Inspections Division
Date: 11/20/13

Building Inspections - RE: Sign Permit Application

From: Carolynn Plummer <carolynn.plummer@martinspoint.org>
To: "'buildinginspections@portlandmaine.gov'" <buildinginspections@portlandm...
Date: 11/5/2013 9:29 AM
Subject: RE: Sign Permit Application
Attachments: 27 Northport Drive Site Map.pdf; 27 Northport Drive Site Map2.pdf; 901 Site Map.pdf; Permit application.pdf; Pic of 901 sign.pdf; Size & pic of sign.pdf

Hello,

Currently, we have (1) 901 Washington Avenue monument sign, we are going to have the vendor make a change to and we were planning to move to 27 Northport Drive if approved. The sign is currently located to the left of the front of the 901 building facing Washington Avenue. We would like to move to the left of the 27 Northport Building on Washington Avenue.

Please see attached plot plans above. Square footage total: 75.74"h x 40"w x 10"d. I rounded to the nearest foot which is 22'.

Let me know if you need anything else.

I look forward to working with you.

Respectfully,
Carolynn

From: buildinginspections@portlandmaine.gov [mailto:buildinginspections@portlandmaine.gov]
Sent: Tuesday, November 05, 2013 8:34 AM
To: Carolynn Plummer
Subject: RE: Sign Permit Application

Carolynn
Your permit application is a little unclear, can you provide a synopsis of what/how many and where are the sign (s?) going? If you can re-do your plot plans to show exact locations and dimensions etc as required? This application cannot go forward without this info. Also, please double check your cost of work vs the total square FOOTAGE charges. You show a lot more sq ft than what your dimensions show.

>>> Carolynn Plummer <carolynn.plummer@martinspoint.org> 11/4/2013 2:16 PM >>>
Please let me know if you need anything else.

From: buildinginspections@portlandmaine.gov [mailto:buildinginspections@portlandmaine.gov]
Sent: Monday, November 04, 2013 1:54 PM
To: Carolynn Plummer
Subject: RE: Sign Permit Application

The Inspections Division has received your application and has done a preliminary completeness check of your documents. It has been determined that your application does not meet the minimum requirements.

Inspections Division
Date: 11/20/13

Please review the items below and/or review the entire expectations at this link:
http://www.portlandmaine.gov/planning/applicantsubmittalelectronicplanreview.pdf

Items to complete your submittal MAY be (***PLEASE NOTE ITEMS BOLD, ITALICIZED AND UNDERLINED***):

1. ***Your submittal is not provided as separate PDFs (per document)***

2. You are missing important document requirement(s); please ***check the checklist***.

3. The application is missing vital information; it needs to be filled out in its entirety!

4. ***Your PDFs are not titled correctly; you need to name the documents what they are*** or follow the naming convention on the website (for more detailed building plans, see link above.)

Please note; providing completed applications as required WILL quicken the process for you to receive your issued permits. We cannot enter permits into the system without completed applications AND payment of fees. (In that order) within 24-48 hours.

If we haven't heard from you in 24-48 hours, unfortunately we need to delete the e-mail from our system. You will then need to resubmit the entire application for review.

>>> Carolynn Plummer <carolynn.plummer@martinspoint.org> 11/4/2013 1:36 PM >>>
Hello,

Please see attached application with drawings and explanation. We would like to move our existing 901 Washington Avenue monument sign to 27 Northport Drive to the left of the building after the faceplate is changed. Do we need to ask for a separate permit for the electrician?

I will mail the check to you if that works. Don't hesitate to ask if you have any questions.

Thanks,
Carolynn

From: buildinginspections@portlandmaine.gov [mailto:buildinginspections@portlandmaine.gov]
Sent: Monday, November 04, 2013 11:48 AM
To: Carolynn Plummer
Subject: Re: Sign Permit Application

Here's the link...

http://www.portlandmaine.gov/planning/buildingpermitapplications.asp

>>> Carolynn Plummer <carolynn.plummer@martinspoint.org> 11/4/2013 11:24 AM >>>
Hello,

Can you send me a Sign Permit Application? I tried using the link Inspection Services on-line, however, it returns me back to the home page.

Inspections Division
Date: 11/20/13

Thanks,
Carolynn

Carolynn Plummer
Project Manager
Support Services
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207-252-8679 Mobile
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