

# DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

BU...TION

## PERMIT

Permit Number: 081558

Please Read Application And Notes, If Any, Attached

This is to certify that OAKPOINT LLC /Sign Design

has permission to Amendment to #08-1318 - new standing sign panel (5' x 5') on existing base

AT 94 AUBURN ST CB 375 A023001

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and written permission procured before this building or part thereof is lathed or otherwise red-in. 24 HOURS NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

### OTHER REQUIRED APPROVALS

Fire Dept. \_\_\_\_\_

Health Dept. \_\_\_\_\_

Appeal Board \_\_\_\_\_

Other \_\_\_\_\_  
Department Name

*12/19/08* *Chf. A. M.*  
Director - Building & Inspection Services

**PENALTY FOR REMOVING THIS CARD**

**City of Portland, Maine - Building or Use Permit Application**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 08-1558	Issue Date: 12/19/08	CBL: 375 A023001
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Location of Construction: 94 AUBURN ST	Owner Name: OAKPOINT LLC	Owner Address: 88 ROUND HILL RD # 2	Phone: 207-871-1290
Business Name:	Contractor Name: Sign Design Inc	Contractor Address: PO Box 207 Westbrook	Phone: 2078562600
Lessee/Buyer's Name	Phone:	Permit Type: Signs - Permanent	Zone: B-1

Past Use: Commercial - offices	Proposed Use: Commercial - Amendment to #08-1318 - new freestanding sign <sup>cabinet</sup> panel (5' x 5') on existing base	Permit Fee: \$30.00	Cost of Work: \$0.00	CEO District: 5
Proposed Project Description: Amendment to #08-1318 - new freestanding sign <sup>cabinet</sup> panel (5' x 5') on existing base		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: B Type: <i>signature</i> IBC-2003	
		Signature:	Signature: 12/19/08 <i>CHM</i>	
		PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)		
		Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied		
		Signature: _____ Date: _____		

Permit Taken By: lmd	Date Applied For: 12/11/2008	<b>Zoning Approval</b>		
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<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..</p>	<p><b>Special Zone or Reviews</b></p> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <p>Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/></p> <p>OK Date: 12/15/08 <i>ABU</i></p>	<p><b>Zoning Appeal</b></p> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied <p>Date: _____</p>	<p><b>Historic Preservation</b></p> <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied <p><i>ABU</i> Date: _____</p>
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**CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

**BUILDING PERMIT INSPECTION PROCEDURES**

**Please call 874-8703 or 874-8693 (ONLY )**

**to schedule your inspections as agreed upon**

**Permits expire in 6 months, if the project is not started or ceases for 6 months.**

The Owner or their designee is required to notify the inspections office for the following inspections and provide adequate notice. Notice must be called in 48-72 hours in advance in order to schedule an inspection:

**By initializing at each inspection time, you are agreeing that you understand the inspection procedure and additional fees from a "Stop Work Order" and "Stop Work Order Release" will be incurred if the procedure is not followed as stated below.**

**A Pre-construction Meeting will take place upon receipt of your building permit.**

  X   **Final inspection required at completion of work.**

Certificate of Occupancy is not required for certain projects. Your inspector can advise you if your project requires a Certificate of Occupancy. All projects DO require a final inspection.

**If any of the inspections do not occur, the project cannot go on to the next phase, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.**

**CERIFICATE OF OCCUPANICES MUST BE ISSUED AND PAID FOR, BEFORE THE SPACE MAY BE OCCUPIED.**

\_\_\_\_\_  
Signature of Applicant/Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Inspections Official

\_\_\_\_\_  
Date

*Mailed*

**City of Portland, Maine - Building or Use Permit**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

<b>Permit No:</b> 08-1558	<b>Date Applied For:</b> 12/11/2008	<b>CBL:</b> 375 A023001
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<b>Location of Construction:</b> 94 AUBURN ST	<b>Owner Name:</b> OAKPOINT LLC	<b>Owner Address:</b> 88 ROUND HILL RD # 2	<b>Phone:</b> 207-871-1290
<b>Business Name:</b>	<b>Contractor Name:</b> Sign Design Inc	<b>Contractor Address:</b> PO Box 207 Westbrook	<b>Phone</b> (207) 856-2600
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Signs - Permanent	

