

City of Portland, Maine - Building or Use Permit Application
 389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 02 1136	Issue Date: OCT 4 2002	CBL: 039 B013001
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Location of Construction: 148 Free St	Owner Name: Portland Society Of Art	Owner Address: 7 Congress Sq	Phone:
Business Name:	Contractor Name: no contractor / self	Contractor Address: Portland	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone: B-3

Past Use: museum of art	Proposed Use: 6 tents	Permit Fee: \$35.00	Cost of Work: \$0.00	CEO District: 2
Proposed Project Description: tent set-up Oct 5 & 6		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: U Type: Tents Box # 99	
		Signature: Jay Kelley	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: jodinea	Date Applied For: 10/04/2002	Zoning Approval	
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1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building permits do not include plumbing, septic or electrical work. 3. 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 <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input checked="" type="checkbox"/> MM	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Historic Preservation <input type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied
	Date: 10/4/02	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

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

Please Read Application And Notes, If Any, Attached

BUILDING DEPARTMENT PERMIT

Permit Number: 021136

This is to certify that Portland Society Of Art/no contractor / self
has permission to tent set-up Oct 5 & 6
AT 148 Free St 039 B013001

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine 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.

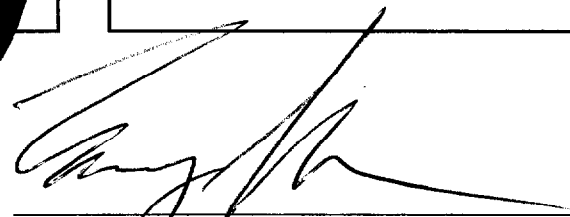
Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and work in progress must be reported before this building or part thereof is occupied or closed-in. **48 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. _____
Health Dept. _____
Appeal Board _____
Other _____
Department Name

