Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 09/13/17

Portland, Maine — Yes. Life's good here.

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

Temporary Tent or Stage Permit Application

Please submit all of the following, as applicable:

- [x] Temporary Tent or Stage Permit Application (this form, completed)
- [x] 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).
- [x] Product information and structural details for temporary stage
- [x] If the City is the property owner, a Certificate of Insurance listing the City as additionally insured. Minimum amount of coverage is $400,000.00.
- [x] Certificate of Flammability in compliance with NFPA 701 or applicable certificate or evidence
- [x] 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.
- [x] 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.
  - [ ] 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').
  - [ ] Fire extinguisher locations

Location Address: Payson Park / Grassy Triangle

Tax Assessor's CBL: _____ _____ _____ (Chart # / Block # / Lot #) **City owned property?** (•) Yes ( ) No

Date of Set up/Event: FRI 09/15/2017 **Date of Breakdown/End of Event:** SUN 09/17/2017 AFTER 1:00 PM

Owner Name: A Plus Party Rental **Phone:** (207) 883 - 4472

Address: 10 Washington Ave. Scarborough, ME 04074 **Email:** aluspartymaine@gmail.com

Applicant/Lessee Name (if different): Tara Studley **Phone:** (207) 662 - 6274

Address: 22 Bramhall Street, Portland, Maine 04102 **Email:** studlt@mmc.org

Project Description (include number and dimension of tents/stages):

2 20X20 WHITE FRAME TENT ONE PIECE W/ 1 CLEAR & 2 WHITE WALLS

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: [signature] Date: 8/30/17

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.

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Requirements for Electronic Submissions

In order to ensure a timely review of the application, please read and follow the requirements below for all electronic submissions:

- **Drawings sheets shall be submitted individually-- each PDF file shall contain no more than one drawing sheet.** Only PDF files are acceptable for plan review, and each file shall not exceed 5MB in size.

- **Drawing files shall be named based on the drawing sheet number and name.** It is recommended to include a Category/Discipline letter (such as A for Architectural), a sheet number and a descriptive title (e.g., A1 Existing Exterior Elevation).

- **Revised file submissions must use the exact same file name as originally submitted.** The Electronic Plan Review software will recognize this submission as Version 2.

- **Supporting documents shall be submitted as an individual PDF file for each document (these documents may be multi-page PDF files) and named based on the document type** (e.g., "Deed", "Stormwater Report", "Permit Application", etc.). Searchable PDF files are requested for calculations, reports and other supporting documents.

- **A graphic scale or a scale to reference shall be included on each drawing sheet.**

- **Plans prepared by a design professional shall include a Code Analysis sheet**, referencing the Maine Uniform Building and Energy Code and Portland City Code, Chapter 10 – Fire Prevention and Protection, which includes NFPA 1, Fire Code and NFPA 101, Life Safety Code. Chapter 10 of the City Code can be viewed at: http://www.portlandmaine.gov/citycode/chapter010.pdf.

- **Files shall be submitted via email to permitting@portlandmaine.gov. The email subject line shall include the project address and type of permit.** Multiple emails may be sent for one project if the files exceed the maximum file size.

- **Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.**

For further information and to access PDF versions of this and other forms, visit the Permitting and Inspections Department online at **http://portlandmaine.gov/1728/Permitting-Inspections**.

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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
- 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: _____ Date: 8/30/17

I have provided electronic copies and sent themon: Date: 8/30/17

NOTE: All electronic paperwork must be delivered to 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.