



CITY OF PORTLAND
Permitting and Inspections Department

Fire Prevention Permit – Steps to Approval

After you submit your application to the Business Licensing Office:

- We will send your information out to the below listed departments.
- You may then proceed with arranging for inspections when 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.**

In order for the Business Licensing department to issue your Fire Prevention Permit, we must receive approvals from the following departments:

- Fire Inspections
- Zoning/Code Enforcement
- Treasury
- Police Department
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To schedule an inspections after you apply, please contact:

Contact the City of Portland Fire Inspections Department at 874-8400

If you have any questions about this process, please contact the Licensing and Registration Division, at 874-8557 or bl@portlandmaine.gov.



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Fire Prevention Permit
 Permit expires annually on June 30th

<input type="checkbox"/> Application Fee: \$45	<input type="checkbox"/> Renewal Fee: \$35	<input type="checkbox"/> Permit Fees: See page 2
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Business Information	
Business Name (d/b/a):	Phone: _____
Business 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	



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About Your Business		
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:		
Check all that apply	Permits Applied For*:	Fee
	Spraying or dipping of Flammable Finishes: Any occupancy that sprays flammable or combustible material and/or dipping operations.	\$174.00
	Aircraft fuel servicing	\$174.00
	Aircraft refueling vehicles	\$174.00
	Automotive fuel servicing	\$174.00
	Commercial rubbish handling operation: To Operate any commercial rubbish-handling operation storing combustible-waste.	\$174.00
	Cutting and welding operations: Any facility that conducts cutting or welding operations. A separate "Hot Work Permit" shall be obtained from the Fire Department for any cutting or welding occurring inside any structure.	\$65.00
	Dry cleaning Plants: To engage in the business of dry cleaning as provided in NFPA 1, Table 1.12.7(a)	\$65.00
	Flammable & Combustible Liquids, other than motor fuel dispensing: Storage, use, dispensing, or processing of flammable or combustible liquids over the quantities in NFPA 1, Table 1.12.7(a).	\$174.00
	Hot work	\$174.00
	Tier I hazardous materials: Any occupancy that use, store, handle, or dispense hazardous materials over the quantities in NFPA 1, Table 1.12.7(a)	\$65.00
	Tier II hazardous materials: Any occupancy that uses, stores, handles, or dispenses Tier II hazardous materials that require reporting under 37-B M.R.S. § 791 et seq.	\$263.00
	Liquified Petroleum Gasses	\$174.00
	Marine craft fuel servicing	\$174.00
	Motor fuel dispensing & refueling:	\$174.00
	Repair Garages & Service Stations: Any facility that repairs or services motor vehicles or internal combustion engines	\$174.00
	Lumber Yards and woodworking plants: Facilities storing forest products over the quantities in NFPA 1, Table 1.12.7(a).	\$174.00
	Special Type Dispensing Systems, other than Flammable or Combustible Liquids	\$174.00
* The preceding codes are from the 2018 edition and are subject to updating.		



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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 Fire Prevention Permits, see Portland City Code Chapter 10 at: www.portlandmaine.gov.

For Administrative Use Only

Amount: _____

Date Paid: _____