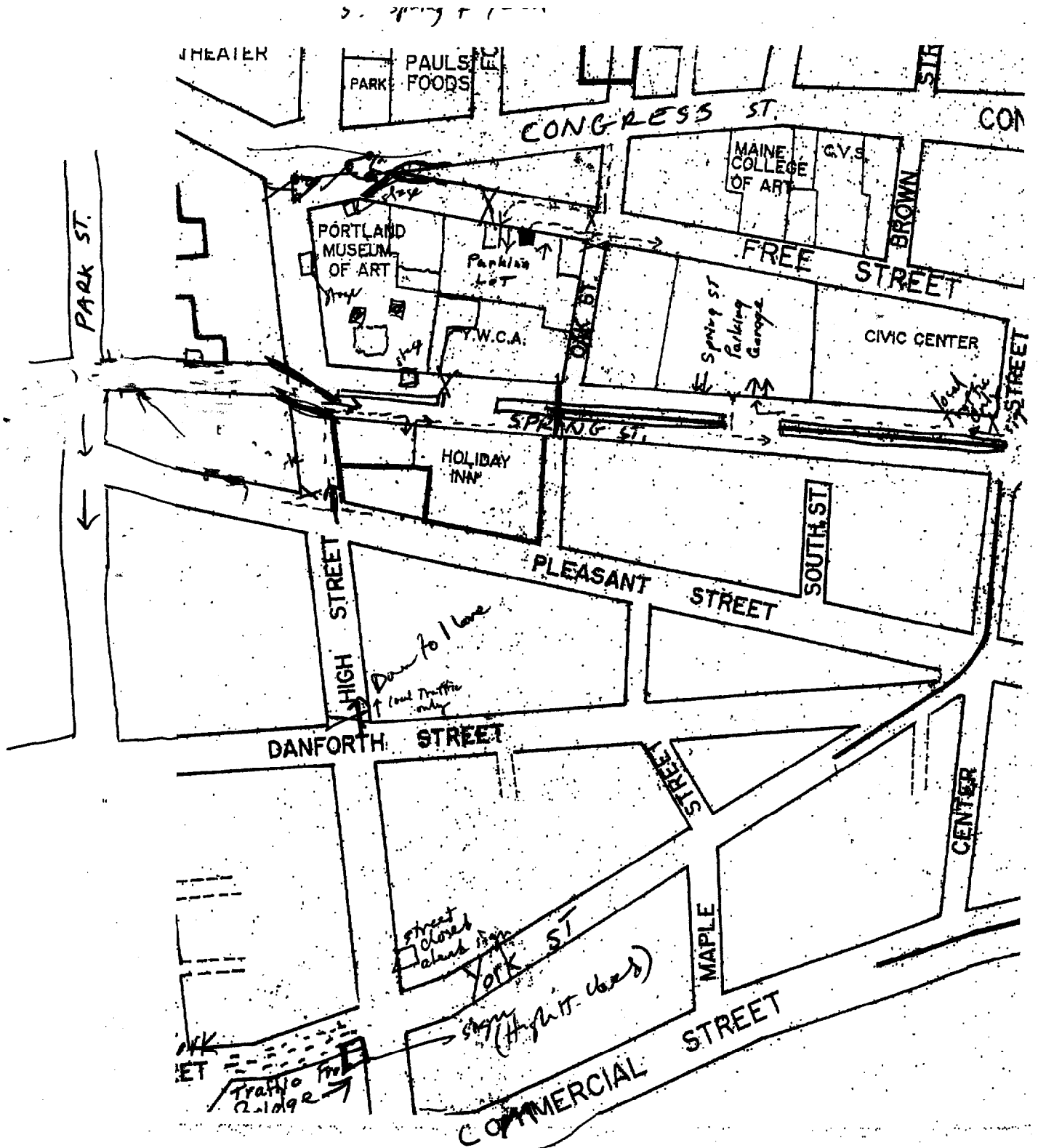

Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

PM of Art Celebration

Sat Oct 5

streets closed 7am - 10pm



Denise Clavette Albert, CPRP
Director, Parks & Recreation



027-1136

Joseph E. Gray, Jr.
City Manager

CITY OF PORTLAND

Ms. Marilyn Lalumiere, Dir. of Development
Portland Museum of Art
Seven Congress Square
Portland, Maine 04101
772-8479 Museum Office: 775-6148 fax: 773-7324

Mr. Keith Citrine, Event Organizer
767-8092 cell: 415-6887

October 1, 2002

Dear Marilyn and Keith:

This will acknowledge receipt of your letter requesting permission for the Portland Museum of Art to hold a Grand Opening Celebration of the McLellan House and L.D.M. Sweat Memorial Galleries on Saturday, October 5, 2002, running from 10am – 7pm. You have asked permission to close some city streets to traffic for the day in order to hold events in the streets and on the sidewalks (those streets: High Street (from Spring to Congress), Free Street (from High to Oak), and Spring Street – west bound lane only (from the YWCA to High). The street closings would run from approximately 7am – 10pm. In order to set aside handicap parking nearby, you have asked permission to reserve and use the city's Spring Street Parking Lot at the corner of High and Spring.

Musical Performances will be held outdoors on portable stages that are erected in the streets. Electricity for the pa systems will come from the museum and The Cumberland Club. Food vendors, food booths, and booths selling t-shirts and other merchandise, would be set up along the edge of the closed streets. First Lady Laura Bush is slated to be a guest speaker during morning hours. There will be children's entertainers and children's activities at the celebration. Pota-Potties would be positioned on High Street. There is no admission charge to the museum that day; tours of the new galleries will be given to the public. Thousands of people are expected. The celebration will be held rain or shine. The Portland Museum of Art will cover costs of city assistance for the event.

Please be advised that your request for street closings has been approved and Portland City Council has declared your event a festival so that you may regulate food vendors and other activities for the day. You also have permission to use the Spring Street Parking Lot for handicap parking. Streets to be closed are as follows: High Street (from Spring to Congress), Free Street (from High to Oak), Spring Street – west bound lane only (from the YWCA to High), Oak Street (from Free to Spring). The closed section of Free Street, and Spring Street – the west bound lanes from Center St. to the YWCA, and High Street – from Danforth St. to Spring St. - would allow local traffic only. High Street will be reduced to one lane of traffic at Danforth Street; when vehicles come up High Street, drivers will be asked to turn right or left onto Danforth Street. The street closings would run from approximately 7am – 10pm.

I realize that you have already contacted some city personnel to arrange for city services and assistance (a meeting with city staff was recently held). City departments will bill the Museum of Art for costs incurred. Individuals (and departments) below should be contacted ASAP if you haven't done so already. You have permission to use city property, subject to the following:

1. **PERMIT FEE / INSURANCE:** The City needs to receive a \$35 permit fee (check payable to City of Portland) and a certificate of insurance which names the City of Portland as additional insured in regard to PMA Grand Opening Celebration (coverage – at least \$400,000.00 general liability – and product liability). Your insurance company may fax in a copy: 756-8390.

2. **TENT PERMITS / STAGES IN THE STREET:** For the stages in the street (and the canopies/tents covering these stages) please contact the Inspections Office: 874-8703 or 8704, for a tent permit. You will need to show proof of flame retardency and a site plan. As no tent stakes will be driven into the ground, street, or sidewalk areas, no DIG SAFE (1-888-344-7233) needs to be done.

3. **CITY CLERKS LICENSES:** Food vendors at your event must be licensed by the City Clerk's Office. Please contact Brandi Maxwell, 874-8557, for temporary food service license information. Inspectors will be on site to check the vendors. Please also procure a vendors license for the merchandise vendors and please procure a concert license for the event as well.

