

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT



This is to certify that

CITY OF PORTLAND / City of Portland / Oxford Street
Shelter

PERMIT ID: 2012-65660

Located at

456 CONGRESS ST

CBL: 027 G001001

has permission to **Homeless Memorial Vigil - Friday 12/21 3-6 PM. Set-up 20' x 20' tent**
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.

Fire Prevention Officer

 12.20.12

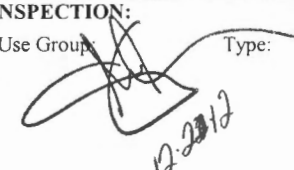
Code Enforcement Officer / Plan Reviewer

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
THERE IS A 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: 2012-65660	Issue Date:	CBL: 027 G001001
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Location of Construction: 456 CONGRESS ST (<i>Monument Square</i>)		Owner Name: CITY OF PORTLAND		Owner Address: 389 CONGRESS ST PORTLAND, ME 04101		Phone:	
Business Name:		Contractor Name: City of Portland / Oxford Street Shelter		Contractor Address: 197 Oxford Street Portland ME 04101		Phone (207) 650-7705	
Lessee/Buyer's Name		Phone:		Permit Type: Tents		Zone: B3	
Past Use: BOS - Monument Square		Proposed Use: BOS - Monument Square		Permit Fee:		Cost of Work: \$1,000.00	
				FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A		INSPECTION: Use Group:  Type:	
Proposed Project Description: Homeless Memorial Vigil - Friday 12/21 3-6 PM. Set-up 20' x 20' tent				Signature:		Signature:	
PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: _____ Date: _____							

Permit Taken By: ldobson	Date Applied For: 12/20/2012	Zoning Approval	
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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 checked="" 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"/> MM <input type="checkbox"/>	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied
Date: <i>OK</i> 12/20/12 <i>ARU</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.

Location/Address/Park of Installation: MONUMENT SQUARE - NEXT TO TREE X - MAS		
Date of Set up/Event 12-21-2012		Date of Breakdown/ End of Event 12-21-2012
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Property Owner: City of Portland	Telephone: 207 650-7705
Lessee/Buyer's Name (If Applicable) N/A	Applicant name, address & telephone: JOSH O'BRIEN 40 OXFORD ST. SHELTER 197 OXFORD ST. - PORTLAND 04101 207-761-2072 x 5215	Fee: \$30.00 City Sponsored EVENT
<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. <input checked="" type="checkbox"/> Certificate of Flammability - will forward 2. <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> Company name of installer (contact info). MAINE BAY CANVUS, PORTLAND, ME 04103 207-878-8888 - DAN GAUVIN 4. <input checked="" type="checkbox"/> 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: <u>JOSH O'BRIEN</u> Address: <u>40 OXFORD ST. SHELTER</u> Telephone: <u>207-650-7705</u> <u>197 OXFORD ST. PORTLAND ME 04101</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.		

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:	Date: 12/19/2012
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This is not a permit; you may not commence ANY work until the permit is issued.

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

31.02

Issued by

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

Date Manufactured

1/19/00

*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, CPAI84, ULC109, MVSS302.

Method of Application: _____

Description of item certified: DISCOVERY 20x40 WHITE Frame tent 20' x 20'

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

TOPTEC, INC.

Name of Production Superintendent

MODEL TTD204000X

SERIAL # 201275D



**CITY OF PORTLAND, DEPARTMENT OF PUBLIC SERVICES
PUBLIC PARK & SPACE APPLICATION (3 pages)**
55 Portland St. ~ Portland ~ ME ~ 04101
207-874-8826 (Event Office) ~ Fax 207-874-8816
tvm@portlandmaine.gov

**For uses of city property, there are typically: 1. fees charged for use of the area
2. a security deposit required 3. insurance required
(There may be fees due and applications required from other City Departments)**

