

PERMIT ISSUED

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

| | | |
|-----------------------|----------------------------|---------------------|
| Permit No: 02-1186 | Issue Date: OCT 18 2002 | CBL: 158 A024001 |
|-----------------------|----------------------------|---------------------|

| | | | |
|--|---|---|----------------------|
| Location of Construction: 656 Baxter Blvd | Owner Name: City Of Portland | Owner Address: 389 Congress St PORTLAND | Phone: |
| Business Name: n/a | Contractor Name: One Stop Party Shop | Contractor Address: 262 Main Street South Portland | Phone: 2077675966 |
| Lessee/Buyer's Name: n/a | Phone: n/a | Permit Type: Tents | Zone: |

| | | | | |
|-------------------|--|------------------------|--------------------------|--------------------|
| Past Use: Park | Proposed Use: Park / Erect 15' x 15' Canopy for annual awareness Walkathon. Setup on 10/19/02 and breakdown 10/19/02. | Permit Fee: \$35.00 | Cost of Work: \$35.00 | CEO District: 2 |
|-------------------|--|------------------------|--------------------------|--------------------|

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|--|--|
| FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied | INSPECTION: Use Group: U Type: Temp Tent BOCA 99 Signature: <i>[Signature]</i> |
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Proposed Project Description:
Erect 15' x 15' Canopy for annual awareness walkathon. Setup on 10/19/02 breakdown 10/19/02..

Work complete

Signature: _____

Signature: *[Signature]*

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)

Action: Approved Approved w/Conditions Denied

Signature: _____ Date: _____

| | | |
|------------------------|---------------------------------|------------------------|
| Permit Taken By: gg | Date Applied For: 10/17/2002 | Zoning Approval |
|------------------------|---------------------------------|------------------------|

| | | | |
|---|---|---|---|
| <ol style="list-style-type: none"> This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. Building permits do not include plumbing, septic or electrical work. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work.. | Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date: <i>10/10/02</i> | Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____ | Historic Preservation <input type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: _____ |
| | <i>OK Temporary</i> | | |

CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT ADDRESS DATE PHONE

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE DATE PHONE

Tent 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 of Construction: <u>Wester Blvd</u> | | |
| Date of Tent setup: <u>10/19/02</u> | Date of Tent breakdown: <u>10/19/02</u> | |
| Tax Assessor's Chart, Block & Lot Chart# <u>158</u> Block# <u>A</u> Lot# <u>024</u> | Owner: <u>City of Portland</u> | Telephone: |
| Lessee/Buyer's Name (If Applicable) <u>The IRIS NETWORK</u> | Applicant name, address & telephone: <u>(207) 774-6273</u> <u>189 PARK AVE</u> <u>PORTLAND, ME 04102</u> | Fee: \$ 35.00 |

The following must be included as submissions:

1. Proof of Flam Retardant
2. Letter of approval from property owner, if the City is the owner, please contact Ted Musgrave from the Parks & Recreation @ 874-8793
3. Plot Plan showing the following:
 - i. Property lines
 - ii. Parking
 - iii. Building locations
4. Tent location, including dimensions of tent, exits and entrances in tent

15' X 15' canopy

| | |
|--|-----------------|
| Who should we contact when the permit is ready: <u>Terri Tomchak</u> | <u>774 6273</u> |
| Mailing address: <u>The Iris Network</u> <u>189 Park Ave</u> <u>Portland, Me 04102</u> | |
| We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: <u>ASAP</u> | |

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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: <u>Terri Tomchak</u> | Date: <u>10/16/02</u> |
|--|-----------------------|

This is NOT a permit; you may not commence ANY work until the permit is issued.

