

# DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

## BUILDING INSPECTION

### PERMIT

Please Read Application And Notes, If Any, Attached

Permit Number: 080822  
**PERMIT ISSUED**  
July 22 2000  
CITY OF PORTLAND

This is to certify that CITY OF PORTLAND /Compass Project, INC  
has permission to Monument Square Tent for 5th Annual Boat Landing Festival, Tent up on Sunday, Monday & Tuesday 12th - 14th  
AT 456 CONGRESS ST 027 G001001

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

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and when permission procured before this building or part thereof is leased or occupied. 4 HOUR NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

**OTHER REQUIRED APPROVALS**  
Fire Dept. Greg Cross  
Health Dept. \_\_\_\_\_  
Appeal Board \_\_\_\_\_  
Other \_\_\_\_\_  
Department Name

*[Signature]* 7/22/00  
Director - Building & Inspection Services

**PENALTY FOR REMOVING THIS CARD**

**City of Portland, Maine - Building or Use Permit Application**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 08-0822	Issue Date:	CBL: 027 G001001
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Location of Construction: 456 CONGRESS ST	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST	Phone:
Business Name:	Contractor Name: Compass Project INC	Contractor Address: 170 Anderson Street Portland	Phone 2077740682
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone: B-3

Past Use: Monument Square	Proposed Use: Monument Square Tent for the 5th Annual Boat Building Festival, Tent up on Sunday, Monday & Tuesday 12th - 15th (July)	Permit Fee: \$30.00	Cost of Work: \$30.00	CEO District: 1
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**Proposed Project Description:**  
Monument Square Tent for the 5th Annual Boat Building Festival, Tent up on Sunday, Monday & Tuesday 12th - 15th (July)

**FIRE DEPT:**  Approved  Denied

**INSPECTION:** Use Group: U Type: Temp Structures

Signature: *[Signature]* Signature: *[Signature]*

**PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)**

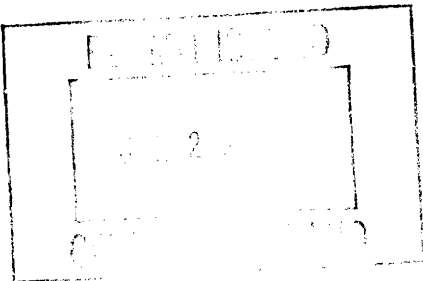
Action:  Approved  Approved w/Conditions  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Taken By: Idobson	Date Applied For: 07/07/2008	<b>Zoning Approval</b>	
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- This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.
- Building permits do not include plumbing, septic or electrical work.
- Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..

Special Zone or Reviews	Zoning Appeal	Historic Preservation
<input type="checkbox"/> Shoreland	<input type="checkbox"/> Variance	<input type="checkbox"/> Not in District or Landmark
<input type="checkbox"/> Wetland	<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Does Not Require Review
<input type="checkbox"/> Flood Zone	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Requires Review
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Interpretation	<input type="checkbox"/> Approved
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Conditions
Maj <input type="checkbox"/> Minor <input type="checkbox"/> MIM <input type="checkbox"/>	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied
Date: <i>7/7/08</i>	Date: _____	Date: _____



**CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHONE

## Tent/Canopy or Temporary Event Staging 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.

<b>Location/Address/ Park of Installation:</b> Monument Square		
<b>Tax Assessor's Chart, Block &amp; Lot</b> Chart#      Block#      Lot# 27          6          1	<b>Property Owner:</b> City	<b>Telephone:</b>
<b>Lessee/Buyer's Name (If Applicable)</b>	<b>Applicant name, address &amp; telephone:</b> Compass Project 170 Anderson Street, 04101	<b>Fee: \$ 30.00</b>
<p><b>The permit fee, and the following items, must be completed and submitted to the Inspections Division to receive a permit. (Inspections Div., Portland City Hall, 389 Congress St., Portland, Maine 04101)</b></p> <ol style="list-style-type: none"> <li>1. Certificate of Flammability</li> <li>2. Letter of approval from property owner. <b>If the City is owner, attach a completed copy of Application to Use City Parks &amp; Public Space from Parks &amp; Recreation (756-8275).</b></li> <li>3. Company name of installer (contact info). MAINE BAY CANVAS 875-8858</li> <li>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 &amp; Recreation for maps of Portland's Parks @ 756-8275).</li> <li>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</li> </ol> <p><b>Who should we contact when permit is ready:</b> <u>Paige Rutherford</u>  <b>Address:</b> <u>170 Anderson Street, 04101</u>      <b>Telephone:</b> <u>774-0682</u></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.**

