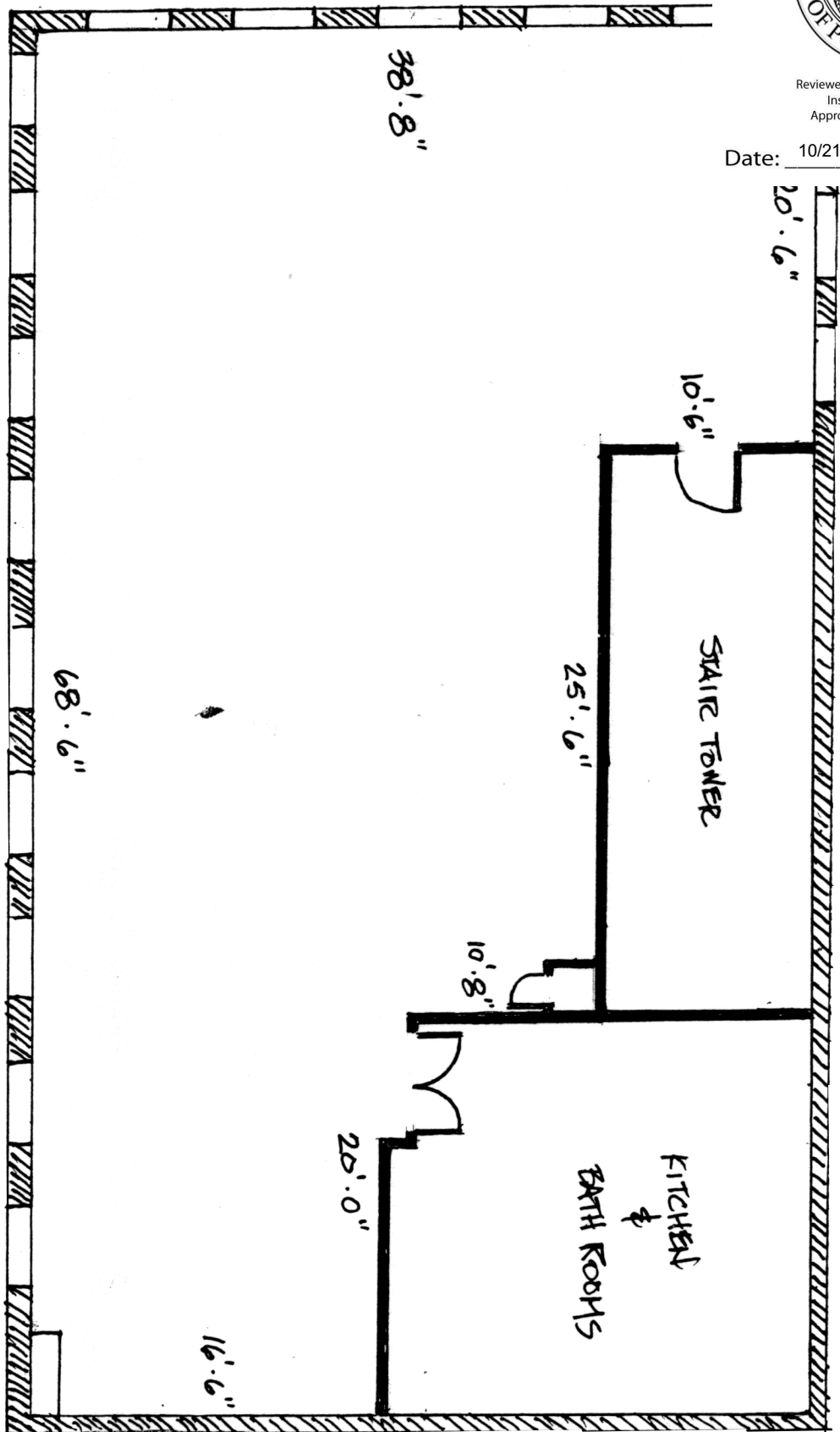




Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 10/21/14



Ceiling Height 10'4"
Room 1875 SF +

THE PORTLAND CO
BLDG & EVENT ROOM
SCALE 1/8"



Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 10/21/14



75 York Street, Portland
207.879.1838 ■ becker:

58 FORE STREET BLD. EVAL.
PORTLAND, ME 04101

BUILDING 1 FLOOR PLAN

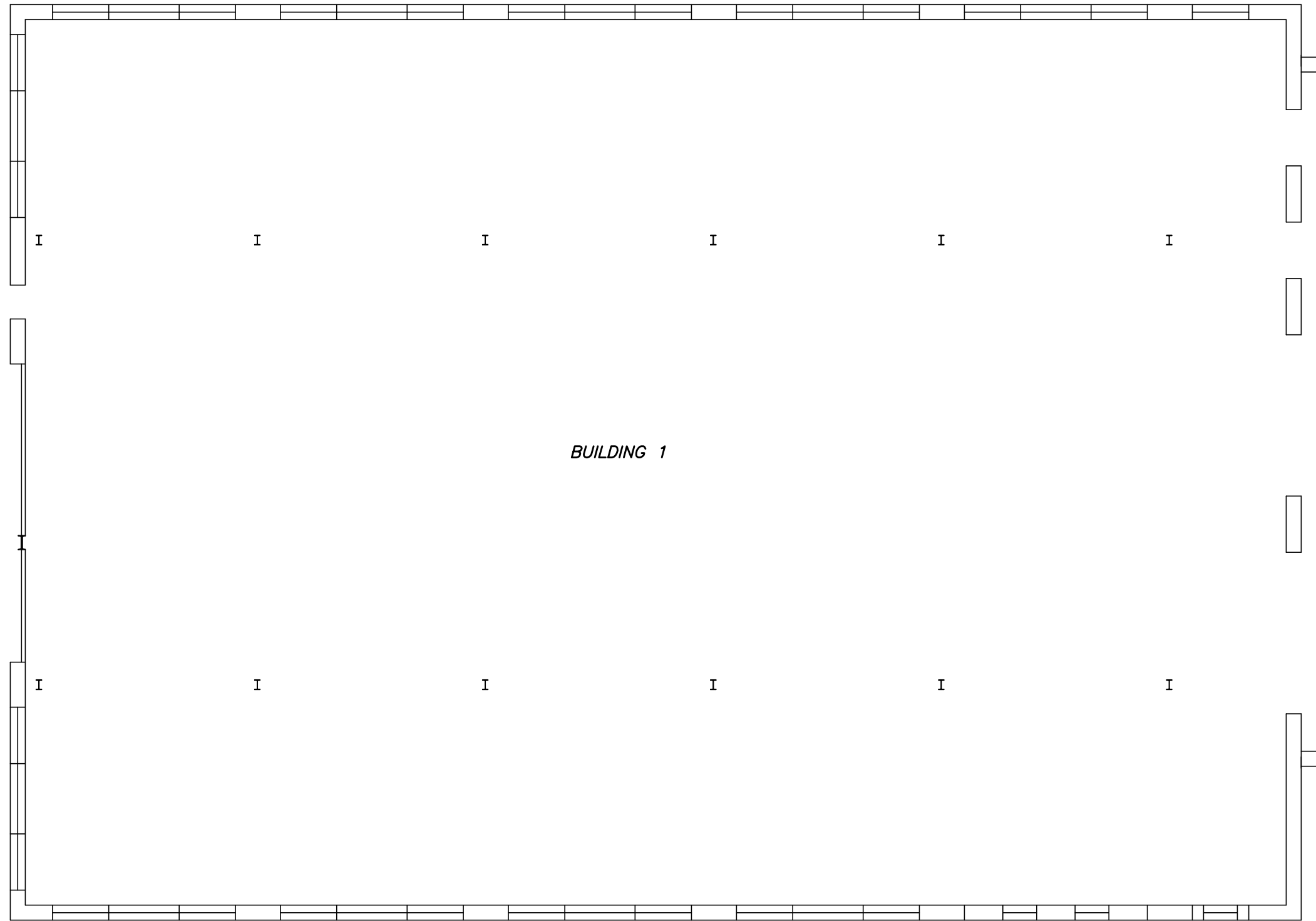
Designed	Scale
Drawn	Date
Checked	Becker Job Number

NOTED

PCH 3/18/14

EAR 3265

1-1



FIRST FLOOR PLAN
3/32"=1'-0"

