

City of Portland: 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);
- Menu;
- Payment of fees (minimum) for: 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. Please note: there will be NO liquor applications heard before the City Council in the month of May due to fiscal budget items.*

The Process:

- All new Beer, Wine, and/or Liquor licenses **require City Council approval.**
- All entertainment licenses associated with alcohol 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 a City of Portland Business License and will grant their approval on your State Liquor License application.

What the Applicant Should Do:

- Schedule the City Health and Fire inspections:*
 - Health Inspections Department 874-8703, 874-8693 or buildinginspections@portlandmaine.gov
 - Fire Prevention Office 756-8096. **Schedule inspections after any renovations to the space.*
- Call the Dept of Public Safety in Augusta (207-624-7220) and tell them exactly what kind of alcohol and food will be served and if the food will be served during the same hours as the alcohol. They can then tell you what class license you should apply for. If you do not tell them the correct information, it may delay your opening, due to applying for the wrong class license. Should this happen, the State will make you get the correct license as they will be inspecting your establishment. After the City Council hearing and the City Clerk has signed the State of Maine Liquor License application, send the application, along with the appropriate payment, to the Department of Public Safety in Augusta.
Please note: the State Liquor Inspector will not grant a State Liquor License unless you have a City of Portland License in hand.

Notes:

- City of Portland Food Service with Alcoholic Beverages Licenses are valid for twelve (12) consecutive months from date of issuance.
- 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 have entertainment 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.)

City of Portland Fees:

- | | | | |
|------------------------------------|------------|---|----------------|
| • Class A Lounge: | \$2,540.00 | • Entertainment without Dance | \$270.00 |
| • Class I Restaurant/Catering: | \$1,715.00 | • After Hours Entertainment | \$545.00 |
| • Class XI Restaurant/Lounge: | \$2,130.00 | • Amusement Devices (each) | \$140.00 |
| • Class IA Inn (less than 15 rms): | \$1,315.00 | • Non-Mechanical Pool Table (each) | \$30.00 |
| • Class IA Inn (16-40 Rooms): | \$1,765.00 | • Legal Advertisement (Deposit) | \$70.00 |
| • Class IA Inn (40 plus rooms): | \$2,050.00 | • Application Processing Fee | \$35.00 |
| • Class II (Spirits only): | \$560.00 | • SBI Background Check (Per Officer) | \$21.00 |
| • Class III (Wine Only): | \$375.00 | | |
| • Class IV (Beer only): | \$755.00 | | |
| • Class III & IV (Beer & Wine): | \$830.00 | | |
| • Class IV/V Non-profit: | \$675.00 | | |
| • Entertainment with Dance | \$485.00 | | |

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 _____