Denise Clavette Albert, CPRP
Director, Parks & Recreation

Joseph E. Gray, Jr.
City Manager



CITY OF PORTLAND

Terri Tomchak, Contributions Dir.
The Iris Network
189 Park Avenue
Portland, Maine 04102
774-6273 fax: 774-0679 www.THEIRIS.org

October 10, 2002

Dear Terri:

This will acknowledge receipt of your letter requesting permission to use Back Cove Walkway and Back Cove Park in order to hold the 7th Annual White Cane Awareness Walkathon on Saturday, October 19, from 10am - 1pm (registration at 9am / setup to begin at 8am). The walk will begin and end at the small grass area beside the soccer field at Preble Street Parking Lot area (aka Back Cove Park). There will be activities and hands-on demonstrations with guide dogs. A small pa system would be set up for announcements; electricity is needed. Refreshments would be served. You have asked permission to install a 15x15' canopy and to hang banners and posters along the route. There is no rain date. Expected attendance is 100 walkers.

Please be aware that you are authorized to hold the walkathon around Back Cove and to use Back Cove Park as a meeting area, subject to the following:

1. **PERMIT FEE / SECURITY DEPOSIT:** Please forward a \$35 permit fee and a \$100 park security deposit (2 checks payable to City of Portland) to this office. You will forfeit the security deposit if conditions for use are not followed, the area is not left as was found, or the tent company installs the tent without myself being on site.
2. **PARKING:** Please ask participants to park at the Marginal Way Parking Lot, just around the corner from Preble Street.
3. **BATHROOM FACILITIES:** There is a handicap accessible porta-potty already located at the Preble Street Lot and another located in the dirt parking lot entrance to Dyer's Flat (right after Payson Park) - though participants will need to cross over Baxter Blvd. to gain access to that one. We would only require that you cover the cost of a cleaning fee (\$25) if attendance at your walk was greater than 100 people.
4. **TENT / CANOPY:** If your 15x15' canopy is a free-standing canopy (that does not use large stakes) then a tent permit from Inspection Services is not needed. If your canopy/tent requires large stakes to support the posts, then you'll need to procure a tent permit from the city. A tent can fit in the Preble Street Grass area at Back Cove Park, where your registration will take place (I will fax you a map of where canopies / tents can go in that location). I need to be on site when the tent company arrives to install it (please call me with the time of their arrival at the park). The tent permit can be procured from Inspections Div. (please call their office (874-8700 or 8703) for application information.) You'll need to provide a copy of the map I will fax you and your tent company will need to show proof of flammability. A DIG SAFE does not need done as the area is already marked out for electrical lines (we require that tent stakes stay 3 feet away, either side, of the electrical line marked on the map). To make sure guidelines are adhered to, I need to be on site before the first stake is driven into the ground or you will forfeit the \$100 security deposit.

To reserve parking spaces at the edge of the parking lot (so that the tent company can back their truck right up to edge of the parking lot), you'll need to reserve a few parking spaces (with barricades) on Friday evening. You will need 5 barricades; you should plan on picking those up at the P&R Office with a pickup truck before 2pm. A \$10 per barricade security deposit is required and you should plan to return those on Monday before 2pm - I can sometimes be available on Saturdays as well, if you'd like to return them immediately following the walk.

The city takes no responsibility for any items placed on city property.

5. **CITY CLERK'S LICENSES:** For refreshments and food at the site, please call Brandi Maxwell at the City Clerks Office (874-8557) to receive a temporary food service license (please also speak to Brandi to secure a concert license if you are having any amplified music in conjunction with the speeches). Vendors must be licensed by the city.

(continued)

Enjoy Portland for Life.

17 Arbor Street • Portland, Maine 04103 • (207) 874-8793 • FAX 756-8390

6. **ELECTRICITY:** Electricity at the site can come from the exterior outlets on the short pole in the grass area (registration area). These 2 receptacles are on a 15amp breaker so not a lot of draw should be placed on these (or else the breakers will switch off). The outlets are ground-faulted, so if power does go off, it can be switched back on by pressing in the button on the receptacle. The receptacles may continue to switch off if it is damp out. If it is drizzly or raining out, we would ask that you not use the outlets. I will check the outlets a few days before your walk to make sure they are working.

7. **TRASH ISSUES:** Please make sure that you bring trash bags and remove all your trash from the site (carry in / carry out policy).

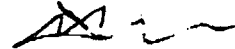
8. **SIGNAGE:** Please post signs along the route to alert the public that your walk is in progress. Please make sure that the route is not marked in any permanent way / do not nail signs to trees. You may hang banners off the wooden fence posts.

