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Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 09/22/16

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 application packet must include, in addition to the completed application:

- [x] 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).
- [x] 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)
- [x] 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.)
- [x] Company name of installer (complete contact info)

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 www.portlandmaine.gov, 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.