<b>Proposed Use:</b> Commercial - Amendment to #08-1318 - new freestanding sign cabinet ( 5' x 5') on existing base	<b>Proposed Project Description:</b> Amendment to #08-1318 - new freestanding sign cabinet ( 5' x 5') on existing base
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<b>Dept:</b> Zoning	<b>Status:</b> Approved	<b>Reviewer:</b> Ann Machado	<b>Approval Date:</b> 12/18/2008	<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
<b>Note:</b>				
<b>Dept:</b> Building	<b>Status:</b> Approved with Conditions	<b>Reviewer:</b> Chris Hanson	<b>Approval Date:</b> 12/19/2008	<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
<b>Note:</b>				
1) Signage Installation to comply with Chapter 31 of the IBC 2003 building code.				
2) Application approval based upon information provided by applicant. Any deviation from approved plans requires separate review and approval prior to work.				

<b>Comments:</b> 12/16/2008-amachado: Left message for Diana to call me. Is the new panel going on the existing base? What is the height of the base?
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12/8/08 - Revised

# Signage/Awning Permit Application

Verbal approval 10/23/08

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: <u>94 Auburn St.</u>		
Tax Assessor's Chart, Block & Lot Chart# <u>375</u> Block# <u>A</u> Lot# <u>023</u>	Owner: <u>B. Catherine Carton</u> <u>88 Round Hill Rd. Apt 2</u> <u>North Hampton, MA 01060-2167</u>	Telephone: <u>Boulos Prop. Mgmt</u> <u>871-1290</u>
Lessee/Buyer's Name (If Applicable) <u>N/A</u>	Contractor name, address & telephone: <u>SIGN DESIGN, INC.</u> <u>P.O. Box 207</u> <u>WESTBROOK, ME</u> <u>04098</u>	Total s.f. of signage $\leq$ \$2.00 Per s.f. plus \$30.00/\$65.00 For H.D. signage= Total Fee: \$ _____ Awning Fee= cost of work _____ Total Fee: \$ _____
Who should we contact when the permit is ready: <u>DIANA/ROGER</u> phone: <u>856-2600</u>		
Tenant/allocated building space frontage (feet): Length: <u>115'</u> Height: <u>30'</u> <u>DEC 11 2008</u> Lot Frontage (feet) <u>140'</u> Single Tenant or <u>(Multi Tenant Lot)</u>		
Current Specific use: <u>offices</u> If vacant, what was prior use: _____ Proposed Use: _____		
<b>Information on proposed sign(s):</b> Freestanding (e.g., pole) sign? Yes <input checked="" type="checkbox"/> No _____ Dimensions proposed: <u>12' x 8' - revision 6' x 5'</u> Height from grade: <u>11'</u> * Bldg. wall sign? (attached to bldg) Yes <input checked="" type="checkbox"/> No _____ Dimensions proposed: <u>2' x 12'</u> <u>stays same</u> (permitted 08-19-11) * Adding to existing brick base with the additional 1 foot header on the existing cabinet Proposed awning? Yes <input checked="" type="checkbox"/> No _____ Is awning backlit? Yes _____ No _____ Height of awning: _____ Length of awning: _____ Depth: _____ Is there any communication, message, trademark or symbol on it? Yes _____ No _____ If yes, total s.f. of panels w/communications, message, trademark or symbol: _____ s.f.		
<b>Information on existing and previously permitted sign(s):</b> Freestanding (e.g., pole) sign? Yes <input checked="" type="checkbox"/> No _____ Dimensions: <u>2' x 5'</u> Bldg. wall sign? (attached to bldg) Yes <input checked="" type="checkbox"/> No _____ Dimensions: <u>2' x 5'</u> (5) Awning? Yes _____ No _____ Sq. ft. area of awning w/communication: _____ new cabinet 5' x 5'		
A site sketch and building sketch showing exactly where existing and new signage is located must be provided. Sketches and/or pictures of proposed signage and existing building are also required.		

Please submit all of the information outlined in the Sign/Awning Application Checklist. Failure to do so may result in the automatic 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](http://www.portlandmaine.gov), stop by the Building Inspections office, room 315 City Hall or call 874-8703.

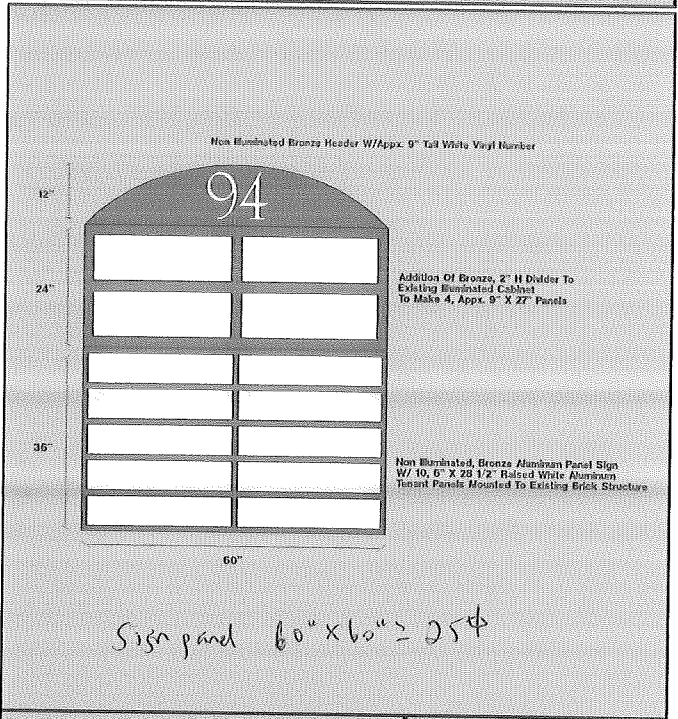
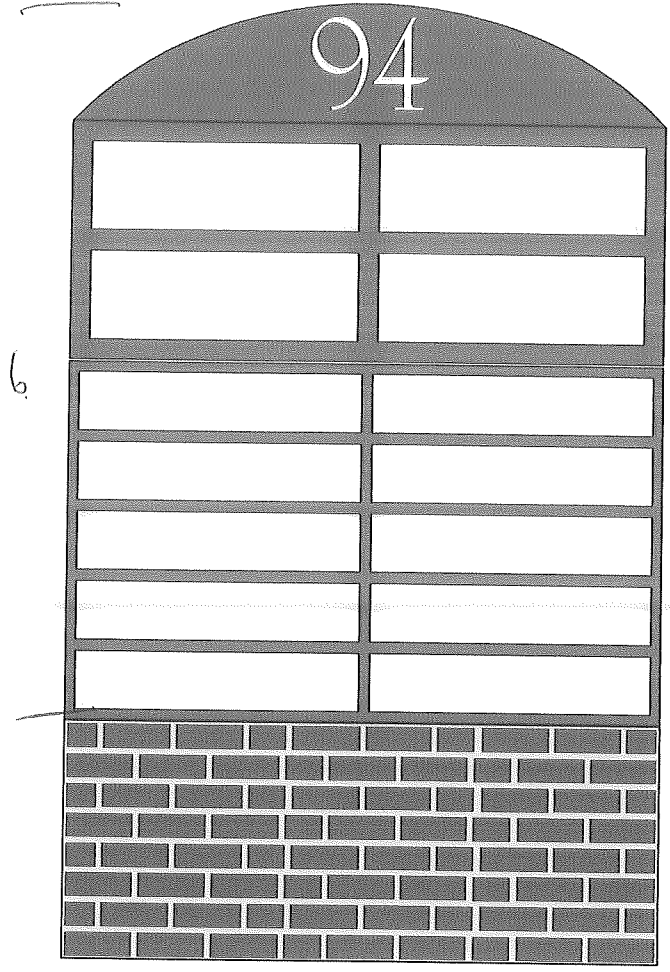
I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, 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: Diana Olmstead Date: 10/1/08

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

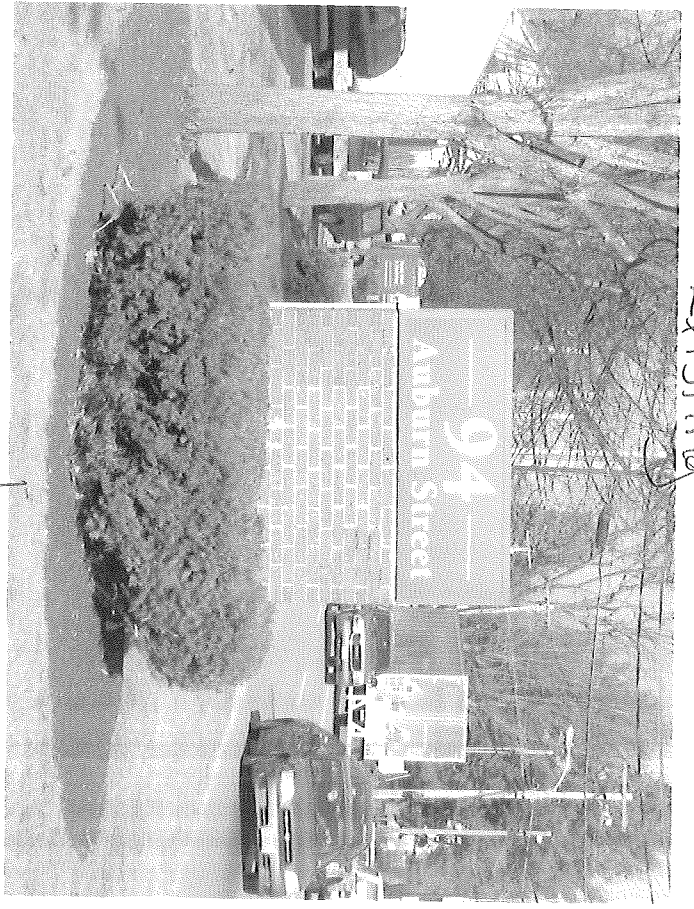
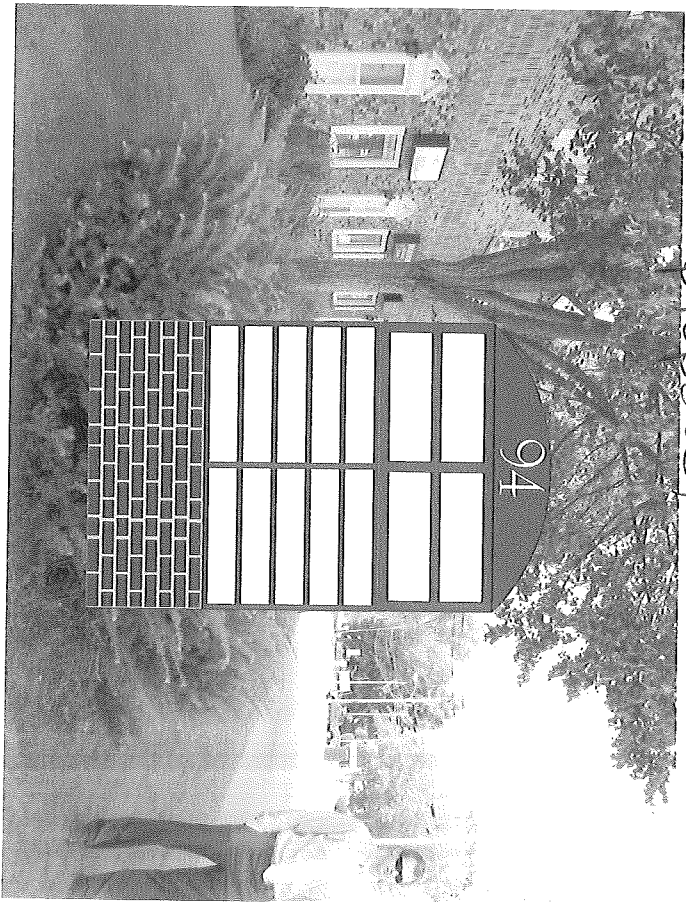
B1-m-1h-h-wat. (1-25 acres)  
59,785 sq ft  
100 ft max  
max height 16' - 11' ok  
- proposed 60" x 60" = 250 sq ft.

