

**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:

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).

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)

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.)

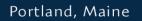
Company name of installer (complete contact info)

# 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 <u>www.portlandmaine.gov</u>, 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.





## **Department of Permitting and Inspections**

## **Electronic Signature and Fee Payment Confirmation**

### Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding that this is a legal document and your electronic signature is considered a *legal signature* per Maine state law. You are also signifying your intent on paying your fees by the selections below.

- 1. Once the complete application package has been received by us, and entered into the system
- 2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
- 3. You then have the following four (4) payment options:

provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment

call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone

hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall

deliver a payment method through the U.S. Postal Service, at the following address:

#### City of Portland Department of Permitting and Inspections 389 Congress Street, Room 315 Portland, Maine 04101

By signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. *No work shall be started until I have received my permit.* 

Applicant Signature:\_\_\_\_\_

Date: \_\_\_\_\_

I have provided digital copies and sent them on:

Date:\_\_\_\_\_

NOTE: All electronic paperwork must be delivered to <u>buildinginspections@portlandmaine.gov</u> or by physical means ie; a thumb drive or CD to the office.



## 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.

Date of Set up/Event	Date of Break	Date of Breakdown/ End of Event	
Tax Assessor's Chart, Block & LotChart#Block#Lot#	Property Owner:	Telephone:	
Lessee/Buyer's Name (If Applicable)	Applicant Info: Name: Address:	Fee: \$30.00 (Per tent/staging/event	
	Phone: E-M	ail:	
<ul> <li>Parks &amp; Recreation (756-8275).</li> <li>3. Company name of installer (contact in 4. Plot Plan showing the following: Tent/Canopy or temp proposed and existing will need to include pr Portland's Parks @ 75</li> </ul>	nfo). orary event staging locations, inc , parking and existing building loc oduct information. (Applicant m 6-8275). tificate of Insurance listing the Gi	<b>See City Parks &amp; Public Space from</b> luding dimensions, exits and entrances of cations. If this is temporary staging, you hay call Parks & Recreation for maps of ity as additional insured. Minimum amoun	
Address:	10.	E-Mail:	

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:

Date:

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