

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*): 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 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.

**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.*

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 license unless you have a City of Portland license first.

Notes:

- City of Portland Food Service with Alcoholic Beverages Licenses are valid for twelve (12) 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 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:

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|------------------------------------|------------|--------------------------------------|----------|
| • 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 |
| • 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* | \$30.00 |
| • 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.***