TODAY'S DATE	12-10-12	ORGANIZATION NAME	City of Portland Health & Human Services and Preble Street					
ORGANIZATION ADDRESS	Preble Street PO Box 1459		CITY	Portland	STATE	Me	ZIP	04104
CONTACT NAME(S)	Donna Yellen	TITLE	Preble Street Director of Maine Hunger Initiative and Advocacy					
HOME #	767-2631	WORK	775-0026	CELL	553-0090	FAX	842-3614	
EMAIL	Dyellen@preblestreet.org			EMAIL				

PARK AREA OR PUBLIC SPACE REQUESTED	Monument Square (near holiday tree) + Preble Street (for march)						
EVENT DAY & DATE(S)	Friday	December 21 st	2012	RAIN DAY & DATE(S)	none		
EVENT START TIME (i.e. set-up start time)	3:00 pm	EVENT END TIME (i.e. when event cleanup is complete)	6:00pm	ACTUAL START & END TIME OF EVENT	4:00 at Preble Street Resource Center; est. 4:30 at Monument Square		

EVENT NAME	EXPECTED ATTENDANCE
Portland's Homeless Persons' Annual Memorial March & Candlelight Vigil	200 people

DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe Event in detail

People are invited to gather at Preble Street Resource Center at the corner of Portland and Preble Streets at 4:00 pm where candles will be distributed and lit. If possible, a police car will lead the procession of a bagpiper and participants up Portland Street (on one side of the street) onto Preble Street, cross Congress Street, and end at Monument Square (with the vigil and speeches). If that is not possible, we will remain on the sidewalk. At approximately 4:30 the ceremony will begin at Monument Square and will last about an hour (there will be a few songs performed). Organizer has asked to borrow the Recreation PA system for speeches and folk songs.
Portland Health & Human Services Dept. is a co-sponsor of the event.

IS THERE A REGISTRATION FEE?	no
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WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? Parking in town

PLEASE CHECK OFF AND ANSWER:

PLEASE SEE ATTACHED FEE SCHEDULE / DEPT. INFORMATION IF YOU ANSWER YES

	X-YES	X-NO	X-NOT SURE
* Are you setting up a canopy(s) ? (canopy is 10x10 size) How many:			X
* Do you wish to set up a tent(s)? (a canopy or tent larger than 10x10 needs to be approved)	X		
* Will you be setting up tables and/or chairs ? How many tables: 2 chairs:	X		
* Are other items or equipment being placed on City property ? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List: PA System	X		
* Will there be refreshments at the event? Do you wish to sell food? (If so, you will need approval from Public Services) List food and drink:		X	
* Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.) ?		X	
* Are you setting up a PA (sound) system ?	X		

	Are you planning on having Amplified Music ? YES If so, your event requires a concert license from the City Clerk's Office. (Just voice – i.e. Press Conference, would not require the license because it is not music). For amplified music/speech, there are time restrictions for the Downtown Parks & Squares (music limited to 11:45am – 1:15pm, and 1 hour between 5pm - 8pm).			
*	Will your event require electricity ? Electricity is available at some of the parks & squares	X		
*	Are you planning on bringing a Grill for a Barbecue ?		X	
*	Will the event require reserved parking spaces / parking meters ? How many? "No Parking" signs may be purchased at Public Services, 55 Portland Street.	X		
*	Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow. A few orange vests and cones may usually be borrowed from Public Services, Event Office. Barricades and signs are borrowed from Public Services, Customer Service.	X		
*	Will your event require street closures ? (Please be specific under "Description of Event")	X		
*	Will your event require Police assistance ? An event such as a road race, march in the street, or parade would typically require police assistance.	X		
*	Will your event require Fire/EMS assistance ? (For a large walk/race, it is recommended.)		X	
*	Will your event require porta-restroom rental(s) or need existing porta-restrooms		X	

