

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

BUILDING DEPARTMENT

PERMIT

Permit Number: 040688

Please Read Application And Notes, If Any, Attached

PERMIT ISSUED
MAY 27 2004
CITY OF PORTLAND

This is to certify that City Of Portland
has permission to 20' X 20' tent for 5/27/04, Max A Wish
AT 656 Baxter Blvd City Of Portland 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 be given and when permission procured before this building or part thereof is laid 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. _____
Health Dept. _____
Appeal Board _____
Other _____
Department Name _____

Allyson A. [Signature] 5/27/04
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

City of Portland, Maine - Building or Use Permit Application

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

Permit No: 04-0688	Issue Date: PERMIT ISSUED MAY 27 2004	CBL: 158 A024001
-----------------------	--	---------------------

Location of Construction: 656 Baxter Blvd	Owner Name: City Of Portland	Owner Address: 389 Congress St	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone:

Past Use: vacant land	Proposed Use: N/A	Permit Fee:	Cost of Work: \$0.00	CEO District: 4
Proposed Project Description: 20' X 20' tent for 5/27/04. Make A Wish		FIRE DEPT: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Denied <i>N/A</i>	INSPECTION: Use Group: <i>TENTS</i> Type: <i>N/A</i> 5/27/04 <i>Alt. King</i>	
		Signature: _____		

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)	
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied	Signature: _____ Date: _____

Permit Taken By: mjn	Date Applied For: 05/27/2004	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: _____	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: _____
---	---	---	---

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>Payson Park</u>		
Date of Tent setup: <u>May 27th</u>	Date of Tent breakdown: <u>May 27th</u>	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Owner: <u>Make A Wish</u>	Telephone: <u>221-2306</u>
Lessee/Buyer's Name (If Applicable) <u>N/A</u>	Applicant name, address & telephone: <u>Patricia Gallant 4 Milk St., Ste. 201</u>	Fee: \$ <u>30.00</u>

The following must be included as submissions: Portland

1. Certificate of Flammability
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.
5. If the City is the property owner, Certificate of Insurance listing the City as additional Insured. Minimum amount of coverage is \$400,000.00

Whom should we contact when the permit is ready: Patricia Gallant

Mailing address:

PHONE: 221-2306

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 FINE LEVIED IF ANY WORK STARTS BEFORE THE PERMIT IS PICKED UP.

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>[Signature]</u>	Date: <u>5-27-04</u>
--	----------------------

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



CITY OF PORTLAND
PARKS & RECREATION DEPARTMENT

PUBLIC SPACE PERMIT (4 page permit)

PARK AREA / PUBLIC SPACE REQUESTED: Back Cove Walkway / Payson Park Triangle / Dyer's Flat Parking
CONTACT NAME: Patricia Gallant ~ Event Coordinator Claire Sutton, Portland Walk Chair
GROUP / EVENT NAME / DESCRIPTION OF ACTIVITY: Make-A-Wish Foundation of Maine 2004 Annual Walk for Wishes A fundraising walk. Walkers assemble on the triangle grass area at Payson Park (beside Baxter Blvd.) and walk around Back Cove. Dyer's Flat will be used for parking. Refreshments will be served; there will be a live band (electricity –and stage - is needed). T-shirts and promotional items will be sold.
ADDRESS: Make-A-Wish Foundation of Maine ~ 4 Milk Street~ Suite 201 ~ Portland ~ ME ~ 04101
TELEPHONE: Patricia Gallant (work) 221-2306 ~ (cell) 632-0606 ~ (fax) 221-2028 Claire Sutton: 221-2306
EMAIL ADDRESS: pgallant@wish.org csutton2@maine.rr.com
EVENT DATE(S): Thursday, May 27, 2004 EVENT TIME(S): 5-8pm (walk begins at 6pm) setup may begin a little earlier RAIN DATE(S): n/a EVENT/REGISTRATION FEE: Walkers receive pledges.
NUMBER OF PEOPLE EXPECTED: 200-300

Please be advised that the City of Portland, Parks & Recreation, has approved your use of:

Payson Park, (and Dyer's Flat Parking area) and Back Cove Walkway for the 2004 Annual Walk for Wishes, Thursday, May 27, 2004, from 5 – 8pm.

