Instructions for Event Permit Application in MyGov

1. Create a MyGov Collaborator account by going to this link https://tinyurl.com/4ra44386 or scanning the QR code below to access the link. Please save your log-in information.

2. After setting up your log-in information for your account, you will get a verification code sent to your email. Once your collaborator account is verified and you log in, add the contact information for the event organizer. Please complete all fields marked with *.

City of Westbrook, ME

New Collaborator Account

Please use the form below to create a new Collaborator account.

What's a collaborator? ⌃

First Name: *

Last Name: *

Email: *

Password: *

☐ I have read and agree with the Terms of Service

Validate Email

Login as Collaborator:
Collaborator Login

Add Contact Information
Create a new Contact Record by completing this information.

First Name: *   Last Name: *

City   Clerk

Business Name:

Dummy Business Westbrook

CONTACT PICTURE

Upload or Take a Photo

⬆ Add A Photo   ⊙ Use Webcam

CONTACT INFORMATION

Phone: *   Mobile: *   Fax:

2075918131   2075918131

Email: *   Website:

clerk@westbrook.me.us

PHYSICAL ADDRESS

Address: *   PO:

2 York Street   ☐

Address Cont.:   Zip Code: *

Apartment, suite, unit, building, floor, etc.   04092

City: *   State: *   Country: *

Westbrook   Maine ⌄   United States ⌄

3. Once you submit the contact info, you will arrive at your Dashboard to select the green button on the right that says "**+ Get Started**."

Dashboard
Here is your latest activity and some helpful shortcuts.

⬍ **W** City of Westbrook, ME   ✓ ACCESS APPROVED   + Get Started
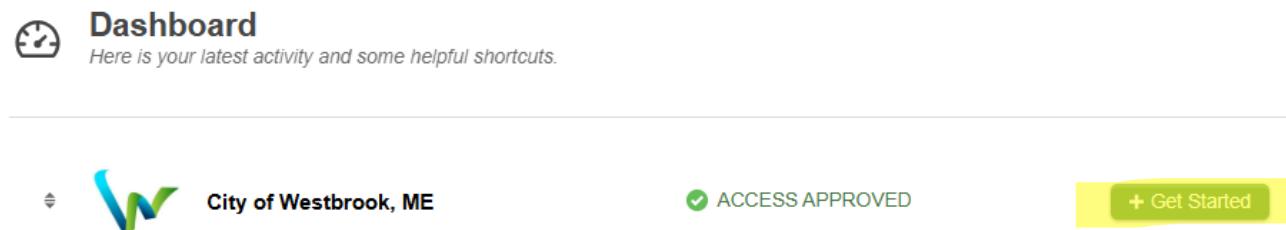
4. On your Dashboard in the top left corner select the green button that says "**+ Make New Request**."

+ Make New Request

▼ HOME
  🕑 Dashboard   ▶
▶ CREDENTIALS
▶ PERMITS
▶ ABATEMENTS
▶ LICENSES
▶ INVOICES

📄 **New Request**
Select the desired request type from the list below.

Sea[...]

🏙 **City Clerk**
The City Clerk, the Deputy City Clerk Coordinantes with Business Licenses

BUSINESS LICENSE

Clerks Office

Event & Mass Gathering Permit
An Event Permit allows the permit holder the exclusive use of City property for an event or activity. This application serves to collect all necessary information, fees, and review requirements. Please

Food Trucks
This application is to obtain a license for a Mobile Vending Unit - a food truck or ice cream truck. Prepared foods are sold from the motorized vehicle and are intended for immediate consumption by the purchaser of the food. The license issued under this category is valid for one full year of operation.

5. Then you'll select "**City Clerk**" as the department and select Event & Mass Gathering Permit

6. Complete the required information for the permit application and upload any necessary documents (site plan, liability insurance). Select the checkbox for any fee(s) that apply to your event. If you make a mistake, or are unsure, I can adjust it when I review your application.

Field Name:	Value:
Name of Event [*]	
Location of Event [*] Where will the event be located?	

Applicant Information
Provide the name of any applicant organization (if any), along with the name of the contact person within the organization

Contact Person [*] Name of person responsible for organizing the event. This person will also serve as the emergency contact for the event if there is an issue during the course of the event itself.	
Organization Name [*] If applicable	

7. At the bottom of that screen, click the green button to "request license," and I'll take it from there.

	$25.00
	⊘ Cancel + Request License
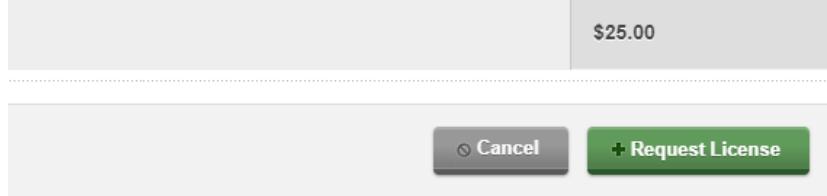
8. Once your information is reviewed, you will be emailed an invoice for any applicable fees which you can either pay online through MyGov or send/drop off a check to City Hall.

   You can view the progress of your application on your MyGov Dashboard and will receive an email if there is any information that needs to be updated.

9. You will receive an email when your permit is approved including a PDF document of the permit which you can print.