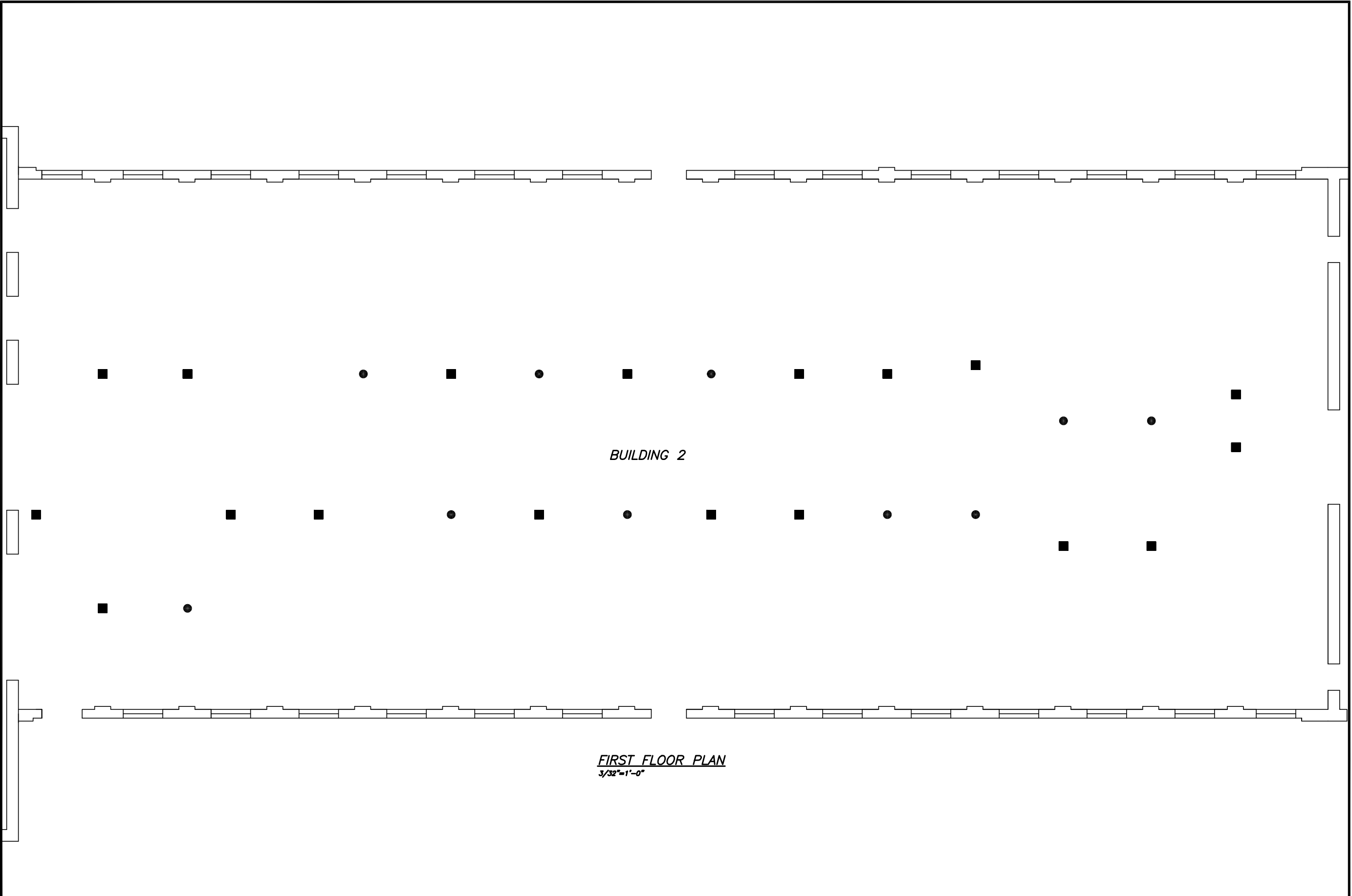


Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 10/21/14



75 York Street, Portland
207.879.1838 ■ becker:



BUILDING 2

FIRST FLOOR PLAN
3/32"=1'-0"

