



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: 300 Rand Road, Portland ME		
Tax Assessor's Chart/Block/Lot (CBL) Chart: 249 A 1 Block: _____ Lot: _____	OWNER Name/Address: Name: City of Portland Address: 389 Congress St., Portland, ME 04101 nrh@portlandmaine.gov	Telephone: 756-8019 E-Mail:
LEASEE/BUYER Info (if Applicable) _____ _____ h.schneider@grondinconstruction.com	CONTRACTOR Name: R.J. Grondin Address: 11 Bartlett Rd. Gorham, ME 04038 Phone: 854-1147 E-Mail: Noted on left	Total S.F. signage \$ <u>Waived</u> (Sq Ft = ___ x \$2.00) SF + \$30 Fee: \$ 30 Historic (\$75): \$ _____ Awning Fee: \$ _____ TOTAL FEE: \$ <u>Waived per Jeff Levine</u>
Awning Fee = Cost of Work: \$ _____ (\$30/first \$1000; \$10 each additional \$1000)		

Who should we contact when the permit is ready: Name: Hannes Schneider at R.J. Grondin and Nelle Hanig Phone: 854-1147
Address: 11 Bartlett Rd., Gorham, ME E-Mail: h.schneider@grondinconstruction.com

Tenant/allocated building space frontage (in feet): Length: _____ Height: _____
Lot frontage (in feet): 977 Single Tenant or Multi-Tenant Lot: Multi-Tenant Lot

Current Specific Use: Business Park, Portland Technology Park
If vacant, what was prior use: _____
Proposed Use: _____

Information on proposed sign(s)

Freestanding (e.g. pole) sign? YES NO Dimensions proposed: 7'6" x 5' Height from grade: 8'

BLDG Wall Sign (attached to bldg.)? YES NO Dimensions proposed: _____

Proposed Awning: YES NO 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: Nelle Hanig Date: 9/27/13

Revised 06/2012 This is NOT a permit; you may not commence ANY work until the permit is issued