Inspections Division
Date: 01/10/14

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: 125 Auburn Street

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

OWNER Name/Address:
Name: A&D Realty, LLC
Address: 80 Hayden Ave
Lexington, MA 02421

Telephone:

E-Mail:

LEASEE/BUYER Info (if Applicable)
H&R Block

CONTRACTOR
Name: C&S Signs
Address: 5 Christing Dr. Unit A
Hudson, NH 03051
Phone: 603-231-3602 E-Mail: Mike@cssigns.net

Total S.F. signage $ 68
(Sq Ft = ___ x $2.00)
SF + $30 Fee: **$ 30**
Historic ($75): $ ____
Awning Fee: $ ____
TOTAL FEE: $ 98

Awning Fee = Cost of Work: $ _____ ($30/first $1000; $10 each additional $1000)

Who should we contact when the permit is ready: Name: Mike Schwerin Phone: 530-356-6532
Address 5 Christine Dr. Unit A, Hudson, Nh 03051 E-Mail: Mike@cssigns.net

Tenant/allocated building space frontage (in feet): Length: 32' Height: 20'
Lot frontage (in feet): 120' Single Tenant or Multi-Tenant Lot: Single Tenant

Current Specific Use: H&R Block Commercial
If vacant, what was prior use: ____
Proposed Use: Same

Information on proposed sign(s)
Freestanding (e.g. pole) sign? YES ☐ NO ☑ Dimensions proposed: ____ Height from grade: ____
BLDG Wall Sign (attached to bldg.)? YES ☑ NO ☐ Dimensions proposed: 30" x 13' 5.6"

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: 6'
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: Michael Schwerin *Date:* 10/21/13

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

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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.
- [x] Letter of permission from the property owner indicating the specific permissions granted and the tenant/space building frontage.
- [x] 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.
- [x] 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.
- [x] A UL# is required for lighted signs at the time of final inspection
- [x] Photos of existing signage
- [x] Details for sign fastening, attachment or mounting in the ground.

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:
$30 for the first $1000 of cost of work; $10 for each additional $1000 of cost of work

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

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