

Insurance Cert. _____

Diagram _____

Memo _____

Office of the City Clerk

389 Congress Street

Portland, ME 04101

(207) 874-8557

Permit Fee: \$80.00

Please make check payable to:

CITY OF PORTLAND

Application for Use of Sidewalk to Display Merchandise
Application for Sidewalk Sale

Business Name: _____

Location Address: _____ Zip Code _____

Mailing Address: _____ Zip Code _____

Contact Person: _____ Title: _____

Phone: _____ Fax: _____

Email address: _____

Does the award of this license benefit any City employee? Yes _____ No _____

If yes, list name(s) and department(s) _____

Please describe the area of the sidewalk to be used _____

PLEASE ATTACH DIAGRAM

Describe Merchandise/Sale Items to be placed on the sidewalk _____

Number of tables to be placed on sidewalk: _____

No vehicles will be allowed to park on City sidewalks

Dates Requested: _____ Time(s): _____

Sidewalk sales may only take place APRIL 1st - NOVEMBER 15th

Special Requirements: (electricity/water hookup): _____

YOU MUST SUBMIT PROOF OF PUBLIC LIABILITY INSURANCE, in the amount of \$400,000 naming the City of Portland as an *additional insured*. If you would like to have your insurance company fax a certificate to us, our fax number is (207) 874-8612.

Please return completed application at least 30 days prior to use

Cc: Corporation Counsel, Inspection Services, Police Department, Public Works