58 FORE STREET BLD. EVAL.
PORTLAND, ME 04101

BUILDING 2 FLOOR PLAN

Designed	Scale
Drawn	Date
Checked	Becker Job Number

NOTED

PCH 3/18/14

EAR 3265

2-1

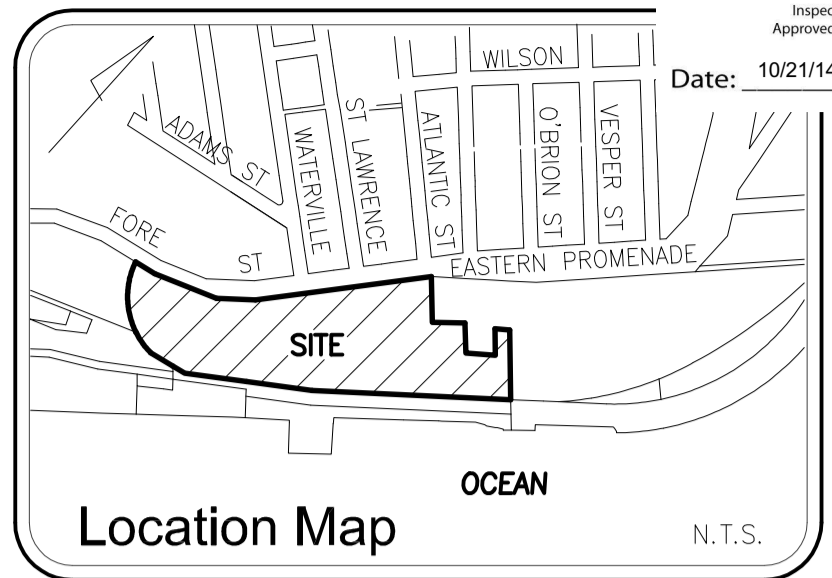


Reviewed for Code Compliance
Inspector's Division
Approved with Conditions

Date: 10/21/14

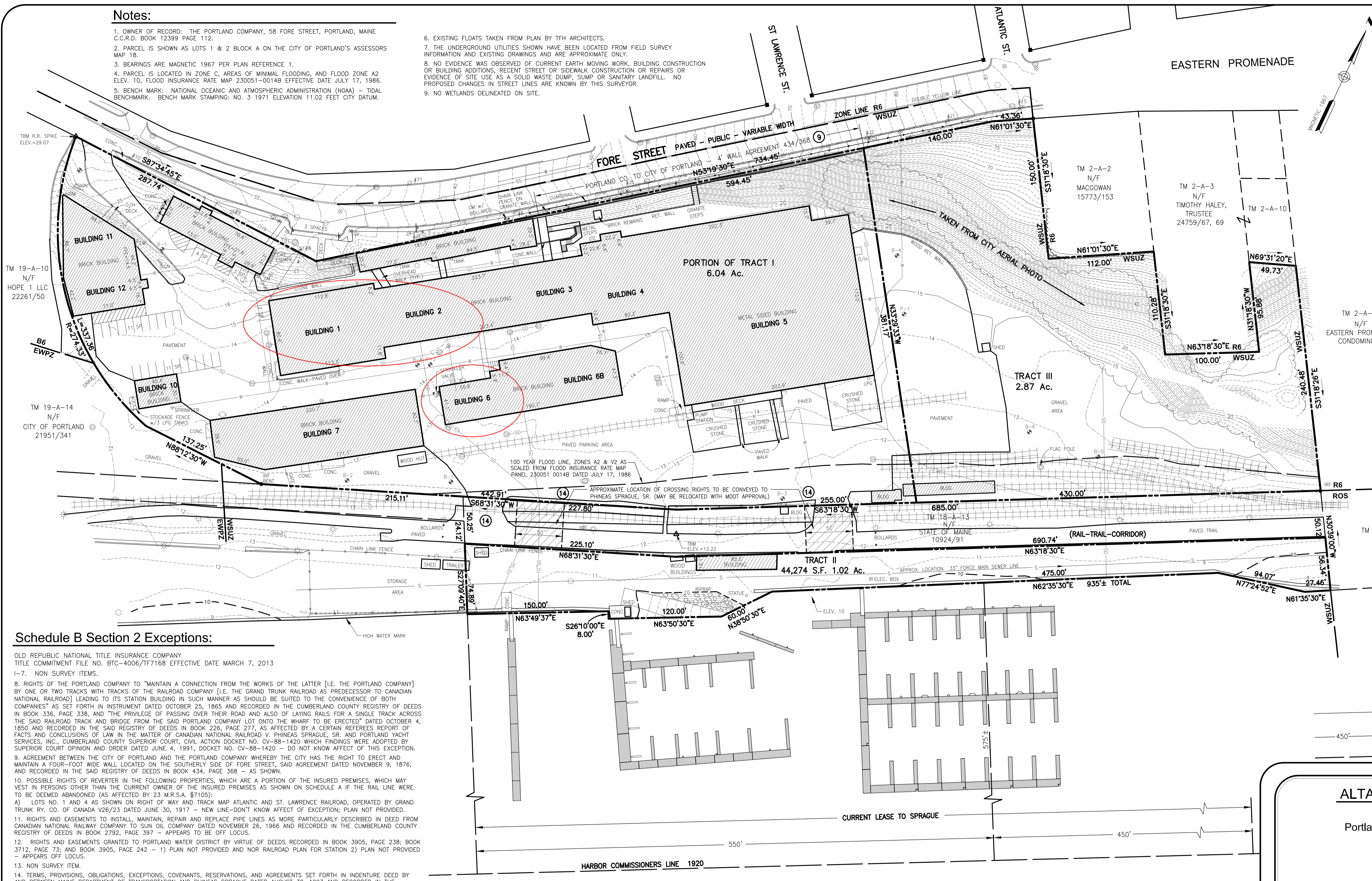
Notes:

- OWNER OF RECORD: THE PORTLAND COMPANY, 58 FORE STREET, PORTLAND, MAINE C.C.R.D. BOOK 12399 PAGE 112.
- PARCEL IS SHOWN AS LOTS 1 & 2 BLOCK A ON THE CITY OF PORTLAND'S ASSESSORS MAP 18.
- BEARINGS ARE MAGNETIC 1967 PER PLAN REFERENCE 1.
- PARCEL IS LOCATED IN ZONE C, AREAS OF MINIMAL FLOODING, AND FLOOD ZONE A2 ELEV. 10, FLOOD INSURANCE RATE MAP 230051-0014B EFFECTIVE DATE JULY 17, 1986.
- BENCH MARK: NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA) - TIDAL BENCHMARK. BENCH MARK STAMPING: NO. 3 1971 ELEVATION 11.02 FEET CITY DATUM.
- EXISTING FLOATS TAKEN FROM PLAN BY TFH ARCHITECTS.
- THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS AND ARE APPROXIMATE ONLY.
- NO EVIDENCE WAS OBSERVED OF CURRENT EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS, RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS OR EVIDENCE OF SITE USE AS A SOLID WASTE DUMP, SWAMP OR SANITARY LANDFILL. NO PROPOSED CHANGES IN STREET LINES ARE KNOWN BY THIS SURVEYOR.
- NO WETLANDS DELINEATED ON SITE.



