



Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson, Director
Inspections Division

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 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 opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

Within 24-48 hours, upon receipt of an e-mailed invoice from Building Inspections, which signifies that my electronic permit application and corresponding paperwork have been received, determined complete, entered by an administrative representative, and assigned a permit number, I then have the following four (4) payment options:

- provide an on-line electronic check or credit/debit card (we now accept American Express, Discover, VISA, and MasterCard) payment (along with applicable fees beginning July 1, 2014),
- 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, Inspections Division
389 Congress Street, Room 315
Portland, Maine 04101

Once my payment has been received, this then starts the review process of my permit. **After all approvals have been met and completed, I will then be issued my permit via e-mail.** No work shall be started until I have received my permit.

Applicant Signature: [Signature] Date: 11/24/14

I have provided digital copies and sent them on: _____ Date: _____

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

**Ann Machado - Re: 55 Warren Ave. - Permit #2014-02775**

From: "Northern Signs" <northersigns@roadrunner.com>
To: "Ann Machado" <AMACHADO@portlandmaine.gov>
Date: 12/24/2014 9:04 AM
Subject: Re: 55 Warren Ave. - Permit #2014-02775
Attachments: PARIS FU REVISED LAYOUT A.pdf; PARIS FU REVISED LAYOUT C.pdf; PARIS FU REVISED PERMIT APP.pdf

HI ANN,
THEY DECIDED TO SCALE BACK ON THE BUILDING SIGNAGE AS WELL.
SIGN B IS GOING TO BE ELIMINATED.
HERE'S THE REVISED LAYOUTS AND PERMIT APP.
PLEASE CONTACT ME WITH ANY QUESTIONS.
THANKS FOR YOUR HELP AND HAVE A MERRY CHRISTMAS.
THANKS,
MARK

From: [Ann Machado](#)
Sent: Thursday, December 18, 2014 1:20 PM
To: northersigns@roadrunner.com
Subject: 55 Warren Ave. - Permit #2014-02775

Mark -

When you have the plan for the new freestanding sign just send the pdf to me. Also please send a revised application page for the new dimensions for the sign.

Ann

Ann Machado
Acting Zoning Administrator
Planning & Urban Development
Portland City Hall
(207) 874-8709

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.



Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 02/06/15

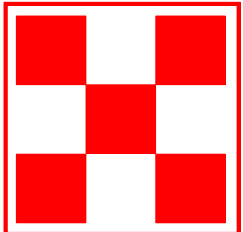


54"x144" SINGLE FACE ILLUMINATED SIGN

SIGN SPECIFICATIONS:

- 2 1/2"x2 1/2" .177" DOUBLE ALUMINUM ANGLE FRAME
- .063" ALUMINUM CABINETS
- .177" LEXAN FACE
- "GE" LED ILLUMINATION
- UL LISTED
- FINAL ELECTRICAL BY OTHERS
- .375" BOLTS THRU BOLTED FROM FRAME TO EXTING GIRDERS
- WALL = 17"x138" = 2346 SQ.FT.
- SIGN = 54 SQ.FT.

 Waterville, Maine 1-800-570-7402 northern signs@adelphia.net	CUSTOMER:	DATE:	 LISTED <small>ALL SKETCHES AND BEANS ARE THE PROPERTY OF INC. UNAUTHORIZED USE PROHIBITED</small>
	SPECIFICATIONS:	CUSTOMER APPROVAL	
	PARIS FARMERS UNION	DATE	
	PORTLAND, ME		



Purina

C

50"x120" DOUBLE FACE ILLUMINATED POLE SIGN
AND 46"x96" DOUBLE FACE MESSAGE CENTER
W/ 6"x6"x.25"x144" STEEL POLE



Reviewed for Code Compliance
Inspections Division
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Date: 02/06/15

Your Home, Farm & Garden Center
Since 1919

paris
FARMERS UNION

www.parisfarmersunion.net

**46"x 96" 16mm
HYPERION
DOUBLE FACE
MESSAGE CENTER**



SIGN SPECIFICATIONS:
2"x2"x.125" DOUBLE STEEL ANGLE FRAME
.063" ALUMINUM CABINETS
.177" LEXAN FACES
"GE" LED ILLUMINATION
UL LISTED
FINAL ELECTRICAL BY OTHERS
4'x4'x5' CONCRETE BASE
1"x36" ANCHOR BOLTS
1" STEEL PLATE W/ .5" GUSSETS
TOTAL SQ.FT. = 72.4

NORTHERN SIGNS
Waterville, Maine
1-800-570-7402
northernsigns@adelphia.net

CUSTOMER:
PARIS FARMERS UNION

SPECIFICATIONS:
PORTLAND, ME

DATE: 7/2/14
CUSTOMER APPROVAL

DATE

UL LISTED

ALL SKETCHES AND IDEAS ARE THE PROPERTY OF NORTHERN SIGNS INC. UNAUTHORIZED USE PROHIBITED



Signage / Awning Permit Application



Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 02/06/15

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. *CUSTOMER OWNS PROPERTY*
- 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. *N/A*
- A UL# is required for lighted signs at the time of final inspection *WILL PROVIDE AT TIME OF MANUFACTURE*
- Photos of existing signage *N/A*
- Details for sign fastening, attachment or mounting in the ground. *ALL INFO ON LAYOUTS*
- Reduced plans or electronic files in PDF format are required.

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; \$11 for each additional \$1000 of cost of work

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



Signage / Awning Permit Application



If you or the property owner owes real estate or personal property taxes or any other charges on any property with payment arrangement MUST be made before permits are accepted.

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 02/06/15

Location/Address: 55 WARREN AVE.	
Tax Assessor's Chart/Block/Lot (CBL) Chart: _____ Block: _____ Lot: _____	OWNER Name/Address: Name: PARIS FARMERS UNION Address: P.O. BOX D SOUTH PARIS, ME. 04271 Telephone: 743-8976 FRED & PARIS FARMERS UNION, INC E-Mail: _____
LEASEE/BUYER Info (if Applicable) Name: _____ Address: _____ Phone: _____ E-Mail: _____	CONTRACTOR Name: NORTHERN SIGNS Address: P.O. BOX 1475 WATERVILLE, ME. 04903 Phone: 465-2399 E-Mail: NORTHERNSIGNS@COMcast.com Total S.F. signage \$ 336.00 127 (Sq Ft = 127 x \$2.00) 254.00 59FT SF + \$30 Fee: \$ 30 Historic (\$75): \$ _____ Awning Fee: \$ _____ \$ 284.00 254.00 TOTAL FEE: \$ 366.00
Awning Fee = Cost of Work: \$ _____ (\$25/first \$1000; \$11 each additional \$1000)	

Who should we contact when the permit is ready: Name: MARK ATWOOD Phone: _____
Address: SAME AS CONTRACTOR INFO E-Mail: _____

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

Current Specific Use: _____

If vacant, what was prior use: GYM

Proposed Use: FARM AND GARDEN SUPPLIES / RETAIL

Information on proposed sign(s)
Freestanding (e.g. pole) sign? YES NO Dimensions proposed: 50' X 10' & 46' X 8' (sf); Height from grade: 16.5 FT
BLDG Wall Sign (attached to bldg.)? YES NO Dimensions proposed: ~~7' X 14'~~ 54" X 144"

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 proposed: _____ ft X _____ ft; Height from grade: _____

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

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: _____ Date: 11/24/14