



Office of the City Clerk • 389 Congress St. • Portland, ME 04101 • (207) 874-8557
 www.portlandmaine.gov

Application for Second Hand Dealer, Junk Collector/Dealer or Pawn Dealer License
 License expires annually on December 31st

- | | |
|--|--|
| <input type="checkbox"/> Application Fee: \$35 | <input type="checkbox"/> Second Hand Dealer; Junk Collector/Dealer; Pawn Dealer License: \$146 |
| <input type="checkbox"/> Renewal Fee: \$25 | <input type="checkbox"/> SBI Background Check: \$21/Principal Officer |

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	
Principal Officers	Title	Date of Birth	Residence Address

About Your Business

QUESTIONS	Y/N
Please list items or general type of items for sale:	
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
Have applicant, partners, associates, or corporate officers ever been arrested, indicted, or convicted for any violation of law?	Y/N
If Yes, please explain:	

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above license 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 Second Hand Goods, see Portland City Code Chapter 23 at: www.portlandmaine.gov

For Administrative Use Only

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