

## Tent/Canopy or Temporary Event Staging 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.

Location/Address/Park of Installation or E	vent: The University of Now Cre	Roug
Date of Set up/Event	Date of Breakdown/ End of E	<u>34703</u>
6/7/16		
Tax Assessor's Chart, Block & Lot	Property Owners	Telephone:
Chart# Block# Lot#	Property Owner: Whive vsity of Dem England	6022151
Lessee/Buyer's Name (If Applicable)		Fee: \$30.00 (Per tent/staging/event) 2 tents
Parks & Recreation (756-8275).  3. Company name of installer (contact info.)  4. Plot Plan showing the following:  Tent/Canopy or tempor proposed and existing, p. will need to include prod. Portland's Parks @ 756-5.  5. If the City is the property owner, Certific of coverage is \$400,000.00  Who should we contact when permit is r. Address:  Address:	ted copy of Application to Use City Parks & b).  ary event staging locations, including dimensions arking and existing building locations. If this is the formation. (Applicant may call Parks & Relations).	Public Space from  s, exits and entrances of temporary staging, you ecreation for maps of sured. Minimum amount  Lail: QUSKICULUS COMMENTER COMMEN
	do so will result in the automatic denial	
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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 visit us on-line at <a href="https://www.portlandmaine.gov">www.portlandmaine.gov</a>, stop by the Building Inspections 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 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 of Applicant:	(ride)	Date: 6/1/1/0
***		



#### Yes, Life's good here

### **Department of Permitting and Inspections**

#### Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

1. Once the complete application package has been received by us, and entered into the system

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.

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 I can bond 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 email. No work shall be started until I have-received my permit. Date: 6 16 Applicant Signature: I have provided digital copies and sent them on:

buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the

NOTE: All electronic paperwork must be delivered to

office.

#### **Department of Permitting and Inspections**

# Tent/Canopy, Temporary Event, or Staging 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 ap	plication	packet	must	include,	in	addition	to	the	com	pleted	ap	plicatio	m:
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V	A plot plan or site plan of the property showing complete locations of tents, staging locations, exits and entrances, parking and existing building locations (including dimensions for all). If using temporary staging, you will need to include product information and structure details. (Applicant may call Parks & Recreation for maps of Portland's Parks @ 756-8275).
	If the City is the property owner, a Certificate of Insurance listing the City as additional insured is required. Minimum amount of coverage is \$400,000.00
	Electronic files in PDF format are also required (separate PDFs, per document, and named appropriately)
$\square$	Certificate of Flammability
	Written notice of approval of owners (If the City is owner, attach a completed copy of Application to Use City Parks & Public Space from Parks & Recreation, 756-8275.)
	Company name of installer (complete contact info) SAVVY Event Rentals 207 6 Commercial St Billeford ME 04005
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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 Inspections Division on-line at <a href="https://www.portlandmaine.gov">www.portlandmaine.gov</a>, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

Permit Fee: \$30.00 for each event, tent or stage

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