

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND

# BUILDING PERMIT

This is to certify that JEREMY L MACDONALD

Located At 123 FENWAY ST

Job ID: 2011-12-2917-SE

CBL: 198- B-006-001

has permission to Erect a 30 by 60 Foot (Temporary) Tent, Set-up on 08/03/2012 removal on 08/06/2012.  
provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statues of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

\_\_\_\_\_  
**Fire Prevention Officer**

\_\_\_\_\_  
**Code Enforcement Officer / Plan Reviewer**

02/06/2012

THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY  
PENALTY FOR REMOVING THIS CARD

**City of Portland, Maine - Building or Use Permit Application**

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

Job No: 2011-12-2917-SE	Date Applied: 12/12/2011	CBL: 198- B-006-001	
Location of Construction: 123 FENWAY ST	Owner Name: JEREMY L MACDONALD	Owner Address: 123 FENWAY ST PORTLAND, ME 04102	Phone: 450-4987
Business Name:	Contractor Name: Emily Blazek	Contractor Address: 119A Mussey St. So. Portland, ME 04106	Phone: 807-5566
Lessee/Buyer's Name:	Phone:	Permit Type: TENTS	Zone: R-5 & RPZ
Past Use: Single Family Dwelling	Proposed Use: Same: Single Family Dwelling - to erect a 30' x 60' tent - set-up on August 3, 2012 and break-down on August 6, 2012	Cost of Work:	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved <i>w/conditions</i> <input type="checkbox"/> Denied <input type="checkbox"/> N/A Signature: <i>Capt. P. [unclear] 1/31/12</i>	Inspection: Use Group: Type: Tent (Temporary) Signature: <i>[Signature]</i>
Proposed Project Description: Tent for Wedding 8/03/2012 to 08/06/2012		Pedestrian Activities District (P.A.D.)	
Permit Taken By: Lannie		<b>Zoning Approval</b>	

- 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 informatin may invalidate a building permit and stop all work.

Special Zone or Reviews	Zoning Appeal	Historic Preservation
<input type="checkbox"/> Shoreland	<input type="checkbox"/> Variance	<input checked="" type="checkbox"/> Not in Dist or Landmark
<input type="checkbox"/> Wetlands	<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Does not Require Review
<input type="checkbox"/> Flood Zone	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Requires Review
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Interpretation	<input type="checkbox"/> Approved
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Conditions
<input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied
Date: <i>OK with conditions</i> <i>[Signature]</i> 12/13/11	Date: <i>[Signature]</i>	Date: <i>[Signature]</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

## Jonathan Rioux - RE: 123 Fenway Street (30-60 foot tent)

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**From:** Ted Musgrave  
**To:** Business Licensing; Carol Merritt; Chris Pirone; Jonathan Rioux; Mat...  
**Date:** 2/6/2012 11:12 AM  
**Subject:** RE: 123 Fenway Street (30-60 foot tent)  
**CC:** Lannie Dobson; Michael Bobinsky; Sally Deluca

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hi jonathan -

yes, i am OK with it... as long as the abutters are notified and they can make alternate arrangements.. and the DIG SAFE is done and adhered to..

(i think next door is their relatives..?)

also - recreation is NOT charging them a permit fee for use of the paper street or grounds.....

>>> Jonathan Rioux 2/6/2012 10:36 AM >>>

RE: Single Family Dwelling to erect a 30 by 60 foot tent

Date of Event: August 3-6, 2012.

Morning,

I am prepared to issue the temp. bld. permit for this event "wedding" are all parties okay with the tent obstructing the adjacent driveways/ roads, and or any other city approvals (other then Temp. FSE License)?  
JGR.

