



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: 54 RAND ROAD, PORTLAND, ME 04101		
Date of Set up/Event: 4/4/13		Date of Breakdown/ End of Event: 4/5/13
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 263 B 40	Property Owner: QV REALTY LLC 295 HOGAN RD BANGOR, ME 04401	Telephone: 207 321-5907
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: FIAT OF PORTLAND 54 RAND ROAD PORTLAND, ME 04101 207-321-5907	Fee: \$30.00
<p>The permit fee and the following items must be completed and submitted along with this application in order to receive a permit.</p> <p>60 x 30 Framed Canopy</p> <ol style="list-style-type: none"> Certificate of Flammability ✓ 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). Company name of installer (contact info). ✓ 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). If the City is the property owner, Certificate of Insurance listing the City as additional insured. Minimum amount of coverage is \$400,000.00 <p>Who should we contact when permit is ready: TIM REARDON Address: P.O. BOX 3561, PORTLAND ME Telephone: 207-831-4511 cell 207-321-5907</p>		
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, stop by the Building Inspections office, room 315 City Hall or call 874-8703.

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: 3/22/13
-------------------------	---------------

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

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT



This is to certify that

QV REALTY LLC /Wallace Tent & Party Rentals

Located at

54 RAND RD

PERMIT ID: 2013-00563

ISSUE DATE: 04/17/2013

CBL: 263 B040001

has permission to **Erect 60' x 30' framed caopy, set up on 4/4/13 and breakdown 4/5/13.**

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 clsoed-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 procured prior to occupancy.

Fire Prevention Officer

Code Enforcement Officer / Plan Reviewer

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
THERE IS A PENALTY FOR REMOVING THIS CARD**

PERMIT ID: 2013-00563

Located at: 54 RAND RD

CBL: 263 B040001

BUILDING PERMIT INSPECTION PROCEDURES
Please call 874-8703 (ONLY)
or email: 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.**

REQUIRED INSPECTIONS:

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.

Location of Construction: 54 RAND RD	Owner Name: QV REALTY LLC	Owner Address: 295 HOGAN RD	Phone: (207) 321-5907
Business Name: Fiat of Portland	Contractor Name: Wallace Tent & Party Rentals	Contractor Address: 36 Commerce Park Ellsworth	Phone: (207) 667-6210
Lessee/Buyer's Name	Phone: 2073215901	Permit Type: Tents	

1) Generic Tents

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.

If the sides of the tents are to be enclosed at least two remotely located and marked exits shall be provided.

Fuel-fired heating equipment and propane tanks shall be installed outside of the tents and not within 5 feet of the tents or an exit discharge.

Cooking within the tents has not been reviewed and approved.

Large Occupied Tents

1. 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.

2. EXITS

- a. The main entrance shall have minimum clear width of 10 feet.
 - b. The divider in the main tent shall maintain an exit opening of 6 feet.
 - c. A main corridor for the main tent shall be maintained a minimum of 50 inches. Where a chair is placed between a table and the corridor the measurement shall be made from the table and add 19 inches for each chair (ie. Chair at both sides 38" + 50" = 88").
 - d. An exit from the main tent to the outside directly across from the main entrance shall be provided. Minimum clear width shall be 6 feet.
 - e. The auction tent shall have 2 exits perpendicular from the main tent. Minimum clear width shall be 36".
 - f. The catering tent shall have one additional exit across from the main tent. Minimum clear width shall be 36".
3. A minimum of 3 trained crowd managers shall be provided and on duty inside of the occupied tents during the event.
 4. A minimum 1 radio equipped firefighter shall be hired.
 5. Fuel-fired heating equipment and propane tanks shall be installed outside of the tents and not within 5 feet of the tents or an exit discharge.
 6. Fire extinguishers will be required per NFPA 10 as follows:
 - a. Main tent: 1 at each exit and one at the center divider
 - b. 1 in the auction tent
 - c. 2 in the caterers tent
 7. The fire department shall inspect the premise prior to the event.
 8. The cooking equipment arrangement and type shall be evaluated at the inspection.