(continued)

Enjoy Portland for Life.

17 Arbor Street • Portland, Maine 04103 • (207) 874-8793 • FAX 756-8390

4. BARRICADES / NO PARKING SIGNS / TRASH BARRELS / STREET SIGNS / PW's ISSUES / USE OF SPRING STREET PARKING LOT: At our recent meeting, barricade locations were discussed. Please follow up with Tom Higgins, P&R Downtown Div., 232-1787, to discuss barricade locations and arrange for barricades (as well as "road closed" signs) to be dropped off and picked back up. You will need to staff some of these barricades with qualified volunteers (most of these barricades will be staffed by police officers or parking control officers).

Please also confer with Tommy about trash barrels (where you would like them located / trash bags / and possibly a volunteer to assist with trash removal).

I sent an e-mail to Larry Ash, PW's Traffic Engineer, 874-8894, to inquire about the large portable notification signs that can be placed on Danforth and York Streets. If you have not spoken with Larry, please do so ASAP.

Please talk to Tommy Higgins for "no parking signs." You will be required to install these (and to remove them). The closed streets will need to be signed the afternoon before (and checked during the late evening hours). Please remember to fax out the Street Closure Notification form to city departments if you are in need of cars being towed from those streets. A police officer will be on site early Saturday morning (6amish) to assist in removing of vehicles parked illegally.

You have permission to reserve the Spring Street Parking Lot. The meters here should also be posted with "emergency no parking" signs the afternoon before. You should ask Tommy to drop off 2 barricades at the Spring Street entrance. You will need to post a qualified volunteer at this lot to assist handicap drivers.

Please remember to remove these "no parking" signs from meters, poles, and street signs.

5. PORTA-POTTIES: Please make sure that at least half of the 15 porta-potties are handicap accessible. They must be delivered on Saturday morning (8am) and removed no later than 8pm, Saturday night. They should be positioned on the edge of the street.

6. POLICE / PARKING CONTROL: A number of police officers will be needed to staff the major intersections. Please call Sgt. Gary Rogers, 874-8554, for an update on officers. There is no command station planned at this time. Parking Control Officers will be needed at some of the intersections (Free & Oak and Spring & Center): please contact John Peverada, Parking Control Director, 874-8444, for the names of these officers.

Entertainers and people associated with the Museum of Art celebration will be assigned parking passes which will allow them access through the barricaded streets (time frame only 7am - 9am).

7. EMS SERVICES: For Medcu services, please call Dept. Chief Terry Walsh at EMS, 874-8406 or 8400, to discuss these details. EMS staff will be on-call during the day.

8. PUBLICITY: Please notify all area businesses affected by the street closings (including WCSH6, The Cumberland Club, The Holiday Inn, and businesses along Free Street.) and also alert the media to advertise the street closings. Please call area bus companies and taxi companies as well.


9. TRASH: Please make sure that food vendors bring along trash barrels and bags and that they remove all their items from the site. The Museum of Art may be charged additional clean up costs if vendors do not dispose of their trash. Remember that you will be billed for the services of Downtown Div. staff, so any volunteers that can assist with cleanup and removal of trash during the event, the better.

10. SAFETY ISSUES: If you are running electrical or pa system lines across the sidewalks (or other areas in the public way) we require that you cover these with rugs or other appropriate materials to alleviate the tripping hazard to the public (same requirement applies to food vendors). Please call the Inspections Div., 874-8703 or 8700, if you have any questions pertaining to the serving of food / installation of the stages on the streets, etc. Please take necessary safety precautions to ensure a safe and accident-free event. Please make sure that events and stages set up in the streets are arranged in such a way that in the case of extreme emergencies, EMS vehicles could be let through the closed section of streets.

Good luck with the Portland Museum of Art's Grand Opening Celebration. As I anticipate the permit fee and insurance certificate arriving shortly, and city departments issuing permits and licenses, this letter will act as your formal permit to hold the celebration. Please bring it with you to the event. If I can be of further assistance, please call me at 874-8793 vm206.

cc: Sally DeLuca / Don Brewer / Phil Labbe, P&R Managers
Brandi Maxwell, City Clerk's Office
Sgt. Gary Rogers / Lt. Vernon Malloch / Cpt. Russell Gauvin, Police
Fred LaMontagne / Terry Walsh / John Brady, Fire and EMS
John Peverada, / Paul Willey, Parking Control Dir.
Maynard Sprague / Jim Vance / Peter DeWitt / Carol Merritt, PW's
Mike Nugent / Marge Schmuckal / Arthur Rowe / Kevin Carroll, Inspections

