

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 may be made directly on the Renewal Application. Payment is expected with return of the signed Renewal Application. Checks 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, Zoning 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:

Zoning
Health
Fire
Police
Treasury (taxes)

The Business License Administrator is Alexandra J. P. Murphy (Alex) and her phone number is (207) 874-8557. Alex's email address is amurphy@portlandmaine.gov.

STATE OF MAINE:

The State will send you a **POSTCARD** reminding you that your State Liquor License will be expiring soon. It is your responsibility to print a blank State Application from their website:

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

or you can pick one up in the City Clerk's Office, Room 203, City Hall, 2nd Floor. 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, it is possible your State Application may be sent to Augusta before you get your City License reissued, as long as the City Clerk has signed off on it.

BUSINESS APPLICANT:

It would be helpful to have the completed State Application (make sure you sign in **BLUE** ink) mailed or delivered to the City Clerk's Office with the City Renewal Application and payment. Then when the favorable Police Liquor Review is received, the State Application can either be picked up or mailed back to you when ready. 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.