

**Building Inspections - Re: Tent/temp event permit application 14 Ocean Gateway**

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**From:** Susan Lappin <susanlappin@gmail.com>  
**To:** Building Inspections <buildinginspections@portlandmaine.gov>  
**Date:** 5/7/2014 2:05 PM  
**Subject:** Re: Tent/temp event permit application 14 Ocean Gateway  
**Attachments:** SBrokerage14043004360.pdf

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Hi,

I just received this updated document from the insurance company - can you please confirm that this is OK?

Thank you,  
Susan

On Tue, Apr 29, 2014 at 11:54 AM, Building Inspections <[buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)> wrote:

The *Certificate of Liability listing the City as additionally insured* should state that on the document. Most insurance companies can provide this if told the specific language. What you have provided is not acceptable yet. Also, please remember the plot plan and dimensions.

>>> Susan Lappin <[susanlappin@gmail.com](mailto:susanlappin@gmail.com)> 4/29/2014 11:38 AM >>>

Hello,

I just got this from our insurance company - Please let me know if this is what you need to complete my application?

Thank you,  
Susan

On Thu, Apr 17, 2014 at 9:54 AM, Susan Lappin <[susanlappin@gmail.com](mailto:susanlappin@gmail.com)> wrote:

Hi,

I spoke to someone in the office on Tuesday and they clarified what I need for insurance - I have called the insurance company and they are sending me over a certificate. I will forward to you as soon as I have it.

Thank you,  
Susan

On Tue, Apr 15, 2014 at 12:15 PM, Building Inspections <[buildinginspections@portlandmaine.gov](mailto:buildinginspections@portlandmaine.gov)> wrote:

The Inspections Division has made repeated attempts to reach you by telephone and e-mail regarding your application but has been unsuccessful. Please contact our office at [\(207\) 874-8703](tel:(207)874-8703) within the next 48 hours. If no response is received your permit application will be terminated.

>>> Building Inspections 4/7/2014 1:50 PM >>>

Hello

This email is a follow up to the voicemail I left on [774-265-0817](tel:774-265-0817)

Please review the checklist again and provide the required documents as requested. The plot plan should show dimensions. You also need to provide evidence of insurability.

Please review the checklist and provide the required documents. Thank you.

If you have further questions, please call [207-874-8703](tel:207-874-8703).

Notice: Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.

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