



**CITY OF PORTLAND**  
**Permitting and Inspections Department**

**What is Needed to Apply:**

- Letter of intent addressed to the Mayor and Members of the City Council
- 8 ½" x 11" diagram showing layout of the premises
- City application for Brewery, Winery and Distillery Alcohol Service License
- City application for Food Service Establishment (if applicable)
- City application for entertainment (if applicable)
- Copy of Outdoor Dining application (if applicable)
- Payment of fees (see fee schedule): New application, Criminal History Check, and Legal Advertisement deposit

**The application must be complete in order to be accepted and processed.**

**Applications must be submitted at least four (4) weeks prior to the Council meeting. There will be NO liquor applications heard by the City Council in the month of May due to fiscal budget items.**

**Before you submit your application to the Business Licensing Office:**

- Call the Department of Liquor Licensing in Augusta at 207-624-7220. They will tell you which class of liquor license you should apply for based on your business model. If you do not do this and you apply for the wrong license, it could delay the opening of your establishment.
- Contact the Portland Zoning/Code Enforcement office at 207-874-8703 to determine if your business address is zoned appropriately.
- If you wish to have entertainment and/or dancing at your establishment in the Downtown District Overlay Zone (primarily the Old Port), let us know. We will determine if your business is eligible for an entertainment/dance license.

**After you submit your application to the Business Licensing Office:**

- We will mail you a letter confirming the date, time, and location of the City Council meeting.
- We do not recommend scheduling inspections until after you have appeared before City Council in the event that the license is denied. If you have questions for inspectors, please find their numbers on the accompanying page.

**After you have been approved by City Council:**

- Proceed with arranging for inspections as your establishment is ready.
- When the Business Licensing Office has received all approvals from the required departments, we will issue your license. We will call you when the license is ready and any remaining balance is due. You may contact us for a license status update, **but please note that we must receive approvals directly from all departments on the accompanying "Steps to Approval" sheet before issuing your license.**



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**City of Portland Fees for Brewery, Winery, and Distillery Alcohol Service Licenses**

This license is valid for 12 consecutive months from date of issuance. License fees are paid on an annual basis.

State Liquor License and Eating Establishment fees are *not* included the prices below.

Required when you apply:

New Application Fee	\$45.00
Health Inspection Fee	\$150.00
Legal Advertisement Deposit	\$100.00
SBI Background Check (per officer & manager)	\$21/person
Brewery, Winery and Distillery Alcohol Service License	\$525.00

Add-On Licenses

Entertainment with Dance	\$529.00
Entertainment without Dance	\$295.00
After-Hours Entertainment (1 a.m. to 3 a.m.)	\$595.00
Amusement Devices	\$153.00 per device
Non-Mechanical Pool Table	\$33.00 per device



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**Brewery, Winery and Distillery Alcohol Service License – Steps to Approval**

In order for the Business Licensing Office to issue your license, we must receive approvals directly from the following departments:

- Zoning/Code Enforcement
- Fire Inspections
- Treasury
- Police Department
- Health Inspections (if applicable)
- Public Services/Engineering - grease trap (if applicable)

Your responsibilities after you apply include:

Contact the Zoning/Code Enforcement department (room 315) at 874-8703 to determine if the address of your business is zoned for the purpose for which you intend to use it. This is also the department you should contact if you require a sign permit, an outdoor dining application, and a building permit.

Contact the Historic Preservation Division at 874-8726 for specific requirements if your business is located in a Historic District. Visit <http://click.portlandmaine.gov/portlandhistoric/> to determine your district.

Contact the City of Portland Fire Inspections department at 874-8400 to arrange for an inspection after renovations.

Contact the Treasury department at 874-8490 to determine if you, the owner of your business premises, or the previous business tenant, owe any outstanding taxes to the City of Portland. We cannot issue a license if there are delinquencies on the part of the business owner or landlord.

If your establishment is preparing, serving or selling food:

Contact Public Services Engineering department at 874-8801 for information about grease trap requirements if food preparation is happening on premise.

Contact the Department of Health and Human Services at 287-5675 to obtain the correct State of Maine food license for your business.

Contact the City of Portland Health Inspections department at 756-8365 to arrange for an inspection after renovations.

Once we have received approvals from the departments listed above, we will issue your license and contact you. Any balance of the license fee will be due before you receive the license.

If you have any questions about this process, please contact Business Licensing at 874-8783 or [bl@portlandmaine.gov](mailto:bl@portlandmaine.gov).



**CITY OF PORTLAND**

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**Application for Brewery, Winery and Distillery On Premise Consumption License**

*License expiration date concurrent with that of State of Maine Dept. of Liquor Licensing & Enforcement License.*

<b>Business Information</b>			
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:	Date of Birth:	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)**

<b>Corporate Name</b>		<b>Corporate Mailing Address</b>	
		Zip:	
Contact Person:		Phone:	
<b>Principal Officers</b>	<b>Title</b>	<b>Date of Birth</b>	<b>Residence Address</b>



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Type of Establishment:	Brewery    Winery    Distillery
Hours & days of operation:	

<b>QUESTIONS</b>	<b>Y/N</b>
Will food be made, served, and/or sold on the premise by this establishment?	Y/N
If yes, please submit a City of Portland Food Service Establishment license application.	
Is the establishment less than 300 feet from a school, dormitory, church or parish house, or similar establishment?	Y/N
If yes, give the distance:	
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).	
Will you have any amusement devices (pinball, video games, juke box)?	Y/N
If yes, please list: # of pinball machines: _____ # of amusements: _____ # of 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 21?	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:	

I \_\_\_\_\_ do hereby swear and affirm that every employee in my establishment that serves alcohol to the public has attended server training, or will attend server training within 90 days of their hire. I also understand that at any time the City license administrator can, upon request, require me to produce Server Training certificates for each employee that serves alcohol to the public in my establishment. Failure to meet the training requirement imposed by section 15-41 may result in the denial of a liquor license pursuant to 28-A M.R.S.A. § 653 (2) (G).

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 Liquor Licenses, see Portland City Code Chapter 15 at [www.portlandmaine.gov](http://www.portlandmaine.gov) and M.R.S.A. Title 28-A at [www.maine.gov](http://www.maine.gov).*