Legend:

- IRON PIPE OR ROD FOUND
- GAS VALVE
- WATER VALVE
- HYDRANT
- UTILITY POLE
- LIGHT POLE
- MANHOLE
- CATCH BASIN
- SIGN
- ELECTRIC OR GAS METER
- BOLLARD
- MONITORING WELL
- S.W. COLE BORING LOCATION (APPROXIMATE LOCATION)
- FENCE
- CURB
- OVERHEAD WIRES
- SANITARY SEWER
- WATER LINE
- 1' CONTOUR
- NOW OR FORMERLY
- OVERHANG
- CONCRETE
- SCHEDULE B EXCEPTION



Schedule B Section 2 Exceptions:

- OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY
TITLE COMMITMENT FILE NO. BTC-4006/TF7168 EFFECTIVE DATE MARCH 7, 2013
1-7. NON SURVEY ITEMS.
8. RIGHTS OF THE PORTLAND COMPANY TO "MAINTAIN A CONNECTION FROM THE WORKS OF THE LATTER [I.E. THE PORTLAND COMPANY] BY ONE OR TWO TRACKS WITH TRACKS OF THE RAILROAD COMPANY [I.E. THE GRAND TRUNK RAILROAD AS PREDECESSOR TO CANADIAN NATIONAL RAILROAD] LEADING TO ITS STATION BUILDING IN SUCH MANNER AS SHOULD BE SUITED TO THE CONVENIENCE OF BOTH COMPANIES" AS SET FORTH IN INSTRUMENT DATED OCTOBER 25, 1865 AND RECORDED IN THE CUMBERLAND COUNTY REGISTRY OF DEEDS IN BOOK 336, PAGE 338, AND "THE PRIVILEGE OF PASSING OVER THEIR ROAD AND ALSO OF LAYING RAILS FOR A SINGLE TRACK ACROSS THE SAID RAILROAD TRACK AND BRIDGE FROM THE SAID PORTLAND COMPANY LOT ONTO THE WHARF TO BE ERRECTED" DATED OCTOBER 4, 1850 AND RECORDED IN THE SAID REGISTRY OF DEEDS IN BOOK 226, PAGE 277, AS AFFECTED BY A CERTAIN REFEREE'S REPORT OF FACTS AND CONCLUSIONS OF LAW IN THE MATTER OF CANADIAN NATIONAL RAILROAD V. PHINEAS SPRAGUE, SR. AND PORTLAND YACHT SERVICES, INC., CUMBERLAND COUNTY SUPERIOR COURT, CIVIL ACTION DOCKET NO. CV-88-1420 WHICH FINDINGS WERE ADOPTED BY SUPERIOR COURT OPINION AND ORDER DATED JUNE 4, 1991, DOCKET NO. CV-88-1420 - DO NOT KNOW AFFECT OF THIS EXCEPTION.
9. AGREEMENT BETWEEN THE CITY OF PORTLAND AND THE PORTLAND COMPANY WHEREBY THE CITY HAS THE RIGHT TO ERECT AND MAINTAIN A FOUR-FOOT WIDE WALL LOCATED ON THE SOUTHERLY SIDE OF FORE STREET, SAID AGREEMENT DATED NOVEMBER 9, 1876, AND RECORDED IN THE SAID REGISTRY OF DEEDS IN BOOK 434, PAGE 368 - AS SHOWN.
10. POSSIBLE RIGHTS OF REVERTER IN THE FOLLOWING PROPERTIES, WHICH ARE A PORTION OF THE INSURED PREMISES, WHICH MAY VEST IN PERSONS OTHER THAN THE CURRENT OWNER OF THE INSURED PREMISES AS SHOWN ON SCHEDULE A IF THE RAIL LINE WERE TO BE DEEMED ABANDONED (AS AFFECTED BY 23 M.R.S.A. §7105):
A) LOTS NO. 1 AND 4 AS SHOWN ON RIGHT OF WAY AND TRACK MAP ATLANTIC AND ST. LAWRENCE RAILROAD, OPERATED BY GRAND TRUNK RY. CO. OF CANADA V26/23 DATED JUNE 30, 1917 - NEW LINE-DON'T KNOW AFFECT OF EXCEPTION; PLAN NOT PROVIDED.
11. RIGHTS AND EASEMENTS TO INSTALL, MAINTAIN, REPAIR AND REPLACE PIPE LINES AS MORE PARTICULARLY DESCRIBED IN DEED FROM CANADIAN NATIONAL RAILWAY COMPANY TO SUN OIL COMPANY DATED NOVEMBER 26, 1966 AND RECORDED IN THE CUMBERLAND COUNTY REGISTRY OF DEEDS IN BOOK 2792, PAGE 397 - APPEARS TO BE OFF LOCUS.
12. RIGHTS AND EASEMENTS GRANTED TO PORTLAND WATER DISTRICT BY VIRTUE OF DEEDS RECORDED IN BOOK 3905, PAGE 238; BOOK 3712, PAGE 73; AND BOOK 3905, PAGE 242 - 1) PLAN NOT PROVIDED AND NOR RAILROAD PLAN FOR STATION 2) PLAN NOT PROVIDED - APPEARS OFF LOCUS.
13. NON SURVEY ITEM.
14. TERMS, PROVISIONS, OBLIGATIONS, EXCEPTIONS, COVENANTS, RESERVATIONS, AND AGREEMENTS SET FORTH IN INDENTURE DEED BY AND BETWEEN MAINE DEPARTMENT OF TRANSPORTATION AND PHINEAS SPRAGUE DATED AUGUST 30, 1993 AND RECORDED IN THE CUMBERLAND COUNTY REGISTRY OF DEEDS IN BOOK 10924, PAGE 97 - AS SHOWN ON PLAN.
15. CERTIFICATE OF TAKING BY THE CITY OF PORTLAND DATED JULY 19, 2005 AND RECORDED IN THE SAID REGISTRY OF DEEDS IN BOOK 22906, PAGE 82, AS AFFECTED BY CLERK'S CERTIFICATE IN THE MATTER OF THE PORTLAND COMPANY V. CITY OF PORTLAND, CUMBERLAND COUNTY SUPERIOR COURT, CIVIL ACTION, DOCKET NO. RE-05-85 DATED JULY 7, 2005 AND RECORDED IN THE CUMBERLAND COUNTY REGISTRY OF DEEDS IN BOOK 22853, PAGE 17, AS AFFECTED BY RELEASE DEEDS FROM THE PORTLAND COMPANY TO THE CITY OF PORTLAND DATED AUGUST 16, 2005 AND RECORDED IN SAID REGISTRY OF DEEDS IN BOOK 23849, PAGE 186 AND PAGE 189 - OFF LOCUS.
- 16-17. NON SURVEY ITEM.
18. SUCH STATE OF FACTS AS DISCLOSED ON SURVEY ENTITLED: LAND TITLE SURVEY AND SUBDIVISION PLAN IN PORTLAND, MAINE, U.S.A. BY OWEN HASKELL, INC. DATED FEBRUARY 19, 1993 AS LAST REVISED JUNE 28, 1993 SHEET 2 OF 7 RECORDED IN THE CUMBERLAND COUNTY REGISTRY OF DEEDS IN PLAN BOOK 193, PAGES 187 THROUGH 193 AND RECORDING PLAT SHEET 1 OF 3 OCEAN GATEWAY PREPARED BY OWEN HASKELL, INC. RECORDED IN THE SAID REGISTRY OF DEEDS IN PLAN BOOK 204, PAGE 622 - SEE PLAN.
19. NON SURVEY ITEM.
20. SUCH STATE OF FACTS DISCLOSED ON PLAN ENTITLED "PLAN OF PROPERTY IN PORTLAND, MAINE, MADE FOR THE PORTLAND COMPANY" PREPARED BY H.I. & E.C. JORDAN DATED MARCH 26, 1985, LAST REVISED MARCH 21, 1996 - SEE PLAN.
- 21-23. NON SURVEY ITEMS.

