



# Signage/Awning Permit Application

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:		
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot#	Owner:	Telephone:
Lessee/Buyer's Name (If Applicable)	Contractor name, address & telephone:	Total s.f. of signage x \$2.00 Per s.f. plus \$30.00 For H.D. signage \$75.00 Fee: \$ _____ Awning Fee= cost of work _____ Total Fee: \$ _____
Who should we contact when the permit is ready: _____ phone: _____		
<b>Tenant/allocated building space frontage (feet):</b> Length: _____ Height _____ Lot Frontage (feet) _____ Single Tenant or Multi Tenant Lot _____		
<b>Current Specific use:</b> _____ If vacant, what was prior use: _____ Proposed Use: _____		
<b>Information on proposed sign(s):</b> Freestanding (e.g., pole) sign? Yes ___ No ___      Dimensions proposed: _____ Height from grade: _____ Bldg. wall sign? (attached to bldg) Yes ___ No ___      Dimensions proposed: _____		
<b>Proposed awning?</b> Yes ___ 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 ___ No ___      Dimensions: _____ Bldg. wall sign? (attached to bldg) Yes ___ No ___      Dimensions: _____ Awning? Yes ___ No ___      Sq. ft. area of awning w/communication: _____		
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.

<b>Signature of applicant:</b>	<b>Date:</b>
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This is not a permit; you may not commence ANY work until the permit is issued.