

Building Inspections - Tent Permit Application for June 7 private event Greater Portland Landmarks

From: Kate Lewis <klewis@portlandlandmarks.org>
To: "buildinginspections@portlandmaine.gov" <buildinginspections@portlandmai...>
Date: 5/19/2014 11:29 AM
Subject: Tent Permit Application for June 7 private event Greater Portland Landmarks
CC: "karyn pellow (kmfpellow@hotmail.com)" <kmfpellow@hotmail.com>
Attachments: Tent Application.pdf; 40x40 expogrommet end blkout white.jpg; 40x10linermidwhite.jpg; Greater Portland Landmarks Inc 5 13.JPG; Greater Portland Landmarks Inc CAD 5 13.JPG; Greater Portland Lankmarks 2014 05.23.pdf; Property Owner Permission

To the Building Inspections Department of Portland, Maine:

Please find the attached application and accompanying materials related to our request for a temporary tent to be erected at 104 West Street for an evening fundraising event. We have tried to include all the information requested to the best of our abilities. I will hand-deliver a \$40 permit fee to your office tomorrow (reflecting ~\$2,000 cost of tent--\$30 for first \$1,000 and \$10 for the additional \$1,000).

1. Tent Application
2. Certificates of Flammability
3. Approval from property owners
4. Site plan of property
5. Tent area on property
6. Agreement with One Stop Event Rentals which includes their official address.

Would you please confirm receipt and please let us know if there is anything else that you need? I tried to fill the permit out online but there was no way to hit "send," and no confirmation that it was received, so we have scanned it and attached it to this email.

Thank you very much for your consideration,
Kate

Kate White Lewis, CFRE
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