



# Outdoor Dining 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.

Check all that apply:  New Application for Outdoor Dining  
 or  Renewal Application for Outdoor Dining  
 Application for dining on Private Property

Outdoor Dining in a Public Park     If Renewal, are there changes to previous permit?  
 Outdoor Dining in a Historic District     Yes     No  
 Petition for Exception for Special Circumstances  
 Liquor License required?

City Clerk signature for liquor license approval: [Signature]  
**OR Pending Council Date:** \_\_\_\_\_

<b>Location Name &amp; Address:</b> 117 Spring St	<b>Chart</b> 039	<b>Block</b> A	<b>Lot</b> 037
<b>Owner Name:</b> Thidwick LLC (Dan & Jack Soley) <b>Owner Phone #:</b> 207-699-6020	<b>Total Square Footage of Proposed Outdoor Dining Area:<sup>1</sup></b> 120		
<b>Applicant *must* be owner or lessee</b> Name: Jessica Lea Nolette Address: 21 Colonial Ave City, State & Zip: South Portland, ME 04106 E-Mail: jesn@maine.rr.com	<b>Fee:</b> \$80 (Public-Annual) \$125 (Private 1X) Total Sq. Ft.: <u>120</u> Sq. Ft. Fee: (sq ft x \$2) \$ <u>\$240</u> (sq ft x \$6 for public parks) <b>Total Fees:</b> \$ <u>\$320</u> (Permit not issued until all fees are paid)		
Current use: <u>Class A Lounge</u> Business name: <u>Flask Lounge</u> Seating area dimensions: <u>30' x 4'</u> How many chairs? <u>12</u> How many tables? <u>6</u> <input checked="" type="checkbox"/> Yes Alcohol is served. <input type="checkbox"/> No Alcohol being served.	Who should we contact: <u>Jessica Nolette</u> Phone: <u>207-408-9020</u> Address: <u>21 Colonial Ave South Portland, ME 04106</u> E Mail: <u>jesn@maine.rr.com</u>		

Please submit all of the information outlined in the Outdoor Dining Application Checklist. Failure to do so will result in the automatic denial of your permit. New applications and renewals are reviewed on an annual basis and should be submitted no later than June 1<sup>st</sup>.

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](http://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: Jessica Lea Nolette Date: 6/14/16

<sup>1</sup> In no instance shall the total square footage of dining area equal more than 10% of park space, unless the applicant receives a waiver from the Director of Parks and Recreation or his or her designee.

*I/We fully understand that the City of Portland, its agents, officers and employees accept no responsibility and will not be liable for any injury, harm or damage to my/our person or property arising out of the establishment's occupancy of the sidewalk or park space. To the fullest extent permitted by law, I/We do hereby agree to assume all risk of injury, harm or damage to my/our person or property (including but not limited to all risk of injury, harm or damage to my/our property cause by the negligence of the City of Portland, its agents, officers or employees) arising out of the establishment's occupancy of the sidewalk or park space. I/We hereby agree, to the fullest extent permitted by law, to defend, indemnify and hold harmless the City of Portland, its agents, officers and employees, from and against all claims, damages, losses and expenses, just or unjust, including, but not limited to costs of defense and attorney's fees, arising out of the establishment's occupancy of the sidewalk or park space, provided that any such claims, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property including the loss of use there from, and (2) is caused in whole or in part by any negligent act or omission of the establishment, anyone directly or indirectly employed by it, or anyone for whose act it may be liable.*

Signed and acknowledged: Jessica Lea Nolette Date: 6/14/16  
Printed name Jessica Lea Nolette  
Establishment Flask Lounge  
Location 117 Spring St Portland, ME 04101



## Department of Permitting and Inspections

### Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding that this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the selections below.

1. Once the complete application package has been received by us, and entered into the system
2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options:

- provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment
- call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone
- hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall
- deliver a payment method through the U.S. Postal Service, at the following address:

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

By signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. ***No work shall be started until I have received my permit.***

Applicant Signature: Jessica Lea Nolette Date: 6/14/16

I have provided digital copies and sent them on: \_\_\_\_\_ Date: 6/14/16

NOTE: All electronic paperwork must be delivered to [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov) or by physical means ie; a thumb drive or CD to the office.