

PERMIT ISSUED

City of Portland, Maine - Building or Use Permit Application

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

Permit No: 02-0448	Issue Date: 3/3/02	CBL: 443 A001001
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Location of Construction: 1000 Preble St	Owner Name: City Of Portland	Owner Address: 389 Congress St	City of Portland	Phone: 207-854-0505
Business Name:	Contractor Name:	Contractor Address:	Phone:	
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone:	

Past Use: parking lot	Proposed Use: 20' x 30' tent to be erected from 5/03 & 5/04	Permit Fee: \$35.00	Cost of Work: \$0.00	CEO District: 1
		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied N/A	INSPECTION: Use Group: U Type: Tent	

Proposed Project Description:
erect tent for event of 5/3 and 5/4 to be removed by 5/5

Signature: [Signature]

Signature: [Signature]

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)

Action: Approved Approved w/Conditions Denied

Signature: [Signature] Date:

Permit Taken By: gg	Date Applied For: 05/03/2002	Zoning Approval	
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<ol style="list-style-type: none"> 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 information may invalidate a building permit and stop all work.. 	Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date: 5/3/02	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	Historic Preservation <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: 5/3/02
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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

Tent 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 of Construction: <u>Baxter Boulevard parking lot</u>		
Date of Tent setup: <u>May 3, 2002</u>	Date of Tent breakdown: <u>May 4, 2002</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>443</u> Block# <u>A</u> Lot# <u>001</u>	Owner: <u>City of Portland</u>	Telephone:
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>Independent Transportation Network, 90 Bridge St. Westbrook</u> <u>854-0505</u>	Fee: \$ 35.00
<p><u>The following must be included as submissions.</u></p> <ul style="list-style-type: none"> ✓1. Proof of Flam Retardant ✓2. Letter of approval from property owner, if the City is the owner, please contact Ted Musgrave from the Parks & Recreation @ 874-8793 ✓3. Plot Plan showing the following: <ul style="list-style-type: none"> i. Property lines ii. Parking iii. Building locations ✓4. Tent location, including dimensions of tent, exits and entrances in tent <p style="text-align: right; font-size: 1.2em;"><i>Ted Musgrave okay</i></p>		
Who should we contact when the permit is ready: <u>Ellen Todd</u> Mailing address: <u>ITN, 90 Bridge St. Westbrook, ME</u> We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE:		

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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>Ellen T. Todd</u>	Date: <u>May 1, 2002</u>
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This is NOT a permit; you may not commence ANY work until the permit is issued.

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP 10 DR INDEX-2 DATE (MM/DD/YY) 04/30/02

PRODUCER Auburn - Morse, Payson & Noyes P.O. Box 1660 Auburn ME 04211-1660 Phone: 207-783-2232 Fax: 207-783-2237	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED Independent Transportation Network 90 Bridge St. Westbrook ME 04092	INSURERS AFFORDING COVERAGE INSURER A: PHILADELPHIA INDEMNITY INS CO INSURER B: INSURER C: INSURER D: INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

