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MAY 16 2016

Department of Permitting and Inspections Food Truck Operating on Private Property Permit Application

Dept. of Building Inspection
City of Portland Maine

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.

Business Name (d/b/a): Applicant Name: <u>Milly's Skillet / Molly Ritz</u>		Tax Assessor's Information: Chart/Block/Lot #:
Address: <u>6 Welch St (6 Welch)</u>		<u>084 Q 003</u>
City, State & Zip: <u>Peaks Island, ME</u>		
Telephone & E-mail: <u>207 340-0021</u>		Cost:
Lessee/Owner Name (if different from applicant):		Permit Fee: \$ <u>30</u>
Address:		Total Fees: \$ <u>30</u>
City, State & Zip:		
Telephone & E-mail: <u>Molly Ritzo @ yahoo.com</u>		
Proposed Location Address: <u>Welch St Peaks Island ME</u>		
Proposed Location Zone (i.e. B-2):		
Current Use (i.e. commercial retail):		Proposed Use: <u>Food Truck</u>
Mobile FSE License Number:		
Dimensions of Food Truck: <u>8x14</u> (maximum width 10' including side extension or awning and maximum length including food truck with		
On-peninsula: Is the proposed location at least 65' from the nearest fixed-base food service establishment? <input type="checkbox"/> Yes		

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

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 Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division 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 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: <u>[Handwritten Signature]</u>	Date: <u>5/16/16</u>
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This is not a permit; you may not locate on site 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: May B Date: 5/16/16

I have provided digital copies and sent them on: Dropped off at City Hall Date: 5/16/16

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