Plan References:

- "LAND TITLE SURVEY & SUBDIVISION PLAN IN PORTLAND, MAINE U.S.A. MADE FOR THE TRUST FOR PUBLIC LAND, THE CITY OF PORTLAND, THE MAINE DEPARTMENT OF TRANSPORTATION, THE CANADIAN NATIONAL RAILWAY COMPANY FEB. 19, 1993 REV. 6/28/93" BY OWEN HASKELL, INC.
- "PLAN OF PROPERTY LINE PORTLAND, MAINE MADE FOR WM. FARLEY MARCH 1985" BY E.C. JORDAN CO.
- "PLAN OF PROPERTY IN PORTLAND, MAINE MADE FOR THE PORTLAND COMPANY 26 MARCH 1985 REVISED MARCH 21, 1996" BY OWEN HASKELL, INC.
- "EXISTING CONDITIONS PLAN ON FORE STREET, PORTLAND, MAINE MADE FOR THE PORTLAND COMPANY NOV. 13, 2007" REV. 2/12/12 BY OWEN HASKELL, INC.
- CONCEPT UTILITY PLAN, PORTLAND COMPANY SITE DATED NOVEMBER 2007 BY DELUCA HOFFMAN ASSOCIATES, INC.

Zoning:

NONE PROVIDED BY TITLE INSURER.

SEE SHEET 2 OF 2 FOR LEGAL DESCRIPTION

OWEN HASKELL, INC.
PROFESSIONAL LAND SURVEYORS
390 U.S. Route One, Unit #10
Falmouth, Maine 04105
Tel. (207)774-0424 Fax (207)774-0511
www.owenhaskell.com

ALTA/ACSM Land Title Survey

58 Fore Street
Portland, Cumberland County, Maine
made for
CPB2 LLC

Surveyor's Certification

TO: CPB2 LLC, AND OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY

THIS IS TO CERTIFY THAT THIS MAP OR PLAN AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2011 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 5, 7(a), 8, 11(b), 13, 14, 16, 17, 18, 19, 20(a), AND 22 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON MAY 2013.

JOHN W. SWAN
PROFESSIONAL LAND SURVEYOR NO. 1038
IN THE STATE OF MAINE
DATE OF PLAN: MAY 22, 2013
REVISION DATE:
OHI JOB NO. 2013-078P



Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Building Inspections - Event Permit for The Greater Portland Convention & Vis Harvest on the Harbor at The Portland Company Complex: 8/24/14 & 8/25/14

From: Caitlin Prentice <cap@prenticehospitality.com>
To: Building Inspections <buildinginspections@portlandmaine.gov>
Date: 10/14/2014 11:56 AM
Subject: Event Permit for The Greater Portland Convention & Visitor's Bureau's Harvest on the Harbor at The Portland Company Complex: 8/24/14 & 8/25/14
CC: Casey Prentice <cwp@prenticehospitality.com>, Joanna Sprague <joanna@por...>
Attachments: Building 1 - First Floor.pdf; Building 2 - First Floor.pdf; Building # 6 second floor layout.pdf; Detailed Survey.pdf; Tent_Temp Event Permit Application_Harvest.pdf

Date: 10/21/14

Hi Marge,

Attached please find our permit for The Greater Portland Convention & Visitor's Bureau's Harvest on the Harbor that will be held at The Portland Company Complex (58 Fore Street) on Friday, October 24 and Saturday, October 25.