Yours truly,



Ted Musgrave
Special Activities

Holiday Inn PDD
Children's Museum WCSH6

767 8092

Tent 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 of Construction: <u>148 Free St</u>		
Date of Tent setup: <u>Fri, Oct 4, Sat. Oct 5</u>		Date of Tent breakdown: <u>Sat. Oct 5</u>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Owner: <u>Portland Museum of Art</u>	Telephone:
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>7 Congress Sq.</u>	Fee: \$ 35.00
<p><u>The following must be included as submissions:</u></p> <ol style="list-style-type: none"> <input checked="" type="checkbox"/> 1. Proof of Flam Retardant <input checked="" type="checkbox"/> 2. Letter of approval from property owner, if the City is the owner, please contact Ted Musgrave from the Parks & Recreation @ 874-8793 <input checked="" type="checkbox"/> 3. Plot Plan showing the following: <ol style="list-style-type: none"> i. Property lines ii. Parking iii. Building locations <input type="checkbox"/> 4. Tent location, including dimensions of tent, exits and entrances in tent 		
Who should we contact when the permit is ready: <u>Sally Hallowell - 831-9772</u>		
Mailing address:		
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE:		

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS 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.

Signature of applicant: <u>Sally Hallowell</u>	Date: <u>10/4/02</u>
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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

F-140.01

ISSUED BY
JOHNSON OUTDOORS INC.
BINGHAMTON, NEW YORK 13902
*Manufacturers of the Finest
Tent Products Described Herein*

Date of Manufacture

JUNE 2002

This is to certify that the products herein have been manufactured from material inherently flame retardant as here after specified by the material supplier.

NAME: MAINE BAY CANVAS

CITY: PORTLAND STATE: ME

Certification is hereby made that:


The articles described on this certificate have been manufactured with an approved flame retardant chemical in compliance with California State Fire Marshal Code, NFPA-701*, Underwriters Laboratory of Canada, and have been tested in accordance with the Federal Test Method Specifications and meet or exceed the Military Flame Specifications of MIL-C-43006G.

Type, color and weight of material 14 OZ. Vinyl WHITE BLOCKOUT

Description of item certified: 15' MID FOR 30' FRAME SYSTEM

**Flame Retardant Process Used Will Not Be Removed By Washing And
Is Effective For The Life Of The Fabric**

Snyder Manufacturing, Inc.
Manufacturer of Flame Retardant Vinyl Laminates


TENT DEPARTMENT, JOHNSON OUTDOORS INC.

*Large Scale

Certificate of Flame Resistance

REGISTERED
FABRIC
NUMBER

F-140.01

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JOHNSON OUTDOORS INC.
BINGHAMTON, NEW YORK 13902
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Type, color and weight of material 14 OZ. Vinyl WHITE BLOCKOUT

Description of item certified: 15X15 2PC FRAME SYSTEM

**Flame Retardant Process Used Will Not Be Removed By Washing And
Is Effective For The Life Of The Fabric**

Snyder Manufacturing, Inc.
Manufacturer of Flame Retardant Vinyl Laminates


TENT DEPARTMENT, JOHNSON OUTDOORS INC.

*Large Scale

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

F53501

Issued by

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

Date Manufactured

11/20/00

*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: EXPANDABLE MID 30x10 WHITE

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

TOPTec, INC.

MODEL TX301000C *40 X 60 WHITE*

SERIAL # 206034B

[Signature]
Name of Production Superintendent

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

140.01

ISSUED BY

TOPTec, INC.
1905 N.E. MAIN ST.
SIMPSONVILLE, S.C. 29681

Date
manufactured

1/8/95

This is to certify that the materials described on the obverse side hereof have been flame-retardant treated (or are inherently nonflammable).

FOR MAINE BAY CANVAS ADDRESS 53 INDUSTRIAL WAY
CITY PORTLAND STATE ME 04103

Certification is hereby made that: (Check "a" or "b")



(a) The articles described on the obverse side of this Certificate have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.

Name of chemical used..... Chem. Reg. No.....

Method of application.....



(b) The articles described on the obverse side hereof are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use.

The Flame Retardant Process Used WILL NOT Be Removed By Washing

TOPTec, INC.

Name of Production Superintendent

MODEL TEM3015M00 4-20x20 WHITE TBTS

SERIAL# 950116

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

31.02

Issued by

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

Date Manufactured

9/23/99

*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: EXPRESS 10x10 WHITE

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

TOPTec, INC.

Name of Production Superintendent

MODEL TTFE101000

SERIAL # 993137D

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

F53501

Issued by

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

Date Manufactured

10/3/01

***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: EPIC MID 40x20 WHITE

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

TOPTEC, INC.


Name of Production Superintendent

MODEL TEM4020M00

SERIAL # 214582B