

**Department of Permitting and Inspections**

# Food Truck Operating on Private Property Permit Application & Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

**One (1) complete application packet must include, in addition to the completed application:**

A plot plan or site plan of the property showing location of the food truck and complete locations of parking and existing building locations (including dimensions for all).

Zoning map with radius (65' or 200') showing distance from Food Truck location to fixed-based food service establishments

Written notice of approval of owners

Photographs of the food truck

Electronic files in PDF format are also required (separate PDFs per document, and named appropriately)

**Please submit all of the information outlined in this application checklist. If the application is incomplete, the application will be refused.**

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 or to download copies of this form and other applications visit the Department of Permitting & Inspections on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), stop by the Inspections office, room 315 City Hall, call 874-8703, or e-mail us at [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)

**Permit Fee: \$30.00 permit fee**

**This is not a Permit; you may not commence any work until the Permit is issued.**



## 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: \_\_\_\_\_ Date: \_\_\_\_\_

I have provided digital copies and sent them on: \_\_\_\_\_ Date: \_\_\_\_\_

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



**Department of Permitting and Inspections**  
**Food Truck Operating on Private Property**  
**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>Business Name (d/b/a): Applicant Name:</b> Fire and Company Address: 434 Woodford St.  City, State & Zip: Portland, ME 04101  Telephone & E-mail: 207-299-6995 booking@fireandcompany.com	<b>Tax Assessor's Information:</b> Chart/Block/Lot #:  053/D007/001
<b>Lessee/Owner Name</b> (if different from applicant): Ryan Carey Address: 434 Woodford St.  City, State & Zip: Portland, ME 04101  Telephone & E-mail: 207-299-6995	<b>Cost:</b>  Permit Fee: \$ 30  <b>Total Fees: \$ 30</b>
<b>Proposed Location Address:</b> Maine Medical Center, 22 Bramhall Street, Portland, ME 04102	
<b>Proposed Location Zone</b> (i.e. B-2): C41	
<b>Current Use</b> (i.e. commercial retail): Commercial retail	<b>Proposed Use:</b> Food Truck
<b>Mobile FSE License Number:</b> 22456 (mobile license #; catering license # is 25479)	
<b>Dimensions of Food Truck:</b> (maximum width 10' including side extension or awning and maximum length including food truck with	
<b>On-peninsula:</b> Is the proposed location at least 65' from the nearest fixed-base food service establishment? <input checked="" type="checkbox"/> Yes	

**Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.**

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I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed use and that I have been authorized by the owner to make this application as his/her authorized agent. By signing below, I agree to abide by all laws, orders, ordinances, rules and regulations governing the above use and agree to conform to all applicable laws of this jurisdiction. I further agree that any misstatement of material fact may result in refusal of permit or revocation if one has been granted. In addition, if a permit for use 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:** Nicole Galletta

**Date:** 08/26/2016

**This is not a permit; you may not locate on site until the permit is issued.**