Jonathan Rioux  
Code Enforcement Officer/ Plan Reviewer

City of Portland  
Planning and Urban Development Department  
Inspection Services Division  
389 Congress St. Rm 315  
Portland, ME 04101  
Office: 207.874.8702  
Support Staff: 207.874.8703  
[jrioux@portlandmaine.gov](mailto:jrioux@portlandmaine.gov)



# 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: 123 Fenway Street			R-5 & RPE		
Set-up Date - August 3, 2012		30'x66'	Break-Down Date - August 6, 2012		
Tax Assessor's Chart, Block & Lot		Property Owner:		Telephone:	
Chart#	Block#	Lot#	Jeremy MacDonald		207
198	B	6 → 9 24-25			450-4987
Lessee/Buyer's Name (If Applicable)			Applicant name, address & telephone:		Fee: \$30.00
			Emily Blazek 119A Mussey St. S. Portland, Maine 04106		

The permit fee and the following items must be completed and submitted along with this application in order to receive a permit.

1. Certificate of Flammability
2. Letter of approval from property owner.  
If the City is owner, attach a completed copy of Application to Use City Parks & Public Space from Parks & Recreation (756-8275).
3. Company name of installer (contact info).
4. Plot Plan showing the following:  
Tent/Canopy or temporary event staging locations, including dimensions, exits and entrances of proposed and existing, parking and existing building locations. If this is temporary staging, you will need to include product information. (Applicant may call Parks & Recreation for maps of Portland's Parks @ 756-8275).
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

Who should we contact when permit is ready: Emily Blazek  
Address: 119A Mussey St S. Portland, ME 04106 Telephone: 207 807 5566

Please submit all of the information outlined in the Tent/Canopy and Event Staging Permit Application as one package. Failure to do so will result in the automatic denial of your permit.

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 [www.portlandmaine.gov](http://www.portlandmaine.gov), stop by the Building Inspections office, room 315 City Hall or call 874-8703.

RECEIVED

DEC 12 2011

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>Emily Blazek</u>	Date: <u>12/12/11</u>
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**This is not a permit; you may not commence ANY work until the permit is issued.**

## BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: [buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
  - **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
  - **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**
1. Tent Set-up/ Final Inspection
  2. Tent Removal

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.



# PORTLAND MAINE

*Strengthening a Remarkable City. Building a Community for Life* • [www.portlandmaine.gov](http://www.portlandmaine.gov)

Director of Planning and Urban Development

Job ID: 2011-12-2917-SE

Located At: 123 FENWAY ST

CBL: 198- B-006-001

## **Conditions of Approval:**

### **Zoning**

1. This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
2. Based upon your submittal you have already gained approvals from Public Services for a portion of the tent to be on Fenway Street.

### **Fire**

1. Tents shall have an approved fire resistant rating and maintain 10' between stake lines. No smoking or open flame allowed within 10'. Provide at least one 2A:10 BC fire extinguisher.
2. Installation shall comply with City Code Chapter 10.
3. Emergency lighting and approved illuminated EXIT signs are required for events held outside of day light hours. A back up generator with transfer switch shall meet this requirement if the following is met:
  - a. All lighting is powered from the generator circuit.
  - b. The lighting illuminates the face of the EXIT signs.
  - c. An auto transfer and start shall be provided or dedicated staff shall be provided for that purpose.
4. Fuel-fired heating equipment and propane tanks shall be installed outside of the tents an not with 5 feet of the tents or an exit discharge.

### **Building**

1. This permit DOES NOT authorize any construction activities. The tent/stage must be removed at the end of the event.
2. Separate permits are required for any electrical: plumbing, sprinkler, fire alarm, HVAC systems, heating appliances, including pellet/wood stoves, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.
3. Note: For a Street Occupancy Permit, contact Public Services @ 207.874.8822; for a Temporary Food Services License contact Business Licensing @ 207.874.8557.

## Lannie Dobson - RE: LARGE TENT proposal for Fenway Street - August 2012

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**From:** Ted Musgrave  
**To:** Emily Blazek  
**Date:** 12/5/2011 4:17 PM  
**Subject:** RE: LARGE TENT proposal for Fenway Street - August 2012  
**CC:** Business Licensing; Carol Merritt; Lannie Dobson; Matt Doughty; Mich...  
**Attachments:** Permit Fees & City Dept Contacts - vick's.doc

hi emily -

i heard back from city staff at Public Services today.. clarifying the "paper street" aspect to Fenway Street because it is not an "accepted" city street, RECREATION does not have to be involved permit-wise... (i.e. you do not need a permit from recreation to hold part of your wedding ceremony/reception on the dirt road, nor are there fees due to Recreation).

but you will need to address the following items for the outdoor event:

1. make sure neighbors know of the event... and that if the tent is blocking the next door neighbor's driveway (or using part of their driveway), that you get their permission (and to make sure that they still have access to their property, etc.)
2. a tent permit is applied for at Inspection Services - you'll NEED a tent permit.. (Lannie Dobson is assisting)
3. a DIG SAFE is done (pls call 888-344-7233)
4. that licenses may be needed from City Clerk's Office for music or food outside (please inquire with business licensing - Julie Ann)
5. pls c attached City Contact Sheet for city department contact info, etc. (i believe you already have one of these)

i have also cc'ed those staff on this email.

6. i understand that you already have the "street occupancy permit" from PS's thanks... and best wishes on great weather for the ceremony...!!!

>>> "Blazek, Emily" <e.blazek@doover.k12.nh.us> 12/2/2011 7:47 PM >>>

Hello Ted,

This will be the final email that I will write to you before I seek additional assistance. As requested, following our phone conversation from Thursday, December 1, 2011 at 10:30 am; I am re-stating the questions in which I need further clarifications from your email. In addition, I have outlined all of the steps that I have taken in speaking with other city departments.

To recap the items that I have obtained, or am in the process of obtaining:

- \* I have received a Street Occupancy Permit from Michael Bobinsky. \*
- \* I will be filing paperwork for the Tent/Canopy or Temporary Event Staging Permit Application with Lannie Dobson.
- \* I will be filing paperwork for the Single Concert/Dance Permit Application and Temporary Food Service License Application with the City Clerk's office after speaking with Julieanne.

My final clarifying questions are:

As mentioned in your email (see below), "there are a few other steps involved.. need to get approval for the 'event' in the street, need to address fees + INS, sec dep, city clerk's licenses, etc"

1. What is INS? Insurance?

I would like to verify the cost of the Public Space and Park Application fee before purchasing insurance.

2. *Is it possible to receive a quote; what is the fee for the event?*

If not, and the cost will be **significantly** larger than the hourly calculated fee for four hours of \$145, can that information be passed along to determine if this is an avenue that my fiancée and I would like to travel down.

3. *Is the approval for the 'event' the Public Space and Park Application?*

4. *Is the security deposit \$40, which is a portion of the hourly cost fee associated with the Public Space and Park Application? If not, what is the security deposit fee?*

5. *What additional city clerk's licenses do I need?*

I spoke to the City Clerk's office on Friday, December 2, at 10:30am, they informed me that I needed the Single Concert/Dance Permit Application and a Temporary Food Service License Application.

6. *In addressing your, "few other steps," what is "etc"? What other items do I need? Who, specifically, can I contact to retrieve those documents/applications?*

Thank you for your assistance.

I look forward to hearing from you prior to Tuesday, December 6, 2011,

Emily Blazek

C - (207) 807-5566

[eblazek@coa.edu](mailto:eblazek@coa.edu)

[e.blazek@dover.k12.nh.us](mailto:e.blazek@dover.k12.nh.us)

W - (603) 516-7274



# Certificate of Flame Resistance



REGISTERED  
FABRIC  
NUMBER

F63601

Issued by

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

Date Manufactured

04/06/06

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

Name ONE STOP PARTY SHOP

Address 282 MAIN ST

City S PORTLAND

State ME

Zip 04106

**Certification is hereby made that:**

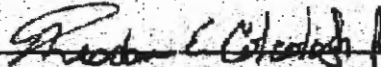
*The articles described are flame-retardant, approved and registered by the State Fire Marshal and that the fabric is in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal. Fabric has been tested and passes NFPA701-96, CPAI84, ULC109, MVSS302.*

Method of Application: The Flame Retardency of this Fabric is Inherent and Permanent.

Description of item certified: FUTURE MID 30x10 BLACKOUT WHITE

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

TOPTec, INC.

  
Name of Production Superintendent

MODEL TU301005C

SERIAL # 262170B