



2013

# 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: <i>Back Cove Small Preble St grass area</i>		
Date of Set up/Event <i>May 11 2013</i>	Date of Breakdown/ End of Event <i>May 11 2013</i>	
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot#	Property Owner:	Telephone:
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <i>Konbit Sante Rt 3, Falmouth, ME 04105</i>	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. <i>1 - 13'x9' screen porch - meets flammable requirements of CPA I 84</i></p> <p><i>2 - 20'x30' Cabellas</i></p> <ol style="list-style-type: none"> <li>Certificate of Flammability</li> <li>Letter of approval from property owner. If the City is owner, attach a completed copy of Application to Use City Parks &amp; Public Space from Parks &amp; Recreation (756-8275).</li> <li>Company name of installer (contact info). <i>NA</i></li> <li>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 &amp; Recreation for maps of Portland's Parks @ 756-8275).</li> <li>If the City is the property owner, Certificate of Insurance listing the City as additional insured. Minimum amount of coverage is \$400,000.00</li> </ol> <p>Who should we contact when permit is ready: <i>Polly Larned</i> Address: <i>10 Wildwood Lane, Scarborough, ME 04074</i> Telephone: <i>207-883-4875</i></p> <p><b>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.</b></p>		

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.

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: <i>Polly Larned</i>	Date: <i>4/2/13</i>
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**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**

CITY OF PORTLAND /Konbit Sante

**Located at**

1000 PREBLE ST

**PERMIT ID:** 2013-00641    **ISSUE DATE:** 04/18/2013    **CBL:** 443 A001001

has permission to **2013 Maine Walks with Haiti; Konbit Sante, 5/11/13. & to install 2-20'x30' tents; 4 to 6 10'x10' pop ups; & 1 8'x12' stage**

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 closoed-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**

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**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:** 2013-00641

**Located at:** 1000 PREBLE ST

**CBL:** 443 A001001

**BUILDING PERMIT INSPECTION PROCEDURES**  
Please call 874-8703 (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.**

**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.

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

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

<b>Permit No:</b> 2013-00641	<b>Date Applied For:</b> 04/02/2013	<b>CBL:</b> 443 A001001
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<b>Location of Construction:</b> 1000 PREBLE ST	<b>Owner Name:</b> CITY OF PORTLAND	<b>Owner Address:</b> 389 CONGRESS ST	<b>Phone:</b>
<b>Business Name:</b>	<b>Contractor Name:</b> Konbit Sante	<b>Contractor Address:</b> Route 1 Falmouth	<b>Phone:</b>
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Tents	

<b>Proposed Use:</b> Public park special event for Maine Walks	<b>Proposed Project Description:</b> 2013 Maine Walks with Haiti; Konbit Sante, 5/11/13. & to install 2-20'x30' tents; 4 to 6 10'x10' pop ups; & 1 8'x12' stage
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**Dept:** Zoning      **Status:** Approved      **Reviewer:** Marge Schmuckal      **Approval Date:** 04/02/2013  
**Note:**      **Ok to Issue:**

**Dept:** Building      **Status:** Approved w/Conditions      **Reviewer:** Tammy Munson      **Approval Date:** 04/09/2013  
**Note:**      **Ok to Issue:**

- 1) This permit DOES NOT authorize any construction activities, it approves the use of the facility for this special event for the dates specified.
- 2) This permit DOES NOT authorize any construction activities. The tent/stage must be removed at the end of the event.

**Dept:** Fire      **Status:** Approved w/Conditions      **Reviewer:** Chris Pirone      **Approval Date:** 04/09/2013  
**Note:**      **Ok to Issue:**

- 1) The fire department shall inspect the premise prior to the event.
- 2) Fire extinguishers will be required per NFPA 10.
- 3) 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".
- 4) 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.
- 5) All tents shall meet the flame propagation performance criteria contained in NFPA 701. A certificate or other evidence of acceptance by an organization acceptable to the AHJ shall serve as evidence that the tent fabric materials have the required flame propagation performance.
- 6) The cooking equipment arrangement and type shall be evaluated at the inspection.
- 7) Cooking within the tents has not been reviewed and approved.
- 8) Fuel-fired heating equipment and propane tanks shall be installed outside of the tents and not with 5 feet of the tents or an exit discharge.
- 9) If the sides of the tents are to be enclosed at least two remotely located and marked exits shall be provided.

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<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Tents	

10 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.