Inspections Division

Date: 02/29/16

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: 1585 Forest Ave.

Tax Assessor's Chart/Block/Lot (CBL)
Chart: Block: Lot:

OWNER Name/Address:
Name: Sokunthy Yean
Address: 1585 Forest Ave.
Portland, Maine

Telephone: 207-331-7881
E-Mail:

LEASEE/BUYER Info (if Applicable)
Name:
Address:
Phone:
E-Mail:

CONTRACTOR
Name: C. N. Brown Company
Address: P.O. Box 200
South Paris, Maine 04281
Phone: 207-743-4200 ext. 2108
E-Mail: kevinm@cnbrown.com

Total S.F. signage $
(Sq Ft = ___ x $2.00)
SF + $30 Fee: **$ 30**
Historic ($75): $
Awning Fee: $

Awning Fee = Cost of Work: $ _____ ($25/first $1000; $11 each additional $1000) **TOTAL FEE: $**

Who should we contact when the permit is ready: Name: Kevin M. Moore Phone: 207-743-4200 ext. 2108
Address P.O. Box 200 South Paris, Maine 04281 E-Mail: kevinm@cnbrown.com

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

Current Specific Use: Convenience Store w/gas
If vacant, what was prior use:
Proposed Use: Same / Changing existing from unbranded to branded Citgo

Information on proposed sign(s)
Freestanding (e.g. pole) sign? YES ☑ NO ☐ Dimensions proposed: 48 (sf); Height from grade: 16 sf
BLDG Wall Sign (attached to bldg.)? YES ☐ NO ☑ Dimensions proposed: sf

Proposed Awning: YES ☐ NO ☐ If yes, is awning backlit? YES ☐ NO ☐
Heigth of awning 36" Length of awning 42' Depth of awning 24'
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: box area / 13 sf

Information on *existing and previously permitted* signage:
Freestanding (e.g. pole) sign? YES ☑ NO ☐ Dimensions proposed: 7 ft X 8 ft; Height from grade: 16
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: Sokunthy Yean *Date:* 02/11/16

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

Inspections Division
Date: 02/29/16

Portland, Maine | Yes. Life's good here.

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,
- [x] 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: Sokunthy Yean Date: 02/11/16

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.