INSURANCE CERTIFICATE INFORMATION

*	Will your event require liability Insurance ? (For an event such as a walkathon, race, festival, press conference, concert, etc., the city requires insurance coverage - General Liability. The City of Portland needs to be named as additional insured and the policy endorsed in regards to the event activities on that date). If your event has been approved for serving food, Product Liability is also required, in addition to General Liability.		X	
♦	If you answered yes, please have "City of Portland, Maine" listed as an additional insured on the certificate, in this way: certificate must say either: A) "the policy actually is endorsed to name the City of Portland as an Additional Insured" and a copy of the endorsement must come to the City of Portland with the certificate, or B) "the policy already includes an endorsement, such as the General Liability Expansion Endorsement, by which the City of Portland is, in fact, automatically made an additional insured." A Certificate which merely has a box checked under "Add Insr," or which merely states The City of Portland is named as an Additional Insured, will not be acceptable. The amount of coverage must be shown on the certificate, and the minimum coverage amount is \$400,000. Please have your insurance company fax a copy to Public Services: 207-874-8816 or email to tvm@portlandmaine.gov . (Email preferred)			

PUBLIC SERVICES POLICIES

ELECTRICITY

All cords in the public way must be covered by rugs, mats or orange cones to avoid public hazard. If weather is inclement (drizzle, rain, snow, etc.) we require that you **not use** electricity, unless all connections and equipment are covered and protected from the elements.

TRASH

All groups must abide by our Carry In/ Carry Out Policy. Please bring extra trash bags and/or trash receptacles and remove all trash. You will need to haul all of your trash out of the park/public space or forfeit the security deposit(s). The area will be checked following your event and if the park is clean and conditions for use adhered to, your security deposit will be returned to you. Thank you in advance!

PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES

Public Services has a strict policy that prohibits vehicles from parking on grass areas/sidewalks/park streets (unless specifically approved by city staff). \$10 will be deducted from your security deposit for each vehicle parked on grass/sidewalk areas or vehicles parked illegally. **Any tire ruts/damage to the grass areas would mean a forfeit of your security deposits.**

TOBACCO FREE ZONES

By city ordinance, smoking is prohibited at and within 20 feet of the following outdoor recreation and event areas: downtown squares and plazas, trails, parks, playgrounds, beaches, and athletic facilities. Please make sure you pass this information along to participants / spectators at the event.

NOTIFICATION

Please keep a copy of this permit on site at all times. City staff may require proof of permit.

REVOCABLE PERMIT

- ♦ The City reserves the unconditional right to control or cancel events to protect and/or prohibit damage to public property.
- ♦ The City reserves the unconditional right to revoke or revise an issued permit.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES	TYPE INITIALS	DJY	DATE	12/10/12
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ASSUMPTION OF RISK & LIABILITY

Users of the area agree to accept the grounds in an "as is" condition and shall be responsible for all risk and liability in using the park/public space area for the said event. 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.

I have read the Assumption of Risk & Liability Agreement **TYPE INITIALS** DJY **DATE** 12/10/12

TOTAL AMOUNT(S) DUE TO PUBLIC SERVICES (Please make all security deposit checks out separately)

Permit Fee for use of area: \$40 first hr. plus \$35 each additional hr. (i.e. a 3 hour event totals \$110) If your event is rained out / cancelled, the bulk of the fee is returned (however \$40 is non-refundable) Number of Hours of Use:	N/A city co-sponsored	Vest, Barricade, Cone Deposit: \$10 per/item	\$110
Electricity: \$5per/hr		Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$500	N/A
Key Deposit: \$50 per key		Other (Porta-Restroom User Fee, etc.)	

PLEASE BE SURE AND INITIAL, DATE AND/OR ANSWER ANY HIGH-LIGHTED YELLOW BOXES.

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	12-10-2012	DATE REC'D INSURANCE	N/A city co-sponsored	PERMIT FEE AMT REC'D	\$ N/A city co-sponsored	SECURITY DEPOSIT	\$ cones/vests..?
PAYMENT TYPE							
VISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT \$