date: 7/24/2009
File Name: Clark Channel Letters.FS
Order Taken By: Randy Burr
Customer Approval:

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