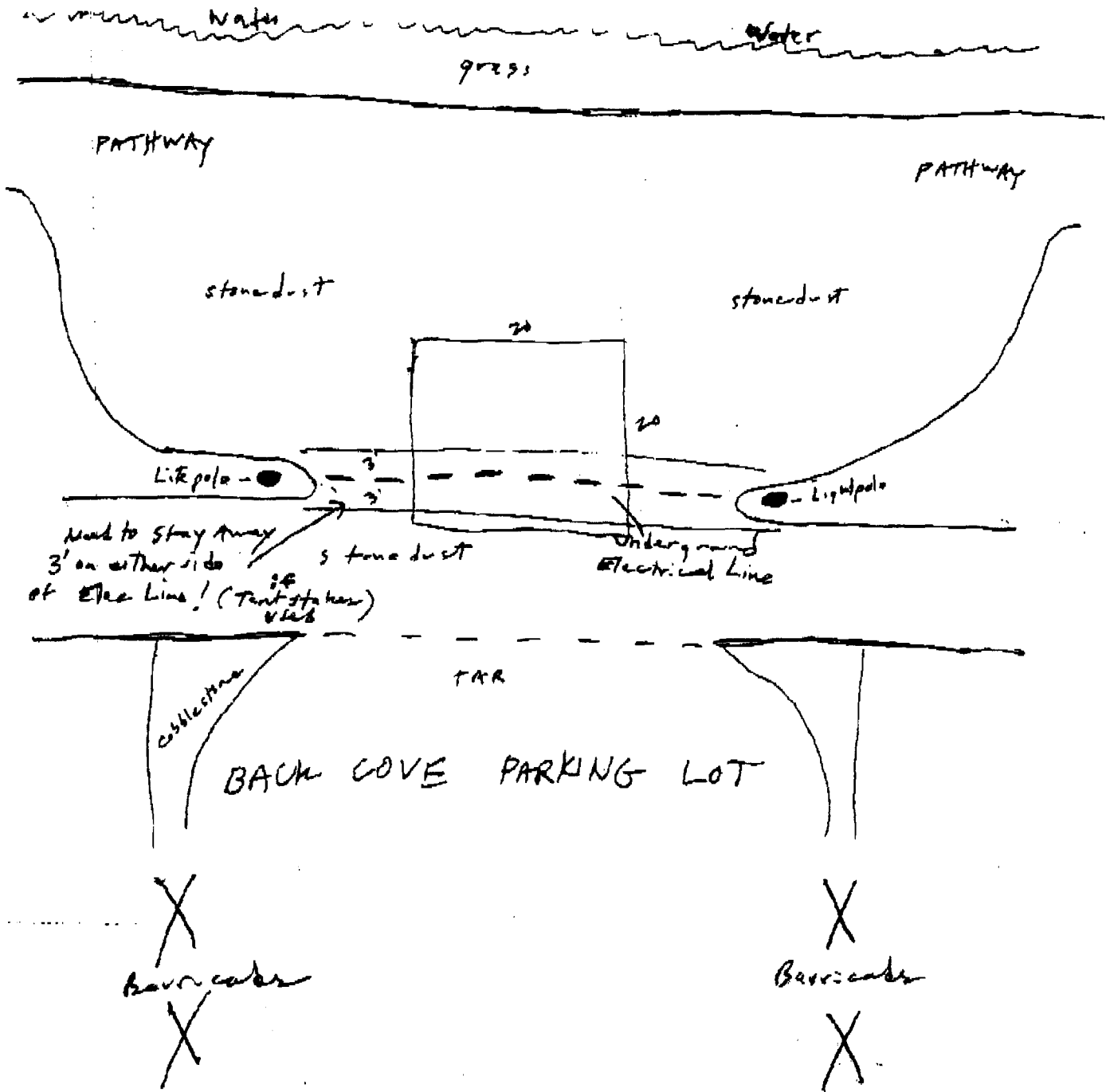
PLNR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	PHPK016708	12/10/01	12/10/02	EACH OCCURRENCE \$ 1000000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$ 100000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 5000
					PERSONAL & ADV INJURY \$ 1000000
					GENERAL AGGREGATE \$ 2000000
					PRODUCTS - CONPROP AGG \$ 2000000
					GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ-JECT <input type="checkbox"/> LOC
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Per accident) \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY: EA ACC \$
					AGG \$
	EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
	<input type="checkbox"/> DEDUCTIBLE				\$
	<input type="checkbox"/> RETENTION \$				\$
					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATE TOBY LIMITS OTR-ER
					E.L. EACH ACCIDENT \$
					E.L. DISEASE - EA EMPLOYEE \$
					E.L. DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENTS/SPECIAL PROVISIONS
 Certificate Holder is named as an additional insured in regards to the March of Members to be held on Friday 5/3/02 and Saturday 5/4/02. REVISED

CERTIFICATE HOLDER City of Portland 17 Arbor St. Portland ME 04103	ADDITIONAL INSURED; INSURER LETTER: CITP002
CANCELLATION	
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.	
AUTHORIZED REPRESENTATIVE Morse Payson & Noyes Insurance	

If you plan on installing a tent which requires staking - please call me as there are permits required!

Thank TM



Denise C. Albert, CPRP, Director
Parks & Recreation

Joseph E. Gray, Jr.
City Manager



CITY OF PORTLAND

Ms. Katherine Freund, Executive Dir.
Independent Transportation Network
90 Bridge Street
Westbrook, Maine 04092
854-0505 fax: 854-1026

April 29, 2002

Dear Katherine:

This will acknowledge receipt of your letter to the City of Portland requesting permission to hold a Independent Transportation Network Walkathon, "March of the Members," around Back Cove Walkway on Saturday, May 4, starting at 9am (registration begins at 8am - set up in the early morning hours / break down lasts until 2pm). Approximately 100 walkers will participate. There is no rain date. This walk will be preceded by a marathon 24-hour walkathon on Friday, May 3, which will involve only a few members.

You have also requested permission to use the middle of the parking lot (for a registration and meeting area) and would like to install a 20x30' tent in the large stone dust area near the walking path.