The Harvest on the Harbor event includes a few mini events that are going to be held on property. Below please find an outline of those events:

Thursday, October 23

Set Up: Lower Levels, Buildings #1 and #2 (no public access)

Friday, October 24

BBQ Event: Lower Level, Building #1

Beer Event: Room with a View, Building #6

Saturday, October 25

Marketplace Event - Lower Levels of Buildings #1 and #2

Included in this email are the following:

- completed permit application
- site plan of entire property, with areas of use circled
- floor plans of rooms to be used

Please let me know if you have any questions.

Warm Regards,

Caitlin

Caitlin Prentice

VP, Sales & Marketing
PrenticeHospitalityGroup
Inn: 207.846.5155
Office: 207.358.1995

Named a "[Top 50 Small Hotel](#)" by Condé Nast Traveler!



Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Named "[A Best U.S. Destination for Weddings](#)" by Martha Stewart W
Follow us on [Facebook](#), [Twitter](#) and [Pinterest](#)!
Check out our [Flickr account](#) for additional photos!

PLEASE READ: This message is for the named person's use only. It may contain confidential, proprie
privileged information. No confidentiality or privilege is waived or lost by any mistransmission. If you
in error, please delete it and all copies from your system, destroy any hard copies and notify the sender
directly or indirectly, use, disclose, distribute, print, or copy any part of this message if you are not the intended recipient.
Prentice Hospitality Group, LLC and its respective subsidiaries each reserve the right to monitor all email communications
through its networks. Any views expressed in this message are those of the individual sender, except where the message
states otherwise and the sender is authorized to state the views of such entity. Unless otherwise stated, any pricing
information in this message is indicative only, is subject to change and does not constitute a formal offer at any price quoted.

Date: 10/21/14



Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Building Inspections - Re: Event Permit for The Greater Portland Convention & Bureau's Harvest on the Harbor at The Portland Company Complex: 8/24/14 &

From: Caitlin Prentice <cap@prenticehospitality.com>
To: "Building Inspections" <buildinginspections@portlandmaine.gov>
Date: 10/15/2014 10:51 AM
Subject: Re: Event Permit for The Greater Portland Convention & Visitor's Bureau's Harvest on the Harbor at The Portland Company Complex: 8/24/14 & 8/25/14
CC: "Joanna Sprague" <joanna@portlandyacht.com>, "Casey Prentice" <cwp@prent...>

Date: 10/21/14

Hi Marge,

There won't be any tents on site for this event. Everything is taking place inside the buildings.

I hope this helps!

Caitlin

Caitlin Prentice

VP, Sales & Marketing
PrenticeHospitalityGroup
Inn: 207.846.5155
Office: 207.358.1995

Named a "[Top 50 Small Hotel](#)" by Condé Nast Traveler!

Named "[A Best U.S. Destination for Weddings](#)" by Martha Stewart Weddings!

Follow us on [Facebook](#), [Twitter](#) and [Pinterest](#)!

Check out our [Flickr account](#) for additional photos!

On Oct 15, 2014, at 10:39 AM, Building Inspections wrote:

Hello

We need appropriate plans to show where the tent(s) are going and dimensions on all 4 sides.

The plans provided are insufficient. Once we get an appropriate application we can put the application in. Please review the attached on the process.

>>> Caitlin Prentice <cap@prenticehospitality.com> 10/14/2014 11:55 AM >>>

Hi Marge,

Attached please find our permit for The Greater Portland Convention & Visitor's Bureau's Harvest on the Harbor that will be held at The Portland Company Complex (58 Fore Street) on Friday, October 24 and Saturday, October 25.

The Harvest on the Harbor event includes a few mini events that are going to be held on property.

Below please find an outline of those events:

Thursday, October 23

Set Up: Lower Levels, Buildings #1 and #2 (no public access)



Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Friday, October 24

BBQ Event: Lower Level, Building #1

Beer Event: Room with a View, Building #6

Saturday, October 25

Marketplace Event - Lower Levels of Buildings #1 and #2

Date: 10/21/14

Included in this email are the following:

- completed permit application
- site plan of entire property, with areas of use circled
- floor plans of rooms to be used

Please let me know if you have any questions.

Warm Regards,

Caitlin

Caitlin Prentice

VP, Sales & Marketing

PrenticeHospitalityGroup

Inn: 207.846.5155

Office: 207.358.1995

Named a "[Top 50 Small Hotel](#)" by Condé Nast Traveler!

Named "[A Best U.S. Destination for Weddings](#)" by Martha Stewart Weddings!

Follow us on [Facebook](#), [Twitter](#) and [Pinterest](#)!

Check out our [Flickr account](#) for additional photos!