Pending the following conditions:

PERMIT FEES / INSURANCE / SEC. DEPOSITS / ELEC. FEE / PORTA-POTTY FEE

PERMIT FEES: \$40 for first hour plus \$35 per each additional hour. Additional fees may be required for staff assistance, etc. *(ck payable to City of Portland)*. Total Fee - \$110 (thank you for paying already)

CERTIFICATE OF INSURANCE: The Make-A-Wish Foundation of Maine shall indemnify the City and hold it harmless from and against all claims arising out of activities during said event, and shall take out and maintain public liability insurance coverage in the amount of at least \$400,000 combined single limit for personal or bodily injury, death or property damage for said purpose. This insurance certificate must also list the City of Portland as an additional insured in regards to the Make-A-Wish Foundation of Maine Walkathon and its activities. Thank you for forwarding this already.

SECURITY DEPOSIT: Please forward a \$250 park security deposit *(check payable to City of Portland)* to this office (I could also pick this up from you at the park on May 27). *You will only receive security deposit(s) back, if the area(s) are left as found, no vehicles park illegally, and conditions for use are adhered to.*

ELECTRICITY FEE: \$5 per/hour Please forward another \$15 (for 3 hours time) to this office.

PORTA-POTTY CLEANING FEE: \$25 Please forward another \$25 to this office.

TOTAL FEES DUE to P&R: \$40 - plus another check for \$250 – park security deposit (which you would hopefully get back) Other Fees may be due to City Departments (see the following blocks)

☐ USE OF GROUNDS

You have permission to use Payson Park Triangle Grass area and Dyer's Flat Parking area (and obviously to use Back Cove Walkway for the walkathon). You have permission to use electricity at the park. All cars must stay off the grass areas. No vehicles should park on the side of Baxter Blvd. or the park roadways. Dyer's Flat should be used for participant parking. You have permission to sell goods.

Parks & Recreation has a strict policy that prohibits vehicles parking on the grass areas. Please make sure that all vehicles stay off grass areas and park only in designated parking areas. For each vehicle parked on grass, \$10 will be deducted from your security deposits. Monies may also be deducted from the security deposit for clean up, repair of grounds, non-compliance with the conditions for use, etc.

☐ CITY CLERK'S OFFICE / VENDOR LICENSES / CITY HALL 874-8557

For refreshments at the site, please call Brandi to receive a temporary food service license (I understand that you have already forwarded the info to City Clerks). Vendors must be licensed by the city. For the selling of t-shirts and trinkets, etc., then a "street goods" vending license must be procured from Brandi. In addition, please procure a "concert license" from Brandi. I understand that you have procured some of these licenses already.

☐ RISERS / STAGE FOR ENTERTAINMENT

Please contact Arthur Stephenson at Public Assembly Facilities (Expo), 874-8200, for information and details on the risers. (Don't forget to ask for the legs to the risers). I understand that Arthur has already given you permission to borrow them. There may be security deposit charged to borrow the risers. Your stage delivery truck has permission to drive on the park grass (but only to drop off and pick up risers). The vehicle should not stay there longer than 10 minutes.

☐ BARRICADES / SIGNS / PARKS DEPT.

There are currently a set of barricades over at Dyers Flat. Please plan on setting these up in the dirt area of the parking lot (to create the funnel for the entrance to the field parking area) prior to your walk. In the way of the entrance should be a barricade with "no parking" signs on it. You should swing that out of the way so cars can drive up in. Please set this back into place at the opening (the signs this time facing in to the field area) after the last car leaves the Dyers Flat area. There will also be an A-Frame sign there with the barricades. You should make up a large cardboard sign (that you can tape to the A-Frame sign) and place this out near the boulevard. The sign should state something on it like "PARKING FOR MAKE-A-WISH WALK."

☐ PARTICIPANT PARKING

Parking for volunteers, staff, and walkers should be in the Dyer's Flat area. Please stay clear of the Little League Parking Lots (parking areas up at the tip of the triangle) as those will be used by little leaguers and their parents.

- ❑ **ELECTRICITY: \$5 per/hour Please forward another \$15 (for 3 hours time) to this office.**

There is a green electrical box in the park close to the boulevard. A Parks & Rec. staff person will unlock the box that day so that you may have access to the outlets inside (the staff person may be our Park Ranger). The box will look like it is locked but it will only be duct taped shut. At the end of your event, please slam the door so it will lock. There are 2 receptacles inside, each on a 20-amp breaker. If it were raining out, we require that you not use electricity. Any extension cords in the public's way, must be covered by rugs or orange cones or other means so as to alleviate the tripping hazard to the public.