9. **SAFETY PRECAUTIONS:** Please take all safety measures to ensure a safe and accident-free event. If it were rainy or drizzly out we ask that you not use the electrical outlets.

Good luck with the White Cane Awareness Walk. If I may be of further assistance, please call me: 874-8793 vm206. As I anticipate the permit fee, certificate of insurance, and security deposit arriving, and the City Clerk's Office and Inspections Div. issuing you licenses and permits, this letter will act as your formal permit for use of Back Cove Walkway and the small grass area at Back Cove Park. Please bring this letter with you to the event.

cc: Sally DeLuca, P&R Administrator
Sgt. Gary Rogers / Lt. Vernon Malloch, Police
Joel St. Pierre, P&R Field Coordinator
Phil Labbe / Don Brewer, P&R Parks Managers
John Peverada / Paul Willey, Parking Control
Fred LaMontagne / Terry Walsh / John Brady, Fire and EMS
Brandi Maxwell, City Clerk's Office
Carol Merritt / Peter DeWitt, PW's
Missy Lekas / Marie Sweatt, P&R Park Ranger Prog.
Marge Schmuckal / Mike Nugent / Jodine Adams, Inspections

Yours truly,



Ted Musgrave
Special Activities

Certificate of Flame Resistance



REGISTERED
FABRIC
NUMBER

31.02

Issued by

TOPTEC, INC.
1905 N.E. Main Street
Simpsonville, SC 29681

Date Manufactured

2/12/99

*This is to certify that the materials described
are inherently flame retardant.*

Name ONE STOP PARTY SHOP

Address 262 MAIN ST

City S PORTLAND

State ME

Zip 04106

Certification is hereby made that:

The articles described are flame-retardant, approved and registered by the State Fire Marshal and that the fabric is in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal. Fabric has been tested and passes NFPA701-96, CPAI84, ULC109, MVSS302.

Method of Application: _____

Description of item certified: FRAME 15x15 WHITE

The Flame Retardant Process Used WILL NOT Be Removed By Washing.

TOPTEC, INC.

