



Reviewed for Code Compliance  
Inspections Division  
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## Building Inspections - RE: Stage permit request for PDD Tree Lighting

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**From:** Jeanie Bourke  
**To:** Building Inspections; Chris Pirone; Tammy Munson  
**Date:** 11/13/2013 1:31 PM  
**Subject:** RE: Stage permit request for PDD Tree Lighting

Date: 11/25/13

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Jon and I weighed in on this at one of our plan review meetings that the code does not address stages outside of a building. Section 3103 talks about temporary structures, which are erected for less than 180 days. If it is 120 s.f. or less a permit is not required. A structure is that which is built or constructed.

The commentary elaborates that structures greater than 120 s.f. and used for the gathering of 10 or more people need permits mostly for fire and life safety risks.

You were going to check this out and confirm.

I think the permit requirement may be contingent upon the size and how it is being used, although I'm sure most stages we see are more than 120 s.f.

The one mentioned below is fairly large and also has a roof cover, how is it to be used?

>>> Tammy Munson 11/13/2013 11:53 AM >>>  
Jeanie, what's your opinion? I think they are exempt.

>>> Building Inspections 11/13/2013 11:49 AM >>>  
?? Since when. I thought we had that issue this past summer with staging, and also, why is our permit entitled...

Tent/Canopy or Temporary Event  
**Staging** Permit Application

Now I'm confused....please help.

>>> Tammy Munson 11/13/2013 11:40 AM >>>  
Our building code exempts temporary stages from needing a permit.

>>> Building Inspections 11/13/2013 11:15 AM >>>  
Hi, just getting approval for this written description to take the place of the staging plan requirement on the application. Apparently we never got one? Chris and Tammy, is this ok?  
-Brad.

>>> "Rachel Irwin" <rachel@portlandmaine.com> 11/13/2013 11:01 AM >>>  
[Hi there-](#)

[Here is the information from Rick Bronson of Bronson Stage Rentals. Please let me know if you need anything else.](#)

The stage we will be using is the exact same one that has been used for this November event for the



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past 10 +/- years.

It has a deck that is 24 feet by 20 feet by 38 inches high +/- . The foot print of the r feet by 21 feet. The roof structure stands 15 feet high at its highest point. The struc manufactured by Thomas Engineering in Knoxville. The (red) roof cover is made from fabric. You may have the flame retardant certificate on file as you have used this st times. However I will send another copy by regular mail also.

Date: 11/25/13

The stairs are 3 feet wide. There is a black backdrop made of tennis court type fabric to allow some wind passage. Often that is mostly covered by banners that you would supply and we would put up. There a black front skirt.

Rick Bronson

Rachel Irwin  
Events & Marketing Manager  
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**From:** buildinginspections@portlandmaine.gov [mailto:buildinginspections@portlandmaine.gov]  
**Sent:** Tuesday, November 12, 2013 9:01 AM  
**To:** Rachel Irwin  
**Cc:** steve@portlandmaine.com  
**Subject:** RE: Stage permit request for PDD Tree Lighting

Still need a plan for how the staging is built. That is a requirement from the fire department actually. Once I get that, I can enter the permit application.

>>> "Rachel Irwin" <[rachel@portlandmaine.com](mailto:rachel@portlandmaine.com)> 11/12/2013 8:36 AM >>>  
Hi there,

Here is the detailed map for the tree lighting, please let me know if you need anything else.

Thank you!

Rachel Irwin  
Events & Marketing Manager  
Portland's Downtown District



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**From:** [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov) [<mailto:buildinginspections@portlandmaine.gov>]  
**Sent:** Tuesday, November 12, 2013 8:14 AM  
**To:** Rachel Irwin  
**Cc:** [steve@portlandmaine.com](mailto:steve@portlandmaine.com)  
**Subject:** Re: Stage permit request for PDD Tree Lighting

Hi there, we do need some sort of plot plan and structure plan for the stage. Everything else is OK. Once we get the plans, we can enter the permit.

>>> "Rachel Irwin" <[rachel@portlandmaine.com](mailto:rachel@portlandmaine.com)> 11/8/2013 3:19 PM >>>

Please find attached the materials for PDD's stage permit request for our annual Tree Lighting on Friday, November 29 at Monument Square.

Thank you!

Rachel Irwin  
Events & Marketing Manager  
Portland's Downtown District  
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