



# Tent/Canopy or Temporary Event Staging Permit Application

This is not a permit to install a structure on public property. It is a permit to stage an event on public property. The City does not guarantee the safety of the structure or the event. The applicant is responsible for the safety of the structure and the event.

Location/Address/Park of Installation: <b>Ocean Gateway Terminal, Thames St, Portland, ME, Moodtide Park</b>		
Date of Set up/Event <b>Saturday, July 13th, 2013</b>		Date of Breakdown/ End of Event <b>Sunday July 14th, 2013</b>
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot#	Property Owner: <b>City of Portland</b>	Telephone:
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <b>Erik Boucher 141 School St, South Portland, ME 04106 cell: 207.210.8655 email: ebouche1@maine.rr.com</b>	Fee: <b>\$30.00</b>
<p>1. Certificate of Flammability</p> <p>2. Letter of approval from property owner.</p> <p>3. Company name of installer (contact info).</p> <p>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).</p> <p>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</p> <p>Who should we contact when permit is ready: _____          Address: <u>Erik Boucher, 141 School St, South Portland, ME 04106</u> Telephone: <u>207-210-8655</u></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>Erik Boucher</i>	Date: <i>6-12-13</i>
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**This is not a permit; you may not commence ANY work until the permit is issued.**