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

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 02/28/17

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 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.

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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

☐ 4 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: Joanna Sprague Date: January 17 2017

I have provided digital copies and sent them on: Date: January 17 2017

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

Tent/Canopy or Temporary Event Staging Permit Application

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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 or Event: January 17 2017		
Date of Set up/Event Thursday March 23 2017	**Date of Breakdown/ End of Event** Monday March 27 2017	
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	**Property Owner:** Jim Grattello	**Telephone:** 207-207-0705
Lessee/Buyer's Name (If Applicable)	**Applicant Info:** Name: Joanna Sprague Address: Portland Yacht Services 400 Commercial St Portland ME Phone: 207-774-106 E-Mail: joanna@p	**Fee: $30.00** **(Per tent/staging/event)**

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: Name: Joanna Sprague

Address: 400 Commercial St Portland ME Tel: 207-774-1067 E-Mail: joanna@portlandy

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: Joanna Sprague Date: January 17 2017

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