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> 6-19-08
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**This is NOT a permit; you may not commence ANY work until the permit is issued.**



# CITY OF PORTLAND, PARKS & RECREATION

## APPLICATION TO USE CITY PARKS & PUBLIC SPACE



**Notice: Parks & open spaces are designated *tobacco-free zones*. Please pass this along to participants.**

Today's Date: 12/19/2007		Your Name: Patricia Ryan, Executive Director	
Business ~ Organization: Compass Project			
Address: 170 Anderson Street			
City: Portland		State: Maine	Zip Code: 04101
Contact Name (s): Patricia Ryan, Paige Rutherford		Title: Executive Director, Events Coordinator	
Telephone: 207.774.0682	Work: 207.774.0682	Cell: Pat: 207.749.8385 (Paige: 918.406.9271)	Fax: 207.774.0682
E-mail Address: pryan2@maine.rr.com, prutherford@coa.edu		Other:	

Name of EVENT and area or facility to be used ( <i>please Describe event / please be Specific</i> ) <b>Boat Building Festival:</b> This is a 3-day event with a number of teams (20) building small 11' wooden skiffs over the course of three days with considerable help from boatbuilders and volunteers. A large free-standing 30x70' tent and another smaller 20x30' free-standing tent will be placed on the square (between the monument and the silver electrical box). A couple of 10x10 free-standing canopies will also be placed on the square. The boats (and tools) will stay in Monument Square overnight (organizer will provide a security guard for evening). Power tools will be used at the square (electricity is needed). There will be musical entertainment each noon at the square. A noon luncheon (sandwiches/pizza) at the square (for sponsors and participants) is scheduled for Monday. The press is invited to attend. A parade of the boats – led by the Duckboat – (up Congress Street to Eastern Prom, to Cutter Street, to the beach area) is planned for Tuesday at 12:30pm. This parade will be followed by a group launching of boats at East end Beach.		
Date(s) Requested: Saturday, Sunday, Monday, and Tuesday, July 12 <sup>th</sup> -15 <sup>th</sup> , 2008	Time(s): Saturday (Tent setup): 3pm – 7pm, Sunday: 7am – 6pm, Monday: 8am – 5pm, and Tuesday: 8am – 3pm (parade of boats / cars – 12:30pm) Clean up Tuesday: 3pm – 9pm	Actual Time of Event: Sunday 9am – 5pm, Monday 9am – 5pm, Tuesday 9am – 2pm
Rain Date: ( <i>Add 50% of permit fee to total amount if rain date is needed</i> ):		Estimated Number of Participants: <b>150+</b>
If you require parking, what will be the anticipated need be and how will you provide it? No, we will purchase parking spaces on Federal Street Extension		
Will you provide bathroom facilities? ( <i>There may be a \$25 + cleaning fee charged if existing bathroom facilities are used.</i> ) Yes, we will rent a port-a-john.		
List any materials, equipment, vehicles, etc., to be placed on city property ( <i>please be specific.</i> ) Boat building equipment, marine lumber, carpentry tools, a 30x70' tent, 20x30' tent, a couple of 10x10' canopies, port-a-johns, musical entertainment equipment, luncheon supplies		
Special Needs or Requirements (electricity ~ \$5 per hour charge / water hook-up, etc.) Electricity		

**By returning this form, (should permission be granted to use city property), the above parties agree to indemnify and hold harmless the City of Portland, its employees and agents, from and against all claims arising out of activities during said event.**

**INSURANCE– PLEASE HAVE “CITY OF PORTLAND, MAINE” LISTED AS ADDITIONAL INSURED - MINIMUM \$400,000.  
(This insurance may not be required for some events.)**

**PERMIT FEES: \$40 for first hour plus \$35 per each additional hour (Example: 3 hour event - \$110)  
Additional fees may be required: park security deposit, electricity fee, barricade security deposit, etc.**

*(Please make all checks payable to: City of Portland)*

**Portland Parks & Recreation will follow up with contact person, and if approved, a permit will be issued.**

**PLEASE RETURN FORM AT LEAST 30 DAYS PRIOR TO USE TO: (Please make a copy for your file.)  
Portland Parks & Recreation ~ 134 Congress Street ~ Portland ~ ME ~ 04101 ~ Attn: Ted Musgrave  
207-756-8275 vm211 ~ Fax 207-756-8279 email: tvn@portlandmaine.gov**

***For Office Use Only***

Date Received:	Reviewed By:	Approved:	
Certificate of Insurance	Permit Fee \$	Other Fees \$	Security Deposit \$

Comments:
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# Certificate of Flame Resistance



