Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 06/01/17

Portland, Maine — Yes. Life's good here.

Permitting and Inspections Department
Michael A. Russell, MS, Director

Temporary Tent or Stage Permit Application

Please submit all of the following, as applicable:

- ☐ Temporary Tent or Stage Permit Application (this form, completed)
- ☐ A plot plan or site plan of the property showing complete locations of tents, stage locations, exits and entrances, parking and existing building locations (including dimensions for all).
- ☐ Product information and structural details for temporary stage
- ☐ If the City is the property owner, a Certificate of Insurance listing the City as additionally insured. Minimum amount of coverage is $400,000.00.
- ☐ Certificate of Flammability in compliance with NFPA 701 or applicable certificate or evidence
- ☐ Written notice of approval of owner (If the City is the owner, attach a completed copy of the Public Parks Space Application from the Parks, Recreation and Facilities Department.
- ☐ Contact information of the installation company

For enclosed tents, the following information shall also be provided:

- ☐ On the plan, indicate a 10' wide area around the tents in which there are no buildings or combustibles stored.
- ☐ If heated explain how, including fuel tank locations.
- ☐ Indicate how power will be provided for exit signs and emergency lights, with battery backup.
- ☐ Show the width of egress openings, aisle widths and exit access travel distance (not to exceed 100').
- ☐ Fire extinguisher locations

Location Address: Middle St/Temple - Fore ST/Silver - Dana St/Commo

Tax Assessor's CBL: _____ _____ _____ (Chart # / Block # / Lot #) **City owned property?** ⊗ Yes ○ No

Date of Set up/Event: June 11, 2017 **Date of Breakdown/End of Event:** June 11, 2017

Owner Name: PORTLAND DOWNTOWN / OLD PORT FESTIVAL **Phone:** (207) 772 - 6828

Address: 549 CONGRESS ST PORTLAND **Email:** TAFFY@PORTLANDMAINE.COM

Applicant/Lessee Name (if different): _____ **Phone:** (____) _____ - _____

Address: _____ **Email:** _____

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: Casey T. Gilbert **Date:** 5/18/17

Review of this application will not begin until the permit payment is received. This is not a permit. Work may not commence until the permit is issued.

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Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: portlandmaine.gov/payyourpermit
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

City of Portland
Permitting and Inspections Department
389 Congress Street, Room 315
Portland, Maine 04101

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature: Casey T. Gilbert Date: 5/18/17

I have provided electronic copies and sent them on: Date: 5.22.17

NOTE: All electronic paperwork must be delivered to permitting@portlandmaine.gov or with a thumb drive to the office.

If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.