

**City of Portland
Liquor License Application Process**

What is Needed:

- 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;
- State Corporate Supplement (if applicable);
- Menu;
- Payment of fees (minimum): application, criminal history check, and legal advertisement deposit.

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

The Process:

- All new Beer, Wine, and/or Liquor licenses **require City Council approval.**
- All entertainment licenses also **require City Council approval.**
- Once we receive a complete application packet we will schedule the license for review/approval by the Portland City Council.
 - The Council meets on the 1st and 3rd Mondays of each month, (except holidays).
- In addition to City Council review, all applications are subject to the following approvals:
 - Zoning, Health, Building Inspection, Fire Prevention, Finance, and Criminal History.
- After the application is approved by the City Council and the aforementioned departments, the City Clerk’s Office will issue your City of Portland Business License and will grant their approval on your State Liquor License application.

****Applications must be submitted at least four (4) weeks prior to the Council meeting.***

What the Applicant Should Do:

- Schedule the City Health and Fire inspections:
 - Health Inspections Department 874-8703;
 - Fire Prevention Office 756-8096.

****You should schedule inspections to be done after any renovations to the space.***

- After the City has signed off on the State of Maine Liquor License application, send that application, along with appropriate payment, to the Department of Public Safety in Augusta. **The State Liquor Inspector will not grant a license unless you have a City of Portland license first.**

****If you have questions regarding your State license you should contact that department at 207-624-7220.***

Notes:

- City of Portland Food Service with Alcoholic Beverages Licenses are valid for twelve (12) months.
- You will also need to obtain a State of Maine Food Service License. That license can be obtained by contacting the Department of Health and Human Services (DHHS) at 207-287-5671.
- If you plan to open in the ***Downtown Overlay Entertainment Zone***, you will need to meet specific criteria. (If this applies to you, we will go into more detail at time of application.)

Fees:

• Class A Lounge/ Bar:	\$2,440.00	• Class IV/V Non-profit:	\$650.00
• Class I Restaurant/ Catering:	\$1,645.00	• Entertainment with Dance	\$465.00
• Class XI Restaurant/ Lounge:	\$2,050.00	• Entertainment without Dance	\$260.00
• Class IA Inn (less than 15 rooms):	\$1,265.00	• After Hours Entertainment	\$520.00
• Class IA Inn (16-40 Rooms):	\$1,710.00	• Amusement Devices (each)	\$135.00
• Class IA Inn (40 plus rooms):	\$1,970.00	• Non-Mechanical Pool Table (each)	\$25.00
• Class II (Spirits only):	\$540.00	• Legal Advertisement (Deposit)	\$70.00
• Class III (Wine Only):	\$360.00	• Application Processing Fee	\$30.00
• Class IV (Beer only):	\$725.00	• SBI Background Check (For Each Officer)	\$21.00
• Class III & IV (Beer & Wine):	\$800.00		

****State Liquor License fees are not included in the above prices.***

Office of the City Clerk

389 Congress Street

Portland, ME 04101

(207) 874-8557

Application for Food Service Establishment With Alcoholic Beverages

Type of Liquor License Applying for: _____

Please check one: (Corporation/ LLC/ Non-profit org. ____) (Sole Proprietor ____) (Partnership ____)

Business Name (d/b/a): _____ Phone: _____

Location Address: _____ ZIP _____

If new, what was formerly in this location: _____

Mailing Address: _____ ZIP _____

Contact Person: _____ Phone: _____

Manager of Establishment: _____ Home Phone # _____

Owner of Premises (landlord): _____

Address of Premises Owner: _____ ZIP _____

Does the Issuance of this license directly or indirectly benefit any City employee(s)? Yes ___ No ___

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? Yes ____ No ____ . If yes, please list business name(s) and location(s):

Is any principal officer under the age of 18? _____ Yes _____ No

Have applicant, partners, associates, or corporate officers ever been *arrested, indicted, or convicted* for any violation of law? _____ If yes, please explain: _____

SOLE PROPRIETOR / PARTNERSHIP INFORMATION: (if corporation, leave blank)

Name of Owner(s): _____ DOB _____ Residence Address _____

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CORPORATE / LLC / NON-PROFIT ORGANIZATION APPLICANTS: (if sole proprietor, leave blank)

Corporation Name: _____

Corporation Mailing Address: _____ ZIP _____

Contact Person: _____ Phone Number: _____

PRINCIPAL OFFICERS: (if more space is needed, please attach a separate page)

Name _____ Title _____ DOB _____ Residence Address _____

Name _____ Title _____ DOB _____ Residence Address _____

Name _____ Title _____ DOB _____ Residence Address _____

Name _____ Title _____ DOB _____ Residence Address _____

Name _____ Title _____ DOB _____ Residence Address _____

Name _____ Title _____ DOB _____ Residence Address _____

(Please see reverse side)

Type of Food Served: _____

Please check all that will be served: Beer _____ Wine _____ Liquor _____

Percentage of sales – Generated from Food : _____ Generated from Alcohol: _____

Hours and Days of operation: _____

Will full-course meals, only capable of consumption with the use of tableware, be served the entire time the establishment is open? Yes _____ No _____.

If no, please explain _____

Is the establishment less than 300 feet from a school, dormitory, church or parish house, or similar establishment? Yes _____ No _____. If yes, give the distance _____.

Will you have entertainment on the premises? Yes _____ No _____ (If yes, a separate application is required.)

Will you permit dancing on the premises? Yes _____ No _____

Will you permit dancing after 1:00am? Yes _____ No _____

Will you have outside dining? Yes _____ No _____. If yes, please indicate location on diagram.

Also, will the outside dining be on PUBLIC _____ or PRIVATE _____ property?

Have you applied for an Outdoor Dining Permit? Yes _____ No _____

Will you have any amusement devices (pinball, video games, juke box)? Yes _____ No _____ .

If yes, please list, # of pinball: _____ # of amusements: _____ # of pool tables: _____.

What is your targeted opening date? : _____

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 _____