- ❑ **PARK RANGERS / PARKS & RECREATION DEPARTMENT Marie Davis ~ 756-8275**

Parks Rangers may be available to assist as needed. Please call Marie Davis or the Lead Park Ranger, (Cell) 232-9267. There may be a charge for staff time. A Park Ranger may check in on your walk.

- ❑ **TRASH**

Please abide by our Carry-in/Carry-out Policy. Bring extra trash bags and/or receptacles and remove your trash from the area. Thank you for leaving the area as you found it.

- ❑ **TENT PERMIT / INSPECTION SERVICES Karen Dunfey ~ 874-8701**

For your 2 canopies/tents that you have requested be at the park, are larger than 10x10' - free-standing canopies - **then please call Karen ASAP at Inspection Services for a tent permit.** You will need to show a plot plan and provide a cert. of flammability from the tent company.

If you go with the 10x10 free standing canopies, they do not need a tent permit.

- ❑ **BATHROOMS / PORTA-POTTIES**

If you would like to rent a porta-potty for the walk, you may do so as well (we do not require it however). Your rented porta-potty should go at one end or the other of the dirt lot off the 1st entrance into the park. Please make sure it is dropped off on Thursday morning/afternoon and removed by Thursday evening or Friday morning.

There is one handicap accessible porta-potty located at the Preble Street Lot and another located at the dirt parking lot on Baxter Blvd, (where the entrance to Dycers Flat is) just after the 2nd entrance into Payson Park. **We only require that you cover the cost of a cleaning fee (\$25).** The toilets are cleaned on M, W, F & Sat. If you would like to insure that the toilet is cleaned at the Baxter Blvd. lot on Thursday (early afternoon) for the start of your walk, you would need to call Associated Septic and pay for that cleaning yourself at the cost of \$25. Call T.J. at 799-1980. I have cc'ed him on this permit.

- ❑ **POLICE ASSISTANCE**

If you have a need for police assistance, please call Sgt. Gary Rogers, 874-8554, or Lt. Tony Ward, 874-8569, prior to the walk. For assistance on the day of the event, please call Police Dispatch, 874-8574 or 8575.

FIRE / EMS ASSISTANCE

Should you have a need for Fire Department / EMS assistance, please call Fire Chief Fred LaMontagne or Dept. Chief Terry Walsh, 874-8400, prior to the event.

TOBACCO FREE ZONES

Portland Parks & Recreation athletic facilities, playgrounds and assembly areas are designated as tobacco-free zones. Please pass this information along to your participants and thank you for your voluntary compliance.

SAFETY

Please take all necessary safety measures to ensure a safe and accident free event.
In the case of rain, do not use the electrical outlets.

NOTIFICATION

We ask that you post a sign on the early afternoon of your walk (can be hammered into the grass area) along the walkway at Preble Street – and also across the street from Payson Park, that alerts the public and regular walkers to your event.

OTHER EVENTS / POTENTIAL CONFLICTS

Please do not park in the Little League Lots (at the tip of the triangle), as little league parents and spectators will be parking there. There may also be softball games taking place at Payson Park.

Copy of City Licenses and City Permits must be on file at the Parks and Recreation Office at 134 Congress Street, Portland, ME 04101. Phone (207) 756-8275 ~ FAX (207) 756-8279.

Good luck with your event. If I may be of further assistance, please call me at 756-8275, x211. As I anticipate you following through on the above conditions for use, please bring this permit with you to your event. It will act as your "Formal Permit for Use."

Signature _____ Date _____ / _____ / _____
Ted Musgrave, P&R Special Activities Coordinator.

Portland Parks & Recreation ~ 134 Congress Street ~ Portland, ME 04101
(207) 756-8275 x211 ~ FAX (207) 756-8279 tvm@portlandmaine.gov



CITY OF PORTLAND, MAINE

Department of Building Inspections

May 27 20 04

Received from Patricia Gallant

Location of Work 4 Milk St.

Cost of Construction \$ _____

Permit Fee \$ 30.00

Building (IL) ___ Plumbing (IS) ___ Electrical (I2) ___ Site Plan (U2) ___

Other Tent

CBL: _____

Check #: 399

Total Collected \$ 30

THIS IS NOT A PERMIT

No work is to be started until PERMIT CARD is actually posted upon the premises. Acceptance of fee is no guarantee that permit will be granted. PRESERVE THIS RECEIPT. In case permit cannot be granted the amount of the fee will be refunded upon return of the receipt less \$10.00 or 10% whichever is greater.

WHITE - Applicant's Copy
YELLOW - Office Copy
PINK - Permit Copy

CK # 399