PLEASE READ: This message is for the named person's use only. It may contain confidential, proprietary or legally privileged information. No confidentiality or privilege is waived or lost by any mistransmission. If you receive this message in error, please delete it and all copies from your system, destroy any hard copies and notify the sender. You must not, directly or indirectly, use, disclose, distribute, print, or copy any part of this message if you are not the intended recipient. Prentice Hospitality Group, LLC and its respective subsidiaries each reserve the right to monitor all email communications through its networks. Any views expressed in this message are those of the individual sender, except where the message states otherwise and the sender is authorized to state the views of such entity. Unless otherwise stated, any pricing information in this message is indicative only, is subject to change and does not constitute a formal offer at any price quoted.

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.

<Getting a Building Permit.pdf>



Reviewed for Code Compliance
Inspections Division
Approved with Conditions

PLEASE READ: This message is for the named person's use only. It may contain confidential, proprie privileged information. No confidentiality or privilege is waived or lost by any mistransmission. If you in error, please delete it and all copies from your system, destroy any hard copies and notify the sender directly or indirectly, use, disclose, distribute, print, or copy any part of this message if you are not the Prentice Hospitality Group, LLC and its respective subsidiaries each reserve the right to monitor all en through its networks. Any views expressed in this message are those of the individual sender, except w states otherwise and the sender is authorized to state the views of such entity. Unless otherwise stated, information in this message is indicative only, is subject to change and does not constitute a formal offer at any price quoted.

Date: 10/21/14



Tent/Canopy or Temporary Event Staging Permit Application

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

If you or the property owner owes real estate or personal property taxes or user charges within the City, payment arrangements must be made before permits of any kind are issued. Date: 10/21/14

Location/Address/Park of Installation or Event: 58 Fore Street		
Date of Set up/Event 10/23/14	Date of Breakdown/ End of Event 10/25/14	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Property Owner: CPB2, LLC/PrenticeHospitalityGroup	Telephone: 207-358-1995
Lessee/Buyer's Name (If Applicable)	Applicant Info: Name: Caitlin Prentice Address: 10/14/14 Phone: 10/14/14 E-Mail: cap@pr	Fee: \$30.00
<p>The permit fee and the following items must be completed and submitted along with this application in order to receive a permit.</p> <ol style="list-style-type: none"> 1. Certificate of Flammability 2. Letter of approval from property owner. If the City is owner, attach a completed copy of Application to Use City Parks & Public Space from Parks & Recreation (756-8275). 3. Company name of installer (contact info). 4. Plot Plan showing the following: Tent/Canopy or temporary event staging locations, including dimensions, exits and entrances of proposed and existing, parking and existing building locations. If this is temporary staging, you will need to include product information. (Applicant may call Parks & Recreation for maps of Portland's Parks @ 756-8275). 5. If the City is the property owner, Certificate of Insurance listing the City as additional insured. Minimum amount of coverage is \$400,000.00 <p>Who should we contact when permit is ready: Name: <u>Caitlin Prentice</u> Address: <u>PO Box 17919 Portland, ME 04112</u> Tel: <u>207.358.1995</u> E-Mail: <u>cap@prenticehospitality.com</u></p>		
<p>Please submit all of the information outlined in the Tent/Canopy and Event Staging Permit Application as one package. Failure to do so will result in the automatic denial of your permit.</p>		

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 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: Caitlin Prentice	Date: 10/14/14
---	-----------------------

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



Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy
Inspecti



Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Tent/Canopy, Temporary Event, or Stage Date: 10/21/14 Permit Application Checklist

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 to expedite the permitting process.

One (1) complete application packet must include, in addition to the completed application:

- 4 A plot plan or site plan of the property showing complete locations of tents, staging locations, exits and entrances, parking and existing building locations (including dimensions for all). If using temporary staging, you will need to include product information and structure details. (Applicant may call Parks & Recreation for maps of Portland's Parks @ 756-8275).
- If the City is the property owner, a Certificate of Insurance listing the City as additional insured is required. Minimum amount of coverage is \$400,000.00
- 4 Electronic files in PDF format are also required (separate PDFs, per document, and named appropriately)
- Certificate of Flammability
- 4 Written notice of approval of owners
(If the City is owner, attach a completed copy of Application to Use City Parks & Public Space from Parks & Recreation, 756-8275.)
- Company name of installer (complete contact info)

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application will be refused.

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 or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost

This is not a Permit; you may not commence any work until the Permit is issued.



Jeff Levine, AICP, Director
Planning & Urban Development Department

Tammy Munson,
Inspections



Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 10/21/14

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

- Within 24-48 hours, once my complete permit application and corresponding paperwork has been electronically delivered, I intend to **call the Inspections Office** at 207-874-8703 and speak to an administrative representative and provide a credit/debit card over the phone.
- Within 24-48 hours, once my permit application and corresponding paperwork has been electronically delivered, I intend to **hand deliver** a payment method to the Inspections Office, Room 315, Portland City Hall.
- I intend to deliver a payment method through the U.S. Postal Service mail once my permit paperwork has been electronically delivered.

Applicant Signature: Caitlin Prentice

Date: 10/14/14

I have provided digital copies and sent them on:

Date: 10/14/14

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.