This Design Is The Property Of  
**Sign Design Inc.**  
 306 Warren Ave. Portland, ME  
 Phone: 207-856-2600 Fax: 207-856-7600



This proof may reflect color shifts due to the color conversion from ink to panel and or vinyl. Also, PMS colors will be approximated to the best of our ability.  
 Customer supplied artwork files (300 dpi required) will be used as is, and Sign Design Inc. is not responsible for any faults in the design.  
 Any black outlines appearing on this proof are for representation only. They are to distinguish sign components such as borders, retainers, faces and reveals. Unless otherwise specified, they are not considered as part of the sign graphics.  
 Customer approval is a signed confirmation that dimensions, colors, spelling, graphics and all other job specified are correct.

Client: Boulos rev. 3  
 File: boulos comp. 2  
 Date: 12-1-08  
 Approval:

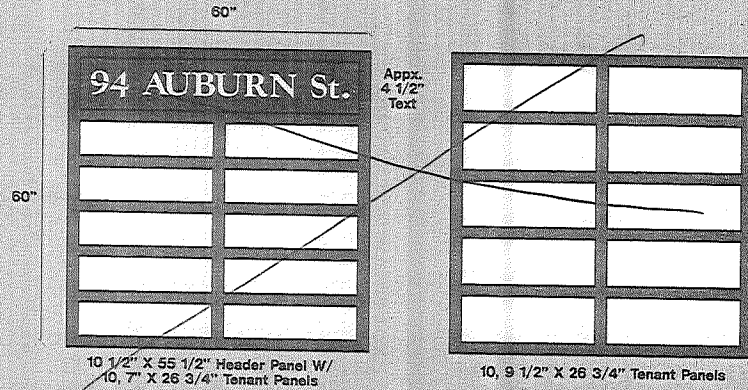




Old sign - permit # 08-1318

This Design Is The Property Of **Sign Design Inc.** 306 Warren Ave. Portland, ME  
 Phone: 207-856-2600 Fax: 207-856-7600

Double Sided, Interior Illuminated Sign Cabinet W/ Lexan Sign Faces & Vinyl Graphics



This proof may reflect color shifts due to the color conversion from ink to paint and/or vinyl. Also, PMS colors will be approximated to the best of our ability.

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Any black outlines appearing on this proof are for representation only. They are to distinguish sign components such as borders, retainers, faces and reveals. Unless otherwise specified, they are not considered as part of the sign graphics.

Client: Boulos  
 File: boulos comp. 2  
 Date: 9-29-08

Approval:

Customer approval is a signed confirmation that dimensions, colors, spelling, graphics and all other job specifics are correct.



This Design Is The Property Of **Sign Design Inc.** 306 Warren Ave. Portland, ME  
 Phone: 207-856-2600 Fax: 207-856-7600

