



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: 508 Riverside St		
Tax Assessor's Chart/Block/Lot (CBL) Chart: _____ Block: _____ Lot: _____	OWNER Name/Address: Name: Tony DiPietro Address: 22 Constinotal Dr Portland, ME 04103	Telephone: 207-939-6456 E-Mail: kbartot@maine.com
LEASEE/BUYER Info (if Applicable) Seagulls LLC Boots & Bunsky	CONTRACTOR Name: Maine Bay Canvas Address: Riverside Street Portland, ME Phone: _____ E-Mail: _____	Total S.F. signage \$ 17 (Sq Ft = 17 : \$2.00) 34 SF + \$30 Fee: \$ 30 Historic (\$75): \$ Awning Fee: \$ 50.00 TOTAL FEE: \$ 101.00
Awning Fee = Cost of Work: \$ 50 (\$30/first \$1000; \$10 each additional \$1000)		

Who should we contact when the permit is ready: Name: Trish Bartot
Address: 153 Broadway Portland, ME 04106
Phone: 329-5968
E-Mail: tbartot@maine.com

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

Current Specific Use: _____
 If vacant, what was prior use: call center
 Proposed Use: redemption center

Information on proposed sign(s)
 Freestanding (e.g. pole) sign? YES ___ NO Dimensions proposed: _____ (sf); Height from grade: _____ sf
 BLDG Wall Sign (attached to bldg.)? YES NO ___ Dimensions proposed: _____ sf

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: 17 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: [Signature] **Date:** 7/3/13