



Permitting and Inspections Department  
Michael A. Russell, MS, Director

2017-00312

### Outdoor Dining Permit Application

**Please circle all that apply:**

New Application?  (Yes/No)   
 Renewal?  (Yes/No)  → If yes, are there any changes? (Yes/No)  
 Private Property?  (Yes/No)   
 Historic District?  (Yes/No)   
 Liquor License Required?  (Yes/No)  Permitting and Inspections Director Signature \_\_\_\_\_  
 OR Pending City Council Date \_\_\_\_\_ (D/M/Y)

<b>Location Name:</b> <u>BUIABELLE</u> <b>Address:</b> <u>249 ST John Street</u>	<b>Chart</b> <b>Block</b> <b>Lot#</b>
<b>Owner Name:</b> <u>DUC HO</u> Phone #: _____ Email: _____	<b>Total Square Footage of Outdoor Dining Area:<sup>1</sup></b> Length: <u>15 F</u> ( <u>50 YARDS</u> ) x Width <u>10 F</u> ( <u>40 YARDS</u> ) = _____
<b>Applicant must be owner or lessee.</b> Name: <u>Jerome N. Nigumwami</u> Address: <u>16 B Stone Street</u> City: <u>Portland</u> State & Zip: <u>Maine 04101</u> E-Mail: <u>nigumwami.jerome@johns.com</u>	<b>Please pay before the permit can be issued.</b> \$125 (One-time Private Property fee) or \$80 (Annual Public Fee) + Total Sq. Ft.: _____ x (\$2) or (\$6 in public parks) = <b>Total Fee of \$</b> <u>125.00</u>
Current use: <u>24</u> How many chairs? <u>24</u>	Business name: <u>BUIABELLE</u> How many tables? <u>5</u>
Please circle one of the following: Alcohol is served = <input checked="" type="radio"/> (Yes/No) <input type="radio"/>	
<b>Who should we contact?</b> Name: <u>THIERRY MURABE</u> Phone: <u>207-615-3328</u> Address: <u>6 LIBERTY ST SOUTH PORTLAND</u> E Mail: _____ <u>ME 04106</u>	

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. For further information, please visit [www.portlandmaine.gov](http://www.portlandmaine.gov), email [permitting@portlandmaine.gov](mailto:permitting@portlandmaine.gov), call 874-8703 or stop by Room 315, City Hall. Applications and renewals are reviewed annually and must be submitted by June 1.

Signature of Applicant: [Signature] Date: 3/10/2017

<sup>1</sup> The total dining area square footage shall equal no more than 10% of park space without Parks, Recreation and Facilities waiver. Contact Sally DeLuca, Director, @ 207-808-5400 for waiver.

Jerome Nigumwami



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## OUTDOOR DINING Permit Application & Checklist

A permit is required for expanding food service to the outside of all properties.

For public properties, the Outdoor Dining annual fee is \$80.00 plus \$2.00 per square foot of dining area on **streets, sidewalks or other public ways** and \$6.00 in **city parks**. Outdoor dining permits located on public property are only valid for a year.

The one-time private property fee is \$125.00 (\$25 application fee and \$100 for the Certificate of Occupancy). The fee is due with your permit application. Outdoor dining permits located on private property are valid with the applicant establishment permanently.

Outdoor dining is permitted from **April 1 - November 15**. Barriers must be removed no later than November 15 and furniture removed in inclement weather to allow for sidewalk maintenance.

### Application Checklist:

- ✓ **New applicants provide a plot plan showing:**
  - Lot lines, where the building sits on the lot and dimensions of the building and lot.
  - Street location and the intersecting streets.
  - Sidewalk location, width, and curbing location.
  - Setback dimension from the sidewalk to the building.
  - Location of proposed outdoor dining area and its components (tables, chairs, barriers, etc.), including dimensions and total outdoor dining area in square feet. An outdoor dining installation cannot prevent a clear passageway for pedestrians (4 feet minimum and 5 feet for street corner).
- ✓ **Outdoor dining renewals do not require a plot plan.**
- ✓ **A drawing and/or specification of any proposed barrier solution.**
- ✓ **Proof of public liability insurance coverage (not required for private property):** The permit holder is required to produce at the time of submission and maintain public liability insurance coverage of not less than four hundred thousand dollars (\$400,000) combined single limit for bodily injury, death and property damage, naming the City as an additional insured.
- ✓ **All documents provided in electronic form.**



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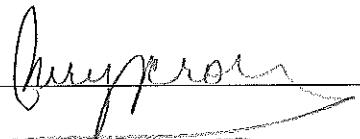
### Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: [portlandmaine.gov/payyourpermit](http://portlandmaine.gov/payyourpermit)
- Over the phone at (207) 874-8703.
- Drop off to Room 315, City Hall.
- Mail to:

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

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Outdoor dining may not commence until permit is received.

Applicant Signature: 

Date: 10/3/2017

I have provided electronic copies and sent them on:

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

**NOTE:** All electronic paperwork must be delivered to [permitting@portlandmaine.gov](mailto:permitting@portlandmaine.gov) or on a thumb drive.