



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			
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			
Automobile				
Auto body shop	\$150.00			
Automotive graveyard	\$500.00			
Ice cream trucks (per truck)	\$350.00			

Date Paid

See next page for further License Ordinance Categories

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/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/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) \$ _____
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.
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- **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 Code Enforcement Department with the appropriate fees.

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: _____