



BUSINESS LICENSE APPLICATION

Town of Old Orchard Beach
1 Portland Avenue
Old Orchard Beach, ME 04064
207.937.5633

Map: _____ Block: _____ Lot: _____ Unit: _____ Zone/Overlay: _____ Initial Inspection Date: _____ Final Inspection Date: _____ Council Date: _____

Applicant Section

ALL FIELDS MUST BE FILLED

Property Owner Section

Name: _____ Phone: _____ Date Submitted: _____

Address: _____ Email: _____

Business type (circle one)

Business Name: _____

Business Location: _____

| | |
|-------|-----------------|
| DBA | Corporation |
| LLC | Partnership |
| Trust | Sole Proprietor |

Name: _____ Phone: _____

Address: _____ Email: _____

24 Hour Emergency Contact

Name: _____ Phone: _____

Address: _____ Email: _____

| LICENSE ORDINANCE CATEGORIES | ALL FEES ARE PER YEAR (AMENDED 2/6/10) | # of Units | TWO YEAR LICENSE FEE | PRORATED LICENSE FEE |
|--|---|------------|-------------------------|-------------------------|
| Rental of Property | | | | |
| Campgrounds | \$75.00 plus \$2.50 per site fee | | | |
| Innholders, lodging houses, hotels, motels, and seasonal rentals | \$25 per unit first 10 units, plus \$7.50 per unit thereafter | | | |
| Seasonal rental units (April 1 st through December 1 st) | \$25 per unit first 10 units plus \$7.50 per unit thereafter | | | |
| Seasonal rental units Short term (rental term less than 30 consecutive days, April 1 thru Dec 1) | \$25 per unit first 10 units, plus \$7.50 per unit thereafter | | | |
| Year Round rental units | \$25.00 per unit | | | |
| Year Round rental units: Short term (rental term less than 30 consecutive days, Jan 1 thru Dec 31) | \$25.00 per unit | | | |
| Temporary Seasonal worker housing – Owner occupied single family residence | No Fee | | | |
| Accessory | | | | |
| Boxing and wrestling shows | \$250.00 (per show) | | | |
| Coin operated amusement devices accessory to another licensed activity | \$20.00 per unit | | | |
| Gasoline pumps and sidewalk tanks | \$75.00 per pump | | | |
| Recreational vehicle sales | \$75.00 | | | |
| Sidewalk cafe | \$150.00 plus \$2.00 per square foot | | | |
| Vending machines | \$20.00 per unit | | | |
| Amusement | | | | |
| Amusement arcade | \$15.00 per unit (not to exceed (\$300.00) | | | |
| Amusement park | \$30.00 per unit (not to exceed \$350.00) | | | |
| Bowling alleys | \$100.00 | | | |
| Games of skill | \$100.00 per game (not to exceed \$600.00) | | | |
| Miniature golf course (indoors or outdoors) | \$150.00 | | | |
| Riding stables | \$150.00 | | | |

Date Paid

See next page for further License Ordinance Categories

Please fill out this page. You must also fill out the attached Assessor's Office Form on Page 3 if you operate a business other than a rental property OR if the rental property is 5 or more units.

| LICENSE ORDINANCE CATEGORIES | ALL FEES ARE PER YEAR (AMENDED 2/6/10) | # of Units | TWO YEAR LICENSE FEE | PRORATED LICENSE FEE |
|--|--|------------|----------------------|----------------------|
| Automobile | | | | |
| Auto body shop | \$150.00 | | | |
| Automotive graveyard | \$500.00 | | | |
| Ice cream trucks (per truck) | \$350.00 | | | |
| Car wash | \$150.00 | | | |
| Parking lots | \$300.00 | | | |
| Service stations (including automotive repairs, care, and fuel services) | \$150.00 | | | |
| Tow trucks | \$150.00 | | | |
| Used car lots | \$150.00 | | | |
| Vehicles for hire (per vehicle) (only based in OOB) | \$150.00 | | | |
| Miscellaneous Business | | | | |
| Adult Use Marijuana Business License Application | \$500.00 (amended by adding 11/16/21) | | | |
| Adult Use Marijuana Store License | \$7,500.00 (annually) (amended by adding 11/16/21) | | | |
| Body Piercing | | | | |
| • Commercial body piercing establishment | \$100.00 | | | |
| • Commercial body piercer | \$100.00 | | | |
| Child care facility and nursery | \$150.00 | | | |
| Dog kennels | \$150.00 | | | |
| Function hall | \$150.00 | | | |
| Junk dealer/junk yards | \$150.00 | | | |
| Laundromat/dry cleaning establishment | \$150.00 | | | |
| Massage establishments | | | | |
| • Therapeutic massage establishment license | \$100.00 | | | |
| • Massage therapist license | \$100.00 | | | |
| • Combined massage establishment/massage therapist license | \$150.00 | | | |
| Personal services | \$150.00 | | | |
| Rental of merchandise | \$150.00 | | | |
| Retail (including repair/maintenance of goods) | \$150.00 | | | |
| Tattoo establishment (see ordinance regulating same) | \$150.00 | | | |
| 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 preparations with beer, wine, and/or liquor (consumed on premises or take-out) | \$325.00 | | | |

Will you be applying for a liquor license? YES - NO
Will you be applying for a special amusement license? YES - NO

Administrative fee initial business license \$500.00
Administrative fee renewal license \$250.00 per year

TOTAL FEE (including \$500.00 admin fee)

If rental property:

Will any portion of the property be used for J-1 housing? YES - NO
Do you know your maximum occupancy? YES - NO IF YES, #: _____

\$ _____

Applicant please initial each statement:

- ____ I understand license approval is required before conducting business governed by the Old Orchard Beach license ordinance.
____ I understand that paying the application fees does not constitute having an approved license.
____ I understand that the \$500.00 application fee covers an initial and 1 follow-up inspection, additional inspections \$60.00 per.
____ I confirm there are no HOA covenants or restrictions that would prevent this license from being issued.

Applicant signature: _____ Date: _____

Property owner signature: _____ Date: _____

INSTRUCTIONS

- *Property Owner:* The person that owns the property where your business is located.
 - *Personal Property Account #:* Please complete the attached form from the Assessor's Office to be issued a Personal Property number.
 - *Owner's Mailing Address:* The mailing address where the owner of property can be reached.
 - *Location of Rental Property (Map, Block, Lot):* Will be provided by the Business License Department.
 - *Approx. Date of Purchase:* When did this property get officially purchased by its current owner.
 - *Property Type:* The type of property that your business address is.
- 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.
- Once you have completed all three pages, 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.

TAX PAYER LIST FOR RESIDENTIAL RENTAL PROPERTY - PERSONAL PROPERTY RECORD

| | |
|---|--|
| Owner's Name: _____ | Personal Property Account #: _____ |
| Owner's Mailing Address: _____ | |
| Location of Rental Property (MAP BLOCK LOT): _____ | APPROX. Date of Purchase: _____ |
| Property Type (please circle): SINGLE FAMILY or 2-4 FAMILY or APT. BLDG or CONDOMINIUM or COTTAGE | |
| Is The Rental Furnished (please circle): YES or NO | Number of BEDROOMS: _____ Number of BATHROOMS: _____ |