

# LIQUOR LICENSE RENEWAL PROCESS:

## CITY OF PORTLAND:

Two months prior to your license expiration, the City Clerk's Office will mail you a pre-printed City Renewal Application. Any changes should be made directly on the Renewal Application. Payment is expected with return of the signed Renewal Application. Checks or money orders should be made payable to the City of Portland. We also accept cash, Visa or MasterCard. At the same time the Renewal Application is mailed to you, the Clerk's Office will send inspection sheets to the Health and Fire Departments. The Health and Fire Departments will either contact you to make an inspection appointment or they may just stop by for the annual inspection.

Before your City License is re-issued, the Clerk's Office notifies the following departments and requires approvals from them:

Fire  
Health  
Police  
Treasury (taxes)  
Zoning

The Business License Administrator phone number is (207) 874-8557 and fax number (207) 874-8612. The email address is [bl@portlandmaine.gov](mailto:bl@portlandmaine.gov).

## STATE OF MAINE:

The State will send you a yellow **POSTCARD** reminding you that your State Liquor License will be expiring soon. It is your responsibility to obtain a State Liquor Application. You can either call the Department of Public Safety or print a blank State Liquor Application from their website:

<http://www.maine.gov/dps/liqr/applications.html>

The phone number for the Department of Public Safety, Liquor Licensing and Compliance and Liquor Catering in Augusta is (207) 624-7220. The State Liquor Inspector is Dan Smaha.

The City Clerk **MUST SIGN OFF** on your completed State Application **BEFORE** you send it to Augusta with payment. The only approval needed for the City Clerk to sign off on the State Application for a renewal, is a favorable Liquor License Review from the Portland Police Department. Therefore, your State Application could be sent to Augusta before you get your City License reissued, **as long as the City Clerk has signed off on it.**

## BUSINESS APPLICANT:

The completed State Application (make sure you sign in **BLUE** ink) must be mailed or delivered to the City Clerk's Office with the City of Portland Renewal Application and City payment. When the favorable Police Liquor Review is received, the Clerk will sign the State Application and then it can either be picked up or mailed back to you. It is **YOUR** responsibility to forward the State Liquor Application to Augusta with payment. If the Police Liquor Review is unfavorable, you may be required to go back before the City Council for review. Please make sure you keep copies of all of your applications **BEFORE** you send them to the Clerk's Office. If copies are made at the Clerk's Office, the fee is \$1/page.