



CITY OF PORTLAND
Permitting and Inspections Department
Liquor License Application Process

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 food & alcohol
- City application for entertainment (if applicable)
- State application for alcohol (including Corporate Supplement, if applicable)
- Outdoor Dining application (if applicable)
- Menu
- Purchase & Sale, Lease Agreement, or Non-Renewal Notification from previous owner (if applicable)
- Payment of fees (see fee schedule): New application, Health Inspection, Criminal History Check, License Fees 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 for use as a restaurant.
- 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:

- The Director will sign your State application for alcohol. We will call you to pick it up as soon as it is available after the meeting. You are responsible for mailing the application with payment to the Dept. of Liquor Licensing.
- 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.**



CITY OF PORTLAND

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City of Portland Fees for Food Service Establishment Licenses with Alcoholic Beverages

This license is valid for 12 consecutive months from date of issuance. License fees are paid on an annual basis. State Liquor License and State Eating Establishment fees are not included the prices below.

All Fees Are Required when you apply:

New Application Fee	\$45.00	Health Inspection	\$150.00
Legal Advertisement Deposit	\$100.00	SBI Background Check	\$21.00/person

Types of Liquor Licenses:

Auditorium	\$584.00
Brewery, Winery and Distillery	\$525.00
Civic Auditorium	\$1851.00
Class A Lounge (Class X)	\$2,774.00
Class A Restaurant (Class I)	\$1,873.00
Class A Restaurant/Lounge (Class XI)	\$2,326.00
Innholder-less than 15 rooms (Class IA)	\$1,436.00
Innholder-16-40 rooms (Class IA)	\$1,928.00
Innholder-41+ rooms (Class IA)	\$2,239.00
Spirituos License (Class II)	\$611.00
Vinous License (Class III)	\$410.00
Malt License (Class IV)	\$824.00
Malt & Vinous License (Class III & IV)	\$906.00
Nonprofit Club (Class V)	\$737.00
Qualified Catering Class 1	\$1873.00

Add-On Licenses

Indoor Entertainment	\$500.00
Outdoor Entertainment	\$700.00
Combined Entertainment	\$800.00
Amusement Devices (per device)	\$153.00
Non-Mechanical Pool Table (per)	\$33.00
Outdoor Dining-Private	\$125.00
Outdoor Dining-Public	\$84.00



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Food Service Establishment with Alcoholic Beverages License – Steps to Approval

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

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

Your responsibilities include:

- Contact the Zoning/Code Enforcement Department (room 315) at zoning@portlandmaine.gov or 207-874-8703 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 207-874-8726 for specific requirements if your business is located in a Historic District. Visit <http://click.portlandmaine.gov/portlandhistoric/> to determine your district.
- Contact Public Services Engineering department at 874-8801 for information about grease trap requirements.
- Contact the Department of Health and Human Services at 207-287-5675 to obtain the correct State of Maine food license for your business.
- Contact the City of Portland Health Inspections department at 207-756-8365 to arrange for an inspection after renovations.
- Contact the City of Portland Fire Inspections department at 207-874-8400 to arrange for an inspection after renovations.
- Contact the Treasury department at 207-874-8490 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 Business Licensing Division:
Jessica Hanscombe, Licensing and Housing Safety Manager at jhanscombe@portlandmaine.gov or 207-874-8783



CITY OF PORTLAND
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Application for Food Service Establishment with Alcoholic Beverages License

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:	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)

Corporate Name		Corporate Mailing Address	
		Zip:	
Contact Person:		Phone:	
Principal Officers	Title	Date of Birth	Residence Address
Class of Liquor License:			



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Type of food served:		
Please circle all that will be served:	Beer Wine Liquor	
Projected percentage of sales:	Generated from Food:	Generated from Alcohol:
Hours & days of operation:		
QUESTIONS		Y/N
Will full-course meals, only capable of consumption with the use of tableware, be served the entire time the establishment is open?		Y/N
If No, please explain:		
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 Entertainment is required.)		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 _____



CITY OF PORTLAND
Permitting and Inspections Department

Entertainment License Application Process

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

What is Needed to Apply:

- 8 ½" x 11" diagram showing layout of the premises to include dimensions, locations of dancing, seating, toilet rooms and means of egress.
- City application for entertainment
- Sound Mitigation Plan (**not required if renewal application for indoor only entertainment)
 - Prepared and Certified by a Professional Sound Engineer
 - Details of methods used to minimize the impact on entertainment on the surrounding uses
 - Speaker Locations and directions
 - Sound System details and controls
 - Stage and site layout and direction
 - Noise cancelling or mitigating measures proposed
 - Anticipated Sound readings
 - Indoors Entertainment-8 feet from any outer wall
 - Outdoor/Combined Entertainment-Property line and closest residence
 - On-Site monitor when attendees are expected to exceed 250
- Payment of fees (see license):

Applications must be submitted at least four (4) weeks prior to the Council meeting. There will be NO entertainment 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:

- 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:

- 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.



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Application for an Entertainment License

<input type="checkbox"/> Indoor Entertainment \$500.00	<input type="checkbox"/> Outdoor Entertainment \$700.00	<input type="checkbox"/> Combined Entertainment \$800.00
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Business Information			
Business Name (d/b/a):		Phone:	
Location Address:			Zip:
Owner Name:		Phone:	
Owner Email:			
Contact Person responsible for Entertainment:		Phone:	
Contact Person Email:			
Manager of Establishment:		Phone:	
Manager Email:			

About Your Establishment

Describe in detail the type and nature of the business and proposed entertainment:

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.

Signature _____ Title _____ Date _____

For more information, refer to the City Code of Ordinance: Chapter 4 Amusements, at www.portlandmaine.gov