

INSTRUCTIONS

- **1st Inspection Date** – When you submit your application and fees, the date for this inspection will be scheduled. (Someone will call you if received by mail). Once this inspection is completed you have forty-five (45) days to correct any deficiencies that might be found and then schedule your follow-up inspection within this time period.
- **Personal Property #** - Will be provided for you..
- **Map, Block, Lot #** - Will be provided by the Business License Dept.
- **Business Name** – This should be whatever name you call your business. If your full name is not part of the business name, you will be required to do a ‘d/b/a” (Doing Business As) in the Town Clerk’s office. If your business is a rental unit just specify whether it is a Year Round or Seasonal Rental.
- **Location of Business** – Address of business or rental.
- **Phone #** - Your business phone number or a number you can be reached at during business hours.
- **Business Owner** – This is the person the business or rental unit belongs to.
- **Address** – This should be the address where you receive mail in January of each year.
- **Phone #** - Home or cell phone numbers where you can be reached at any time in case of emergencies.
- **Property Owner** – The person that owns the property where your business is located.
- **Address** – The mailing address where the owner of property can be reached.
- **Ownership** – If this is a corporation or company, indicate what type of ownership and Name and Address of person responsible for this business.
- **Read and initial** each of the four (4) statements.
- **NOTE** – If you are the owner of the business and also the operator, sign and date. If you are **not** both the owner and the operator of business, you both must sign as applicants.
- Once you have completed all questions return all paperwork to the Building Department with the appropriate fees. (Fee Schedule Attached)

Remember, it is your responsibility to notify any tenants of any scheduled inspection. The inspection process must be completed and signed off by all departments and ready for Council approval within forty-five (45) day time period.

PLEASE MAKE ALL CHECKS PAYABLE TO THE TOWN OF OLD ORCHARD BEACH.

BUSINESS LICENSE APPLICATION

Licensing Process Must Be Completed Within 45 Days of First Inspection

Please make checks payable to Town of Old Orchard Beach

Inspection Dates:	Date of Application	Zone	Map, Block, Lot
Name / Type of Business:			
Location of Business:		Phone#	
Business Owner:		Phone #	
Mailing Address:		Cell #	
Email Address:			
Property Owner:		Phone #	
Mailing Address:		Cell #	
Email Address:			
<p>If either the owner of the business or the operator of the business is a corporation, limited liability company, partnership, or similar legal entity, or if the business is owned by more than one person, a natural person who maintains a residence or a place of business in the Town of Old Orchard Beach must be designated below to receive notices and to accept service of legal process on behalf of the applicant.</p> <p style="text-align: center;">OWNERSHIP: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Partnership <input type="checkbox"/> LLC</p>			
Name:			
Address:			
Signature:		NOTICE: MAKING FALSE STATEMENTS ON THIS APPLICATION IS A CLASS D CRIME PUNISHABLE UNDER 17-A MRSA §45.3	

- _____ *I understand that a license is required before operating or conducting any business or activity governed by Old Orchard Beach License Ordinance*
- _____ *I understand that paying the application fees does not constitute a business license or authorize me to open that business.*
- _____ *I understand all business license applications must be completed and ready for Council review within forty-five (45) days of date of initial inspection.*
- _____ *I understand the \$75 application fee covers an initial inspection and a follow-up inspection. Any further inspection requires a \$60.00 fee per inspection.*

Note: If the business owner and the operator are different, the owner and the operator must sign the application and the license will be issued jointly to both.

<i>Signature of Property Owner</i>	<i>Print Name</i>	<i>Date:</i>
<i>Signature of Business Owner/Operator</i>	<i>Print Name</i>	<i>Date:</i>

REQUESTING LICENSE FOR THE FOLLOWING			OFFICE USE ONLY	
			DEPARTMENT	SIGN OFF DATES / INITIALS
<i>Please indicate either seasonal or year round and quantity</i>	<i>Seasonal</i>		Zoning/Land Use	
	<i>Year Round</i>		Building/Structural	
ALL FEES ARE NON-REFUNDABLE			Electrical	
			Plumbing	
			Fire	
			Tax	
APPLICATION FEE ONLY		\$75	Police	
TOTAL			DHHS	
			SFMO	

LICENSE ORDINANCE CATEGORIES (Amended July 22 nd 2014)	ALL FEES ARE PER YEAR
Business license--New application processing fee only	\$75.00
Re-inspection fee	\$60.00 per return inspection beyond two staff inspections.
Amusement arcade	\$15.00 per unit not to exceed \$300.00
Amusement park	\$30.00 per unit not to exceed \$350.00
Auto body shop	\$150.00
Automotive graveyard	\$500.00
Body piercing (Fees)	
• Commercial body piercing establishment	\$100.00
• Commercial body piercer	\$100.00
Bowling alleys	\$150.00
Boxing and wrestling shows	\$250.00 (per show)
Campgrounds	\$75.00 plus \$2.50 per site fee
• Recreational vehicle sales	\$75.00
Car wash	\$150.00
Child care facility and nursery	\$100.00
Coin operated amusement devices accessory to another licensed activity	\$20.00 (per unit)
Dog kennels	\$150.00
Function hall	\$150.00
Games of skill	\$100.00 per game not to exceed \$600.00
Gasoline pumps and sidewalk tanks(the maintenance and operation of sidewalk tanks and pumps for the sale and distribution of gasoline and other volatile inflammable liquids for fuel or power)	\$75.00 per pump
Ice cream trucks (per truck)	\$350.00
Innholders, lodging houses, hotels, motels, and seasonal rentals	\$25.00 per unit first 10 units, plus \$7.50 per unit thereafter
Junk dealer/junk yards	\$150.00
Laundromat/dry cleaning establishment	\$150.00
Massage establishments (Fees)	
• Therapeutic massage establishment license	\$100.00
• Massage therapist license	\$100.00
• Combined Massage Establishment / Massage Therapist license	\$150.00

Miniature golf course (indoors or outdoors)	\$150.00
Parking lots	\$300.00
Personal services	\$150.00
Rental of merchandise, including furniture and self-storage, as well as "water toys" as defined in and permitted by the Town of Old Orchard Beach, Maine Ordinance Regulating Use of Motorized and Non-motorized Water Toys on Town Beach, units/compartments	\$150.00
Retail (including repair/maintenance of goods)	\$150.00
Riding stables	\$150.00
Seasonal rentals units	\$25.00 per unit first 10 units, plus \$7.50 per unit thereafter
Service stations (including automotive repairs, care, and fuel services)	\$150.00
Sidewalk Café	\$150.00 plus \$2.00 per square ft.
Signs, erection and maintenance of signs, banners, awnings, marquees, and other temporary or permanent structures, excepting temporary or permanent structures of public utilities corporations, on the sidewalk, roadways, and streets of said town. Permanent signs affixed to buildings or sign poles extending over the town right-of-way are exempt.	\$75.00
Special Amusement Permits	\$100.00
Tattoo establishment (see ordinance regulating same) (Individuals don't need to be licensed)	\$150.00
Tow trucks	\$150.00
Used car lots	\$150.00
Vehicles for hire (per vehicle) (only based in OOB)	\$150.00
Vending machines	\$20.00 (per unit)
Victualers Without Preparation and No Alcohol Sales	\$150.00
Victualers Without Preparation with Beer, Wine, and / or Liquor (consumed on premises or take-out)	\$300.00
Victualers With Preparation and No Alcohol Sales	\$200.00
Victualers With Preparation with Beer, Wine, and /or Liquor (consumed on premises or take-out)	\$325.00
Year round rentals	\$25.00 (per unit)