



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

## **Fire Prevention Permit – Steps to Approval**

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

Your responsibilities 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, or a building permit.

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

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. 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 the Licensing and Registration Division, at 874-8557 or [bl@portlandmaine.gov](mailto:bl@portlandmaine.gov).



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**Fire Prevention Permit**  
 Permit expires annually on June 30<sup>th</sup>

<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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<b>About Your Business</b>		
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:		
<b>Check all that apply</b>	<b>Permits Applied For*:</b>	<b>Fee</b>
	<b>Application of Flammable Finishes</b> (NFPA 1 Chapter 43 codes apply): Any occupancy that sprays flammable or combustible material and/or dipping operations.	\$174.00
	<b>Bulk Waste Storage</b> (NFPA 1, Chapter 19): To Operate any commercial rubbish-handling operation storing combustible-waste.	\$174.00
	<b>Cutting &amp; Welding (Permanent Facility):</b> 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
	<b>Dry Cleaning Plants</b> (NFPA 1, Chapter 24): To engage in the business of dry cleaning as provided in NFPA 1, Table 1.12.7(a)	\$65.00
	<b>Flammable &amp; Combustible Liquids, other than motor fuel dispensing</b> (NFPA 1, Chapter 66 applies): Storage, use, dispensing, or processing of flammable or combustible liquids over the quantities in NFPA 1, Table 1.12.7(a).	\$174.00
	<b>Hazardous Materials</b> (City Code, Chapter 10 and NFPA 1, Chapter 60 applies): Any occupancy that use, store, handle, or dispense hazardous materials over the quantities in NFPA 1, Table 1.12.7(a)	\$65.00
	<b>Tier II Hazardous Materials</b> (City Code, Chapter 10 and NFPA 1, Chapter 60 applies) 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
	<b>Motor Fuel Dispensing &amp; Refueling</b> (NFPA 1 Chapter 42): To provide aircraft, automotive, or marine craft dispensing and refueling as provided by NFPA1, Table 1,12,7(a).	\$174.00
	<b>Repair Garages &amp; Service Stations</b> (NFPA1, Chapter 30 applies): Any facility that repairs or services motor vehicles or internal combustion engines	\$174.00
	<b>Special type Dispensing Systems, other than flammable or combustible liquids</b> (NFPA 1): Occupancies that dispense flammable or combustible gases over the quantities in NFPA 1, Table 1.12.7(a).	\$174.00
	<b>Woodworking &amp; Lumber Storage Plants</b> (NFPA 1, Chapter 31): Facilities storing forest products over the quantities in NFPA 1, Table 1.12.7(a).	\$109.00

\* The preceding codes are from the 2009 edition and are subject to updating.

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](http://www.portlandmaine.gov).*

**For Administrative Use Only**

Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

**389 Congress Street, Room 307 • Portland, Maine 04101 • 207-874-8557**

**bl@portlandmaine.gov • [www.portlandmaine.gov](http://www.portlandmaine.gov)**