REGISTERED  
FABRIC  
NUMBER

31.02

Issued by

**TOPTEC, INC.**  
1905 N.E. Main Street  
Simpsonville, SC 29681

Date Manufactured

09/28/00

*This is to certify that the materials described  
are inherently flame retardant.*

Name MAINE BAY CANVAS

Address 53 INDUSTRIAL WAY

City PORTLAND

State ME

Zip 04103

**Certification is hereby made that:**

*The articles described are flame-retardant, approved and registered by the State Fire Marshal and that the fabric is in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal. Fabric has been tested and passes NFPA701-96, CPA184, ULC109, MVSS302.*

Method of Application: \_\_\_\_\_

Description of item certified: EXPANDABLE END 30x30 WHITE

**The Flame Retardant Process Used WILL NOT Be Removed By Washing.**

TOPTEC, INC.

Name of Production Superintendent

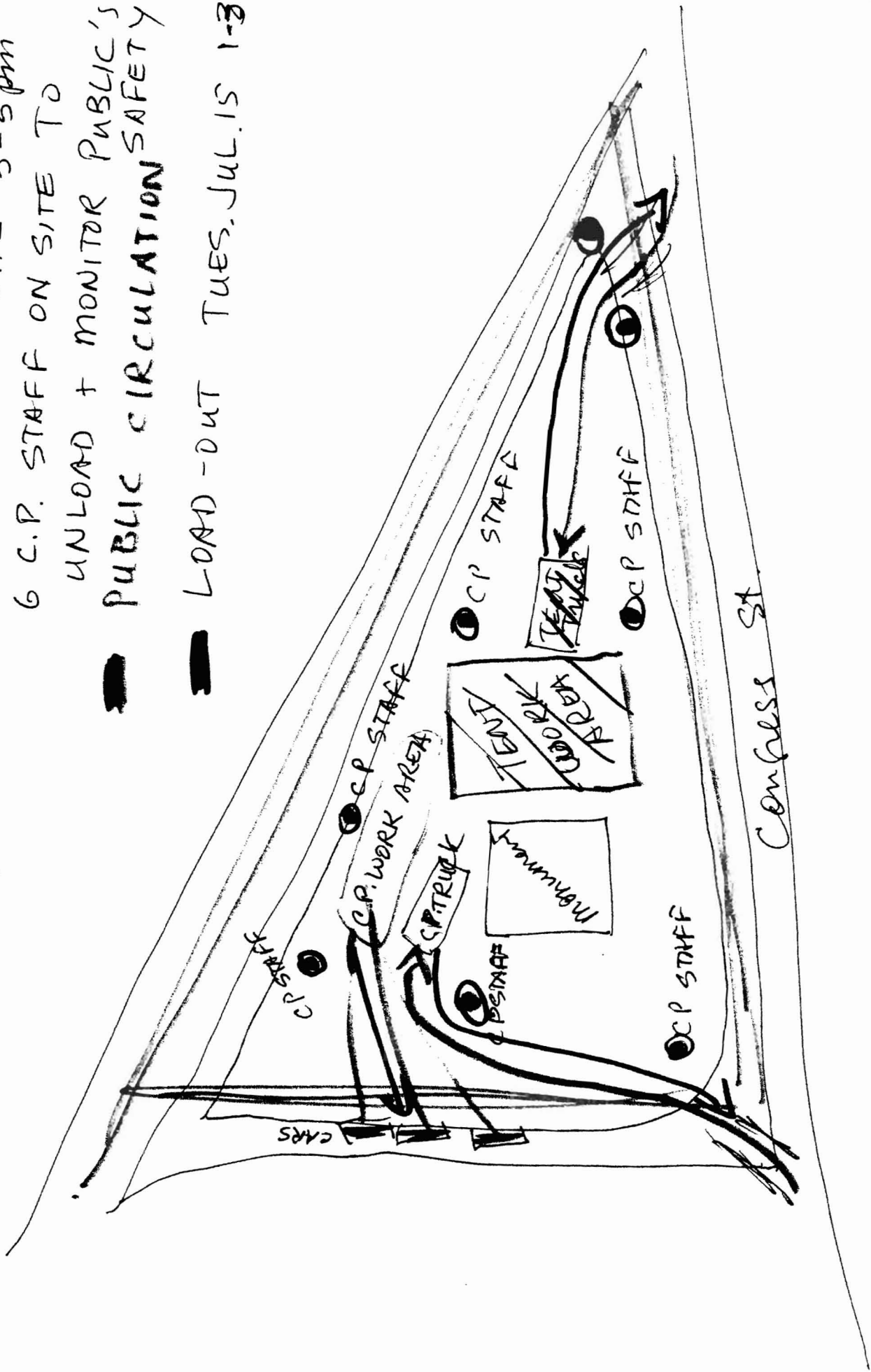
MODEL TX303000E

SERIAL # 205313DF

LOAD-IN / LOAD-OUT (1)

