

2017-0769

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

## Temporary Tent or Stage Permit Application

Please submit all of the following, as applicable:

- Temporary Tent or Stage Permit Application (this form, completed)
- A plot plan or site plan of the property showing complete locations of tents, stage locations, exits and entrances, parking and existing building locations (including dimensions for all).
- Product information and structural details for temporary stage
- If the City is the property owner, a Certificate of Insurance listing the City as additionally insured. *N/A*  
Minimum amount of coverage is \$400,000.00. *Per Ted Musgrave, Public Works Event Office*
- Certificate of Flammability in compliance with NFPA 701 or applicable certificate or evidence *is not requiring insurance*
- Written notice of approval of owner (If the City is the owner, attach a completed copy of the Public Parks Space Application from the Parks, Recreation and Facilities Department.
- Contact information of the installation company

For enclosed tents, the following information shall also be provided:

- On the plan, indicate a 10' wide area around the tents in which there are no buildings or combustibles stored.
- If heated explain how, including fuel tank locations. *N/A*
- Indicate how power will be provided for exit signs and emergency lights, with battery backup.
- Show the width of egress openings, aisle widths and exit access travel distance (not to exceed 100'). *tent is open on 3 sides*
- Fire extinguisher locations *672 Stevens Avenue*

**Location Address:** corner of New Street & Stevens Avenue in Evergreen Cemetery in front of chape

**Tax Assessor's CBL:** 134A00 001            **City owned property?**  Yes  No  
Chart #      Block #      Lot #

**Date of Set up/Event:** May 26, 2017      **Date of Breakdown/End of Event:** May 30, 2017

**Owner Name:** City of Portland      **Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Address:** \_\_\_\_\_      **Email:** \_\_\_\_\_

**Applicant/Lessee Name (if different):** Friends of Evergreen      **Phone:** (207) 415 - 5833

**Address:** P.O.Box 3805 Portland ME 04104      **Email:** bcope@maine.rr.com

*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:** *Bolli Cope*      **Date:** May 18, 2017

**Review of this application will not begin until the permit payment is received. This is not a permit. Work may not commence until the permit is issued.**

30x45



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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. Work may not commence until permit is issued.

Applicant Signature: Bobby Cape Date: May 18, 2018

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 with a thumb drive to the office.

**If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.**

Portland, Maine



Yes. Life's good here.

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**FAST TRACK ELIGIBLE PROJECTS  
SCHEDULE B**

(Please note: The appropriate Submission Checklist and General Building Permit Application must be submitted with any Fast Track application.)

**Type of Work:**

- One/two family renovations within existing shell, including interior demolition and windows.
- One/two family HVAC, including boiler, furnace, heating appliance, pellet or wood stove.
- One/two family exterior propane tank.
- Commercial HVAC for boiler, furnace, and heating appliance.
- Commercial HVAC system with structural and mechanical stamped plans.
- Commercial interior demolition – no load bearing demolition.
- Temporary outdoor tents and stages less than 750 square feet.
- Temporary construction trailer.

Zone: R5

- |                         |                                      |                                     |
|-------------------------|--------------------------------------|-------------------------------------|
| Shoreland zone?         | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |
| Stream protection zone? | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |
| Historic district?      | <input checked="" type="radio"/> Yes | <input checked="" type="radio"/> No |
| Flood zone (if known)?  | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |

This information may be found on the city's  
online map portal at:  
<http://click.portlandmaine.gov/gisportal/>

**I certify that** (all of the following must be initialed for this application to be accepted):

- |  |    |
|--|----|
| • I am not expanding the building, including footprint, floor area, or dormer.   | bc |
| • I am the owner or authorized owner's agent of the property listed below.   | bc |
| • I am aware that this application will not be reviewed for determination of the zoning legal use and the use may not be in compliance with City records.  | bc |
| • I assume responsibility for compliance with all applicable codes, bylaws, rules and regulations.   | bc |
| • I assume responsibility for scheduling inspections of the work as required, and agree that the inspector may require modifications to the work completed if it does not meet applicable codes. | bc |

Project Address: at corner of New St & Stevens Ave in Evergreen Cemetery in front of Chapel

Print Name: Bobbi Cope Date: May 18, 2017

*This is a legal document and your electronic initials are considered a legal signature per Maine state law.*