



Permitting and Inspections Department
 Michael A. Russell, MS, Director

389 Congress St. Room 307 • Portland, ME 04101 • (207) 874-8557

www.portlandmaine.gov

Application for Food Service Establishment or Community Kitchen Operator License
 License expires annually on January 31st

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|---|--|
| <input type="checkbox"/> Application Fee: \$35 | <input type="checkbox"/> FSE with Preparation or Community Kitchen License: \$437 |
| <input type="checkbox"/> health Inspection \$150.00 | <input type="checkbox"/> FSE without Preparation License: \$172 <input type="checkbox"/> Beer & Wine Take-Out: \$395 |

Business Information	
Business Name (d/b/a):	Phone:
Location Address:	Zip:
If new, what was formerly at this location:	
Mailing Address:	Zip:
Contact Person:	Phone:
Contact Person Email:	
Manager of Establishment:	Phone:
Owner of Premises (Landlord):	
Address of Premises Owner:	Zip:

Sole Proprietor/Partnership Information (If Corporation, leave blank)

Name of Owner(s)	Date of Birth	Residence Address

Corporate/LLC/Non-Profit Organization Applicants (If Sole Proprietor or Partnership, leave blank)

Corporate Name		Corporate Mailing Address	
Contact Person:		Phone:	
Principal Officers	Title	Date of Birth	Residence Address

About Your Establishment

Type of Food Served (include a menu):	
Hours & Days of Operation:	

Certified Food Protection Manager Certificate number & expiration date: _____ If this has not yet been obtained, indicate that it is pending. Please have it ready for your health inspection.

QUESTION- For Food Service Establishments ONLY:	Yes/No
Will you have entertainment on the premises? (If yes, a Supplemental Application for Dancing & Entertainment is required.)	Y/N
Will you permit dancing on the premises?	Y/N
Will you permit dancing after 1:00 a.m.?	Y/N
Will you have outside dining? (If yes, an Outdoor Dining Application is required)	Y/N
If yes, will the outside dining be on PUBLIC or PRIVATE property (circle one).	Y/N
Will you have any amusement devices (pinball, video games, jukebox)?	Y/N
If yes, please list the number of pinball machines: _____ amusements: _____ pool tables: _____	
What is your targeted opening date?	
Does the issuance of this license directly or indirectly benefit any City employee(s)?	Y/N
If Yes, list name(s) of employee(s) and department(s):	
Have any of the applicants, including the corporation (if applicable), ever held a business license with the City of Portland?	Y/N
If Yes, please list business name(s) and location(s):	
Is any principal officer under the age of 18?	Y/N

For Community Kitchen Operators ONLY: It is your responsibility to maintain a schedule of users and assure sufficient time for cleaning and sanitizing between uses.
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Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above licensee and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto. I/We, hereby authorize the release of any criminal history record information to the City Clerk's Office or licensing authority. I/We, hereby waive any rights to privacy with respect thereto.

Signature _____ Title _____ Date _____

*For more information about Food Service Establishments and Community Kitchens, see Portland City Code Chapter 11 at:
www.portlandmaine.gov*

For Administrative Use Only

Amount: _____		Request Date / Approval	Notes: _____
Date Paid: _____	FD: _____ / _____		
CC _____ CA _____ CK _____	Health: _____ / _____		
	PD: _____ / _____		
Amount: _____	PS: _____ / _____		
Date Paid: _____	Treasury: _____ / _____		
CC _____ CA _____ CK _____	Zoning: _____ / _____		