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Planning & Urban Development Department

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Inspections Division

## 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](http://www.portlandmaine.gov), or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

**Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost**

**This is not a Permit; you may not commence any work until the Permit is issued.**



# 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 or Event: MARIE STATE PARK 6 COMMERCIAL STREET PORTLAND MAINE		
Date of Set up/Event DICKS BENTLEY JUNE 18, 2014		Date of Breakdown/ End of Event ZZ TOP Sept 27, 2014
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot#	Property Owner: City of Portland	Telephone:
Lessee/Buyer's Name (If Applicable) WATERFRONT CONCERTS	Applicant Info: Name: ALEX GRAY Address: 275 FOURTH ST. OLDTOWN, ME Phone: 207-735-4291      E-Mail: ALEX@WATERFRONTCONCERTS.COM	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> <ol style="list-style-type: none"> <li>1. Certificate of Flammability</li> <li>2. 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>3. Company name of installer (contact info).</li> <li>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 &amp; Recreation for maps of Portland's Parks @ 756-8275).</li> <li>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</li> </ol> <p>Who should we contact when permit is ready: Name: <del>XXXXXXXXXXXX</del> ALEX GRAY</p> <p>Address: 275 FOURTH ST. OLDTOWN MAINE      Tel: 207-735-4291      E-Mail: alex@waterfrontconcerts.com</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](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: Date: 6/18/14

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