LOAD-IN SAT. JUL. 12 3-5pm  
6 C.P. STAFF ON SITE TO  
UNLOAD + MONITOR PUBLIC'S  
PUBLIC CIRCULATION SAFETY

LOAD-OUT TUES. JUL. 15 1-3pm



Compass PROS FRONT BUILDING & MON D

**From:** Ted Musgrave  
**To:** Lannie Dobson  
**Date:** 7/7/2008 12:01:17 PM  
**Subject:** Re: PERMIT - compass project boat building fesival, mon square, July 12 - 15

yup... i'll drop off a copy to CH (interoffice mail)

>>> Lannie Dobson 7/7/2008 8:36:07 AM >>>

Ted do you have a map of where they are going to set things up? Lannie

>>> Ted Musgrave 7/1/2008 12:37:59 PM >>>

hi pat and paige -

pls c attached permit for the boat fesitval & boat parade..

PLS review in detail..

pls initial and date blocks (on page 3) and return a copy for my records

THANKS... and best wishes on a wonderful event



**City of Portland, Maine - Building or Use Permit**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

<b>Permit No:</b> 08-0822	<b>Date Applied For:</b> 07/07/2008	<b>CBL:</b> 027 G001001
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<b>Location of Construction:</b> 456 CONGRESS ST	<b>Owner Name:</b> CITY OF PORTLAND	<b>Owner Address:</b> 389 CONGRESS ST	<b>Phone:</b>
<b>Business Name:</b>	<b>Contractor Name:</b> Compass Project INC	<b>Contractor Address:</b> 170 Anderson Street Portland	<b>Phone</b> (207) 774-0682
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Tents	

<b>Proposed Use:</b> Monument Square Tent for the 5th Annual Boat Building Festival, Tent up on Sunday, Monday & Tuesday 12th - 15th of July	<b>Proposed Project Description:</b> Monument Square Tent for the 5th Annual Boat Building Festival, Tent up on Sunday, Monday & Tuesday 12th - 15th of July
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<b>Dept:</b> Zoning	<b>Status:</b> Approved	<b>Reviewer:</b> Marge Schmuckal	<b>Approval Date:</b> 07/07/2008
<b>Note:</b>	<b>Ok to Issue:</b> <input checked="" type="checkbox"/>		
<b>Dept:</b> Building	<b>Status:</b> Approved with Conditions	<b>Reviewer:</b> Tammy Munson	<b>Approval Date:</b> 07/22/2008
<b>Note:</b>	<b>Ok to Issue:</b> <input checked="" type="checkbox"/>		
1) Contruction activity was not applied for or reviewed as a part of this permit. The tent must be removed at the end of the event.			
<b>Dept:</b> Fire	<b>Status:</b> Approved with Conditions	<b>Reviewer:</b> Capt Greg Cass	<b>Approval Date:</b> 07/08/2008
<b>Note:</b>	<b>Ok to Issue:</b> <input checked="" type="checkbox"/>		
1) Tents shall have an approved fire resistant rating, Maintain 10' between stake lines, No smoking or open flame within 10', Provide at least 1 10 lb. ABC extinguisher.			

**BUILDING PERMIT INSPECTION PROCEDURES**

**Please call 874-8703 or 874-8693 (ONLY )**

**to schedule your inspections as agreed upon**

**Permits expire in 6 months, if the project is not started or ceases for 6 months.**

The Owner or their designee is required to notify the inspections office for the following inspections and provide adequate notice. Notice must be called in 48-72 hours in advance in order to schedule an inspection:

**By initializing at each inspection time, you are agreeing that you understand the inspection procedure and additional fees from a "Stop Work Order" and "Stop Work Order Release" will be incurred if the procedure is not followed as stated below.**

**A Pre-construction Meeting will take place upon receipt of your building permit.**

  X   **Final inspection required at completion of work.**

Certificate of Occupancy is not required for certain projects. Your inspector can advise you if your project requires a Certificate of Occupancy. All projects DO require a final inspection.

**If any of the inspections do not occur, the project cannot go on to the next phase, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.**

**CERIFICATE OF OCCUPANICES MUST BE ISSUED AND PAID FOR, BEFORE THE SPACE MAY BE OCCUPIED.**

\_\_\_\_\_  
Signature of Applicant/Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Inspections Official

\_\_\_\_\_  
Date