



Permitting and Inspections Department
 Michael A. Russell, MS, Director
 389 Congress St. Room 307 • Portland, ME 04101 • (207) 874-8557
www.portlandmaine.gov

Temporary Food Service Establishment License Application
Must apply at least 7 days in advance of Event

All vendors must prepare food in one of three ways:

- On site at the festival/event;
- In a State or City-licensed kitchen;
- By some other approved source (ex: pre-packaged food)

Fee:

- If applicant is not licensed in the City of Portland - \$89/event
- If applicant is a 501(c)(3) non-profit & 100% of the proceeds of the sale of food are going to support the non-profit - \$20/event. Please provide a copy of documentation showing 501(c)(3) status.

Additional Permits/Info:

- Health Inspections: For questions about food preparation requirements, call 756-8365.
- You may be required to obtain a Dept. of Health & Human Services (DHHS) Temporary Food Service license. For more information, contact the City's Health Inspections Hotline at 756-8365 or DHHS at 287-5675.
- Recreation & Facilities Management: Contact for use of public space or street closings at 874-8826.
- Building Inspections: Contact for use of tents or stages at 874-8703.

Applicant Information:	
Business/Group Name(s):	
Business Address:	
Applicant/Contact Person's Name:	
Daytime Phone Number:	
Phone Number day of event:	
Email Address:	

Event Information:						
Name of Festival/Event:						
Location of Event:						
Date of Event:						
Time of Event (start to finish):	<table border="1"> <tr> <td></td> <td>Time of Set-up:</td> <td></td> <td>Estimated Attendees:</td> <td></td> </tr> </table>		Time of Set-up:		Estimated Attendees:	
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Food Information:		
Food will be prepared (circle)	Off-site	At the event Both
Type of food to be served (be as detailed as possible):		
Name and location of the licensed kitchen where food is being prepared:		
Date(s) and time(s) of food preparation at licensed kitchen:		

- Attach the following if application is **not** licensed in the City of Portland:
- A copy of the State license for kitchen/restaurant being used and
 - A copy of the City license for the kitchen/restaurant being used
 - If applicant does not have either of the above, a letter from the owner of the licensed kitchen authorizing use of that kitchen by the applicant.

Does the issuance of this license benefit any City employee? Yes _____ No _____
 If yes, please explain: _____

Read Carefully & Sign:
 Applicant, by signature below, understands that this application does not constitute a permit to serve food. The applicant further 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.

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.

Signature _____ Date _____

For more information about the City Codes regarding Temporary Food Service Establishment Licenses, please see Chapter 11 of the Code of Ordinances at www.portlandmaine.gov.

Email Sent:	Dept.	Approval Received:	Fee:
_____	Fire	_____	Cash: _____
_____	Health	_____	Check #: _____
_____	PD	_____	Charge: _____
_____	Treasury	_____	
_____	PAF*	_____	
	*Public Property Only		