Please be advised that you are hereby authorized to hold the Independent Transportation Network Walkathon "March of the Members," and the 24-hour walkathon, and to use the middle of Back Cove Parking Lot, subject to the following conditions:

1. Please forward a \$35 permit fee (check payable to City of Portland) and a certificate of insurance naming the City of Portland as an additional insured in regards to your walk activities to this office (make sure both May 3 & 4 are stated). Coverage needs to be at least \$400,000 general liability. Your insurance company may fax in a copy: 756-8390.
2. In order for your group to use the middle of the parking lot, that area needs to be barricaded off to cars on Friday evening (see map for barricade location). You'll need at least 16 barricades. These will need to be set in place on Friday night when cars are out of the lot. Please call this office for instructions and to coordinate the pick up of barricades (there will be a security deposit required - \$10 per barricade). Please ask your participants to park in the Marginal Way Parking Lot.
3. For the placement of the 20x30' tent in the large stone dust area: Please see attached map for location. The tent can go up on Friday evening, if need be (must come down Saturday afternoon). Tent stakes must not protrude into the pathway (please call your tent company to get exact measurement for your tension ropes distance) and please make sure that brightly colored safety covers are placed over the stakes. I need to be on site just before the tent goes up (there are electrical lines underground that we do not want damaged). Please call me with the time (and date).
Please contact the Inspections Office: 874-8703 or 8704, for a tent permit. You will need to show proof of flame retardency and a site plan. Stakes being driven into the ground (stonedust area) will need to stay at least 3 feet away from the line of lights beside the pathway. The tent company needs to fill the stake holes with appropriate material. (If you are using a free-standing canopy - no stakes driven into the ground - then no tent permit is required.)
4. If you are giving away or selling food or refreshments (other than a water table), you must be licensed by the City Clerk's Office. Please contact Brandi Maxwell, 874-8557, for temporary food service license information. If you are having amplified music at the walk, please procure a concert license as well (from Brandi).

(continued)

Enjoy Portland for Life.

17 Arbor Street • Portland, Maine 04103 • (207) 874-8793 • FAX 756-8390

5. If you need electricity at the tent site: you will need to bring along 250' of outdoor extension cord. There are outlets on the exterior of the light pole (close to Preble Street sidewalk) which is located between the 2 parking lot entrances. Please check outlets in advance to make sure they are working. Your extension cord should run from the light pole, down alongside the parking lot and over to the first set of barricades, along those barricades to the stonedust area, and over to the tent. You should place orange cones on top of the cord to alleviate the tripping hazard. If you would like a key to the electrical box (in case you trip a breaker and it needs to be reset), please call this office. There is a \$50 security deposit required for the key.

6. Please do not mark the route in any permanent way, ie. spray painting, etc., and please do not tape or nail signage to trees. Please make sure trash is picked up and disposed of properly.

7. John Wone, P&R Fields Coordinator, states that porta-potties should be at the parking lot on May 1, so you should be all set there.

Good luck with the walkathon. If I can be of further assistance, please call me at 874-8793 vm206. As I anticipate the arrival of the permit fee and certificate of insurance, and the City clerk's Office and the Inspections Div. issuing you permits, this letter will act as your formal permit to hold the walk and to use Back Cove Parking Lot. Please bring it with you to the event.

cc: Sally DeLuca, P&R Operations Manager
Sgt. Gary Rogers, Police Department
John Wone, P&R Fields
John Feverada, Parking Control Dir.
Don Brewer, P&R Parks
Maynard Sprague / Peter DeWitt, PW's
Missy Lekas, P&R Lead Park Ranger
Tandy Boynton, P&R

Yours truly,


Ted Musgrave
Special Activities

Brandi Maxwell, City Clerks Office
Marge Schmuckal, Inspections

IMPORTANT DOCUMENT
Certificate of Flame Resistance

REGISTRATION
APPLICATION
NUMBER

F121.4



ISSUED BY



EVANSVILLE, INDIANA 47725
MANUFACTURERS OF THE FINISHED
TENT PRODUCTS DESCRIBED HEREIN

Date of Manufacture

04/16/02

Order Number

350030

This is to certify that the materials described have been flame-retardant treated
(or are inherently noninflammable) and were supplied to:

1102194
HANDYMAN EQUIPMENT RENTAL #136
357 RIVERSIDE ST.

PORTLAND ME 04103

Certification is hereby made that:

The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with California Fire Marshal Code, equal to exceeds NFPA 701, CPAI 84, ULC 109.

The method of the FR chemical application is:

Serial # 8115610 (1)

Description of item certified:
A F CPY TOP 20W X 20 VL Y W

**Flame Retardant Process Used Will Not Be Removed By
Washing And Is Effective For The Life Of The Fabric**

JOHN BOYLE STATESVILLE NC
Name of Applicator of Flame Resistant Finish

Signed:

James D. Howell
TENT DEPARTMENT - ANCHOR INDUSTRIES INC.

*Independent Transportation
Net.*