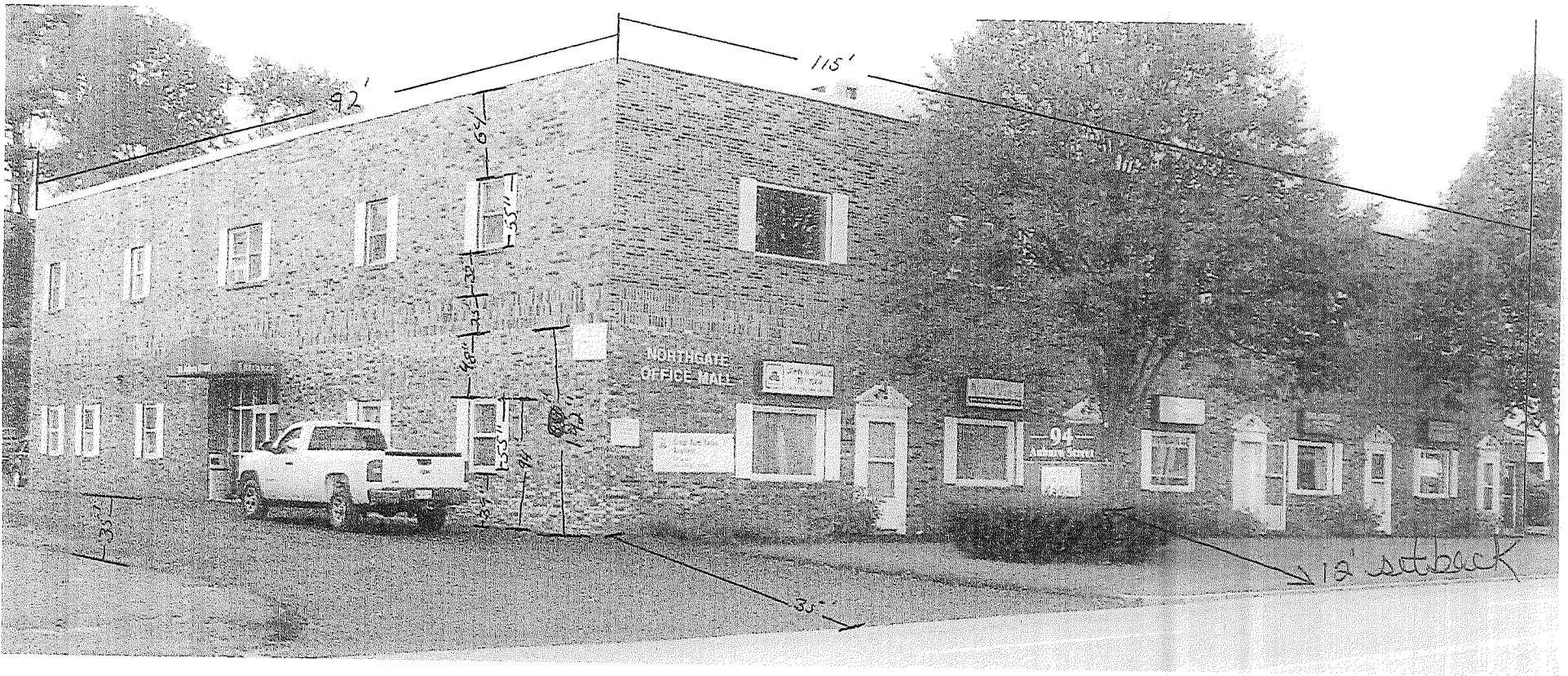
Double Sided, Non Illuminated, Architectural Metal Sign W/ Attached, 90° White Dimensional Text



Client: Boulos  
 File: boulos comp. 2  
 Date: 9-29-08

Approval:

This proof may reflect color shifts due to the color conversion from ink to paint and/or vinyl. Also, PMS colors will be approximated to the best of our ability.  
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92'

115'

64"

55"

48"  
30"  
30"

53"

132"

NORTHGATE  
OFFICE MALL

94

94

12' setback

36"

Southern St



Fax Cover Page

Date: Wednesday October 15, 2008

Time: 10:53 am

From: Caston,Heather

Extension:235

Fax Number:98567600

RE: Attn: Diana

**ACORD CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)  
10/15/2008

PRODUCER (207) 774-6257 FAX: (207) 774-2994  
**Clark Associates**  
 2385 Congress Street  
 P O Box 3543  
**Portland ME 04104**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

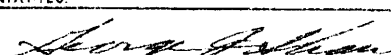
INSURED  
**OAKPOINT, LLC**  
 C/O BOULOS PROPERTY MGMT  
 1 CANAL PLZ  
**PORTLAND ME 04101**

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A <b>Peerless Indemnity</b>	<b>18333</b>
INSURER B	
INSURER C	
INSURER D	
INSURER E	