Name of Production Superintendent

MODEL TTF151500

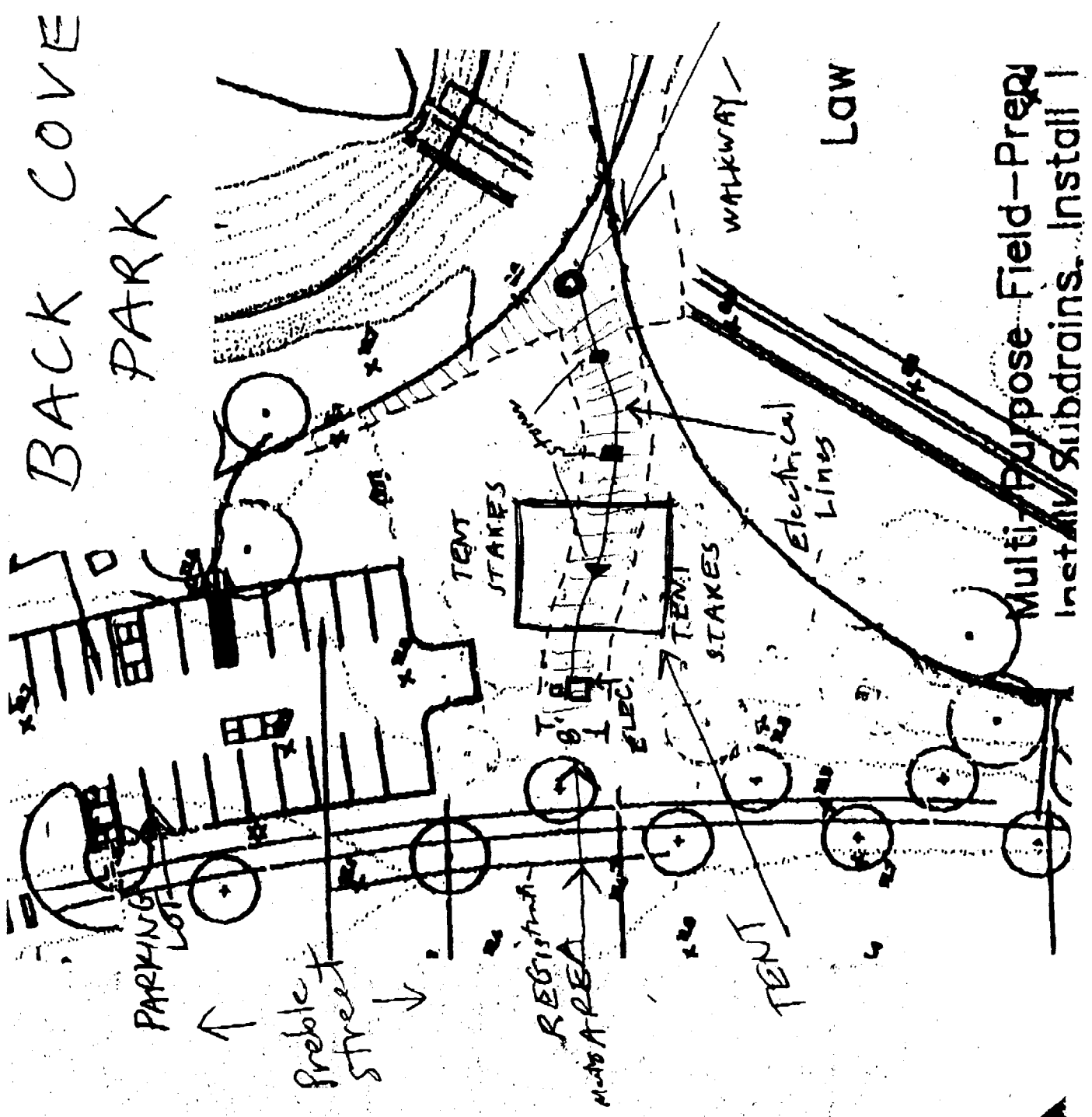
SERIAL # 990438D

1 party
10-17-2002

TO - JOONIE 8716 FROM - TED

TENT LOCATION FOR IRIS WALK

Please tell KAY that I checked my file + I
ALREADY HAVE THE 100 park sec. Dep! TWR



Multi-Purpose Field - Prep
Install Subdrains. Install

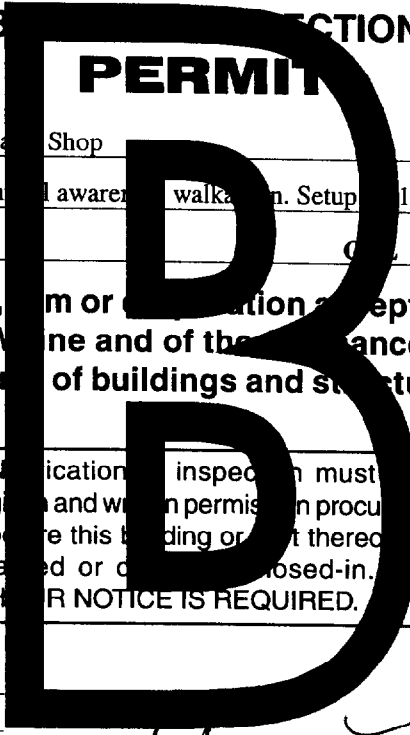
DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

Please Read Application And Notes, If Any, Attached

BUILDING DEPARTMENT

PERMIT

Permit Number: 021186



This is to certify that City Of Portland/One Stop Pa Shop
has permission to Erect 15' x 15' Canopy for an aware walkway. Setup 10/19/02 breakdown 10/19/02..
AT 656 Baxter Blvd 158 A024001

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must given and work on permit in progress before this building or part thereof is occupied or closed-in. **48 HOUR NOTICE IS REQUIRED.**

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS
Fire Dept. Jay Kelley, P.F.D. 10/18/02
Health Dept. _____
Appeal Board _____
Other _____
Department Name _____

10/18/02 _____
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD