

Clerk's office use:

Fees Paid:

Amt. \$ _____

CA - CK - CC

Date _____

Application Received

City of Sanford, Maine

Office of the City Clerk/Registrar of Voters

919 MAIN STREET, SANFORD, MAINE 04073-3589

Phone: (207) 324-9125

Fax: (207) 324-9127

CITY CLERK & REGISTRAR
SUSAN H. COTE

E-Mail: shcote@sanfordmaine.org

City Of Sanford Municipal License Application

License Applications Available:

- Pick up: City Clerk's Office, First Floor, Sanford City Hall, 919 Main Street, Sanford, ME
- Download: City of Sanford website: www.sanfordmaine.org, go to 'Departments', 'Tax Collector, Treasurer & City Clerk', 'Business Licenses'
- Completed applications must be submitted with **ALL** items in the Documents Checklist, including appropriate fees to the City Clerk during business hours: 8:00 AM – 4:30 PM

License Application Requirements:

- As stated in City Code of Ordinances Chapters: **149** Licensing, **164** Massage Establishments & Therapists, **183** Odors, **209** Restaurants & Mobile Vending Units, **232** Taxicabs, and **280** Zoning, and any other Chapter listed in the City of Sanford Codes as applicable.
- City Code Link: <https://www.ecode360.com/SA2111>

License Fees: \$50 as of 4/25/18; *Proposed fee \$75 if adopted could be effective 5/15/18*

- License fees are **Per License type, Per Year** and Non-Transferable. Current fees listed are subject to change by Order of the Municipal Officers or State Statute and are not pro-rated.
- Payment for publication of required Public Hearing Notice(s) is to be paid by the license applicant. A base amount may be charged and collected at the time of application and if insufficient, balance of fee owed will be billed to you once an invoice is received by newspaper.
- Additional fees for site plan, escrow accounts, and building or sign permits as may be required by other Departments.

Acceptable Forms of Payment:

- Cash, money order, or bank check (no additional fees)
- Personal or Business check. No additional fees, unless returned by financial institution for insufficient funds.
- Debit cards will be assessed a convenience fee of 1.5% of total transaction.
- Credit cards will be assessed a convenience fee of 2.6% of total transaction.
 - Discover, Visa, and Master Card accepted (sorry, no American Express)

City Of Sanford Municipal License Application

Date: _____

Applicant Information

CONTACT NAME:

CONTACT ADDRESS:

DAYTIME TELEPHONE:

EMAIL ADDRESS:

Business Information

PREFERED METHOD OF NOTIFICATION:

BUSINESS NAME:

BUSINESS TELEPHONE: ()

BUSINESS DAYS & HOURS OF OPERATION:

BUSINESS LOCATION, INCLUDING UNIT LOCATION WITHIN THE PREMISES:

MAILING ADDRESS (if different):

CITY TAX MAP #:

CITY TAX LOT #:

DIMENSIONS AND ACREAGE OF THE PROPERTY:

DIMENSIONS:

ACREAGE:

DESCRIPTION OF THE USE AND FACILITY APPLIED FOR, AND HOW THE LOCATION AND IMPROVEMENTS ASSOCIATED WITH THE PROPOSED FACILITY COMPLY WITH THE REQUIREMENTS OF CHAPTER 280: ZONING AND CHAPTER 149: LICENSING.

(LIST ON BACK OR SEPARATE PAGE IF NEEDED)

City Of Sanford Municipal License Application

Business Location Property Owner Information

OWNER IF DIFFERENT FROM CONTACT LISTED ON PREVIOUS PAGE:
(i.e.: Mid-Town Mall or Center for Shopping, etc.)

CONTACT NAME:

CONTACT ADDRESS:

DAYTIME TELEPHONE:

EMAIL ADDRESS:

*** * * * * QUESTIONS? * * * * ***

CITY CLERK: 207-324-9125

CODE ENFORCEMENT: 207-324-9145

PLANNING DEPARTMENT: 207-324-9150

FIRE MARSHAL: 207-324-5293

POLICE DEPARTMENT: 207-324-9170 X 291 OR X 200

*** * * * * NOTE * * * * ***

Additional permits, fees or requirements may be requested from the Code Enforcement Office, Planning Department, Office of the Fire Marshal, or Police Department.

APPLICANT MUST COMPLY WITH ALL APPLICABLE LOCAL, STATE AND FEDERAL ORDINANCES, RULES AND LAWS FOR THE LICENSE BEING REQUESTED.

FOR CLERK'S OFFICE USE ONLY

Licenses OK to Issue: _____ Date Issued: _____ In Hand or Mail

Taxes paid current: _____ Outstanding Fines/Fees: _____ Certificate of Occupancy: _____ Inspection: _____

Public Hearing Fee: _____ City Council: _____ State Licenses: _____ Supplemental Docs: _____

Notes:

Business File Updated:

Monthly Inspection List _____ License Renewal Letters _____ Add Folder to Files _____

Partnership or Sole Proprietor D/B/A Recorded: _____ Book/Page: _____ / _____

**MUNICIPAL LICENSE APPLICATION SUPPLEMENT
RESTAURANT & MOBILE VENDING UNITS
DOCUMENTS CHECKLIST**

Items must be turned in to City Clerk for application to be deemed COMPLETED

Restaurant Defined: Any restaurant, coffee shop, cafeteria, short-order café, luncheonette, sandwich stand, soda fountain, catering service and all other eating or drinking establishments, including kitchens or all other places, in which food or drink is prepared for sale on the premises or elsewhere, but *not* including premises operated by City Departments, or charitable and civic organizations, or by business concerns whose prime purpose is serving their employees.

Mobile Vending Unit Defined: Any vehicle, cart, and trailer, including a lunch wagon, which is used for the sale therefrom at retail of any prepared food, sandwiches, drinks, ice cream or similar dairy product and travels from place to place for the sale therefor, but does not include vehicles used for the transportation of milk and dairy products or bread and bakery products for sale or delivery to homes and business establishments, and shall include a mobile vending unit operating for a temporary period in connection with a fair, carnival, circus, public exhibition or other similar gathering.

In addition for the City Victualer's or Mobile Vending License we will need:

- **Copy of current State of Maine Eating Establishment License**
 - For NEW business only, a copy of the State Health Inspector report authorizing issue of temporary license
- **Copy of Certificate of Occupancy**
 - For NEW owner or business, copy of the application or verification from CEO that application has been made
- **Personal Property taxes must be paid current as of date of application**

Mobile Vending Unit Requirements:

- **Copy of current vehicle registration: Plate #, VIN #, and vehicle description should be accurate and legible**
- **Color photograph from at least two angles, including maximum length and width**
- **Completed State checklist for mobile vending units**
- **Certificate of insurance for public liability in the amount of at least \$400,000**
- **Submit a drawing showing the location of where Mobile Vending Unit is to be situated**
 - **May not obstruct free passage of pedestrians or vehicles from normal travel, obstruct an entrance or exit of any residence or business, obstruct a fire lane or access to a fire hydrant**
- **Mobile Vending Units must be self-contained during operation and shall provide trash & recycling receptacles in contact with the mobile vending unit**
- **Mobile Vending Units can NOT be located within 150 feet of the property boundary of any licensed restaurant premises**
- **Hours for operation of Mobile Vending Units is from 7:00 a.m. to 10:00 p.m.**
- **Mobile Vending Units shall comply with ALL parking rules and regulations for occupying the street; must not be parked overnight on City streets or in City parking lots, and must be moved to a location more than 100 feet in distance no less than once every 12 hours ***
 - ***except as otherwise permitted, licensed, or sponsored by the City Council in connection with a festival or special event approved by the City Council.**
- **No Mobile Vending Unit shall have any exclusive right to any location in the public street, nor be permitted a stationary location or operation in any congested area where it may impede or inconvenience the public in such a manner that is a nuisance to surrounding properties.**

Any other requirements of City Codes that may not be listed above.