**COVERAGES**  
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ACDL	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A			<b>GENERAL LIABILITY</b>	BOP8512182	9/29/2008	9/29/2009	EACH OCCURRENCE \$ 2,000,000
			<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				CLAIMS MADE <input checked="" type="checkbox"/> OCCUP
			GEN'L AGGREGATE LIMIT APPLIES PER				NEC EXT (ADV ONE PERSON) \$ 5,000
			<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> ISO <input type="checkbox"/> LEO				PERSONAL & ADV INJURY \$ 2,000,000
			<b>AUTOMOBILE LIABILITY</b>				GENERAL AGGREGATE \$ 4,000,000
			<input type="checkbox"/> ANY AUTO				PRODUCTS - COMPRE AGG \$ 4,000,000
			<input type="checkbox"/> ALL OWNED AUTOS				
			<input type="checkbox"/> SCHEDULED AUTOS				
			<input type="checkbox"/> HIRED AUTOS				
			<input type="checkbox"/> NON-OWNED AUTOS				
			<b>GARAGE LIABILITY</b>				COMBINED SINGLE LIMIT (EA OCCUR) \$
			<input type="checkbox"/> ANY AUTO				BODILY INJURY (PERSONAL) \$
							BODILY INJURY (FELONY) \$
							PROPERTY DAMAGE (PERSONAL) \$
							OTHER THAN EA ACC (AUTO ONLY) AGG \$
			<b>EXCESS/UMBRELLA LIABILITY</b>				EACH OCCURRENCE \$
			<input type="checkbox"/> OCCUP <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
			<input type="checkbox"/> DEBITABLE				\$
			<input type="checkbox"/> RETENTION \$				\$
			<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				MAXIMUM \$ 100,000,000
			ANY PROPRIETOR PARTNER EXECUTIVE OFFICER MEMBER EXCLUDED				OTH-ER \$
			THIS DESCRIBES SPECIAL PROVISIONS ONLY				EL EACH ACCIDENT \$
			OTHER				EL EMPLOYER-FA EMPLOYEE \$
							EL DISEASE-POLICY LIMIT \$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS  
 The City of Portland is an additional insured with respect to General Liability.  
 RE: Sign

CERTIFICATE HOLDER	CANCELLATION
<b>The City of Portland</b> 389 Congress Street Portland, ME 04101	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <b>10</b> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Jeff Shaw/ENDC 

MAY-22-2004 07:47P FROM:SHAY&GLY  
10/05/2008 11:39 2078567690

207-879-2510 TO:12077722647  
SIGN DESIGN INC

P.1  
PAGE 01

Attn: Shay

772-8647



**Sign Contractors**

P.O. Box 207  
Westbrook, ME 04090  
(207) 858-2600 \* FAX (207) 858-7000  
1-800-848-9037  
signdesi@tshva.com  
**A Full Service Sign Company**

RE:

To Whom It May Concern:

As the owner (or owner representative) of the property located at:

94 AUBURN ST  
PORTLAND ME 04103

I authorize Sign Design Inc. to install signs/sign face replacements  
as detailed on attached paperwork.

Dawn B. Goddard 10-15-08  
Signature Date  
Property Manager - Bales Property Management  
DAWN GODDARD  
Print Name

**Sign Design Inc.**

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**From:** "Stevens, Nate" <nstevens@Boulos.com>  
**To:** "Sign Design Inc." <signdesi@maine.rr.com>  
**Sent:** Wednesday, October 15, 2008 10:56 AM  
**Attach:** Landlord Authorization Letter-94 Auburn.pdf  
**Subject:** 94 Auburn Authorization Letter

Di, attached is the authorization letter.

Thank you.

Nate Stevens | Associate Broker  
CB Richard Ellis | The Boulos Company– Brokerage Services  
One Canal Plaza | Fifth Floor | Portland ME 04101  
T 207.772.1333 | C 207.272.2385 | F 207.871.1288  
nstevens@boulos.com | www.boulos.com

10/15/2008