

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND BUILDING PERMIT

**This is to certify that**

PORTLAND COMPANY THE

**Located at**

58 FORE ST

**PERMIT ID:** 2014-01010

**ISSUE DATE:** 06/02/2014

**CBL:** 018 A001001

has permission to **Special Event; Casablanca Comics - in bldg #6 & bldg #2**  
**Date of Event: 05/18/14**

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

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise cloed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be procured prior to occupancy.

*/s/ Chris Pirone*

*/s/ Tammy Munson*

**Fire Official**

**Building Official**

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY  
THERE IS A PENALTY FOR REMOVING THIS CARD**

***Approved Property Use - Zoning***

***Building Inspections***

***Fire Department***

Portland Yacht Services/Boat Yard/Train  
Museum/Special events/offices

BUILDING PERMIT INSPECTION PROCEDURES  
Please call 874-8703 (ONLY)  
or email: [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)

**Check the Status or Schedule an Inspection On-Line at  
<http://www.portlandmaine.gov/planning/permitstatus.asp>**

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**
- **Per Section 107.3.1 of the Maine Uniform Building and Energy Code (MUBEC). One set of printed approved stamped construction documents shall be kept at the site of work and shall be open to inspection by building officials.**

## **REQUIRED INSPECTIONS:**

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.

<b>City of Portland, Maine - Building or Use Permit</b>		<b>Permit No:</b> 2014-01010	<b>Date Applied For:</b> 05/13/2014	<b>CBL:</b> 018 A001001
389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716				
<b>Proposed Use:</b> Same: Mixed Uses: Portland Yacht Services/Boat Yard/Train Museum/Special Events/Offices		<b>Proposed Project Description:</b> Special Event; Casablanca Comics - in bldg #6 & bldg #2 Date of Event: 05/18/14		
<b>Dept:</b> Zoning	<b>Status:</b> Approved	<b>Reviewer:</b> Marge Schmuckal	<b>Approval Date:</b> 05/13/2014	<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
<b>Note:</b>				
<b>Conditions:</b>				
<b>Dept:</b> Building	<b>Status:</b> Approved	<b>Reviewer:</b> Tammy Munson	<b>Approval Date:</b> 05/28/2014	<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
<b>Note:</b>				
<b>Conditions:</b>				
<b>Dept:</b> Fire	<b>Status:</b> Approved w/Conditions	<b>Reviewer:</b> Chris Pirone	<b>Approval Date:</b> 05/20/2014	<b>Ok to Issue:</b> <input checked="" type="checkbox"/>
<b>Note:</b>				
<b>Conditions:</b>				
1) HEATERS:				
<ul style="list-style-type: none"> <li>• Portable space heaters are not allowed, unless specifically approved in the Public/Special Event permit.</li> </ul>				
FLAMMABLES:				
<ul style="list-style-type: none"> <li>• No PROPANE cylinders, flammable GASES, liquids or solids, are allowed in any building, enclosed tent or structure, unless specifically allowed on the approved permit.</li> <li>Exception: Up to two 16.4 oz. disposable bottles of propane/butane are allowed per exhibitor.</li> <li>• Natural gas use is required in venues which have pre-plumbed natural gas hook-ups.</li> </ul>				
2) DECORATIONS:				
<ol style="list-style-type: none"> <li>1. Decorative materials, booth walls, pipe and drape, etc. must be effectively FLAME-PROOFED or made of materials acceptable to the Fire Prevention Bureau.</li> <li>2. • Signs, banners and other decorative materials may not be suspended from or attached to, the fire sprinkler piping or sprinkler heads.</li> <li>3. • All displays must remain at least 36" below any building fire sprinkler heads.</li> </ol>				
3) . EXITS:				
<ol style="list-style-type: none"> <li>1. Unless specifically allowed by the Fire Prevention Bureau and shown on the approved floor plan, all exits must be:</li> <li>2. • Unobstructed.</li> <li>3. • Not covered with drape or other items.</li> <li>4. • Unlocked and in no way impaired.</li> <li>5. • Required exits in large bulk space areas in buildings may require lighted battery back-up exit signs.</li> <li>6. • Outside fenced events require regulation exits (maximum 100' travel distance to reach an exit)</li> <li>7. and approved exit signs.</li> </ol>				

- 4) D. Location and dimensions, drawn to scale, of:
- TABLES:** All seating and dining areas must show detail of chair and table set-up, aisle width and table spacing.
1. Table rounds must be spaced a minimum of 6', from table edge to table edge.
  2. Banquet tables, 4' to 8' long, must be spaced:
    3. A minimum of 31" apart when seating on one side.
    4. A minimum of 50" apart when seating on both sides.
- CHAIRS:**
1. When arranged, rows must NOT contain more than 14 chairs.
  2. Seats must have a minimum clear space of 12" between rows.
  3. Aisles between rows of chairs should be 4' wide or more, but may vary depending on aisle lengths.
  4. When seats exceeding 300 in number are arranged in rows, the three chairs at both ends of each row must be securely fastened (bonded) together.
- AISLES:**
1. At trade shows in hotels or ballrooms, minimum aisle widths of 8' are required.
  2. At trade shows in larger facilities, minimum aisle widths of 10' are required.
  3. Depending on square footage, aisles may be required around displays.
  4. Large island booths must show any required aisles which pass through the island.
  5. Aisles passing support columns must have 36" minimum clearance from the column.
- 5) C. Location and dimensions, in feet and inches, plus total square footage, of each area, including:
1. Stages
  2. Display Areas
  3. Booths
  4. Islands
  5. Registration Desks
  6. Food Carts or Food Booths
  7. Motor Vehicles
  8. Operating Machinery
  9. Hazardous Operations
  10. Any other items set up in any lobby or floor area.
- 6) B. The following information is **REQUIRED ON ALL FLOOR PLANS** and must be clearly indicated:
1. Event name and dates of actual operation.
  2. Name of each area to be used (Hall, Room, Parking Lot, etc.)
  3. Location and use of bulk spaces.
- 7) A.
1. A detailed floor plan, clearly drawn to scale, must be present.
  2. Plans must be an actual representation of the event.
- 8) The occupant load shall be posted.
- 9) **CLEAR AND VISIBLE ACCESS** must be provided for **ALL**:
1. Exits
  2. Fire Extinguishers
  3. Fire alarm pull stations
- 10) The event shall comply with City Code Chapter 10.  
<http://www.portlandmaine.gov/citycode/chapter010.pdf>