



CITY OF AUBURN

BUSINESS LICENSE APPLICATION

Business Name: \_\_\_\_\_

NEW  RENEWAL Expires: \_\_\_\_\_

Office of the City Clerk  
60 Court St, Auburn, ME 04210  
207.333.6600  
[www.auburnmaine.gov](http://www.auburnmaine.gov)  
Beckie Drew, License Specialist: [bdrew@auburnmaine.gov](mailto:bdrew@auburnmaine.gov)  
Denise Spooner, License Specialist: [dspooner@auburnmaine.gov](mailto:dspooner@auburnmaine.gov)  
**Please Note: All real estate and personal property taxes related to the business must be current before a license can be issued.**

Please check the boxes for all licenses you are applying for:

There is a late fee of \$25.00 for renewals that are 30-45 days late, \$50.00 for more than 46 days late, and \$100.00 for reoccurring

**Food Service Establishments:**

- \*FSE Mobile Food distribution Unit.....  
*Not to be located less than 200 ft from nearest food service establishment. Please include a letter from property owner authorizing use of location.*
  - 3 Month \$100
  - 6 Month \$125
  - 12 Month \$150
- \*FSE Serving Malt, Vinous & Spirituous Liquor (FSE Class I)..... Sq ft: Fee:
  - 1-2999 \$500
  - 3000-5999 \$600
  - 6000+ \$700
 Public hearing required for new license - actual cost of advertising Background check must also be included.
- \*FSE Serving Malt and/or Vinous..... Sq ft: Fee:
  - 1-2999 \$300
  - 3000-5999 \$400
  - 6000+ \$500
 Public hearing required for new license - actual cost of advertising Background check must also be included.
- \*FSE with Sit Down (On/Off), no Alcohol..... Sq ft: Fee:
  - 1-2999 \$150
  - 3000-5999 \$200
  - 6000+ \$250
- \*Bottle Club/BYOB..... Sq ft: Fee:
  - 1-2999 \$150
  - 3000-5999 \$200
  - 6000+ \$250
 Public hearing required for new license - actual cost of advertising Background check must also be included.
- \*Temp FSE (Per event max 7days) \$60

**\*All above licenses:** include copy of floor plan, menu/draft menu, certified food handler certificate and a copy of all State licenses applicable.

- FSE Off Premise/Retailer-Malt Liquor/Table Wine..... Sq ft: Fee:
  - 1-2999 \$150
  - 3000-5999 \$200
  - 6000+ \$250
- FSE Prepackaged Only Sq ft: Fee:
  - 1-2999 \$150
  - 3000-5999 \$200
  - 6000+ \$250

**Other Business Licenses Applying for:**

- \*Special Amusement ..... \$125  
Public hearing required for new license - actual cost of advertising Please fill out supplemental questionnaire (pg 4).
- \*Pawnshop/Pawn Broker ..... \$100
- \*Secondhand Dealer ..... \$85
- \*Massage Establishment/Therapist..... \$150  
State license #: \_\_\_\_\_  
**Massage:** Please also include 2 copies of a passport size photograph taken within 30 days of application date (annually), copy of current State license and copy of government issued identification.
- \*Tattoo Artist..... \$150
- \* Above Licenses: Each applicant for a license shall provide a copy of a criminal background check (to include all present and former names) dated not more than 3 days prior to submission of application. You can do it yourself on-line here: <http://www5.informe.org/online/pci/>
- Bowling Alley (fee per lane)..... \$85  
# of lanes: \_\_\_\_\_
- Roller Skating Rink.....
  - Partial Kitchen: \$60
  - Full kitchen: \$120
- Coin-Op Devices (fee per device)..... \$50 per device up to 10 devices/\$30 per device 10 or more  
# of devices: \_\_\_\_\_  
(Please provide list of devices)
- Motion Picture Theater (fee per screen)..... \$50  
# of screens: \_\_\_\_\_
- Juke Box (each)..... \$30  
# of boxes: \_\_\_\_\_
- Lodging House..... # of rooms: \_\_\_\_\_  
10 rms or less: \$75  
More than 10: \$150
- Pool Hall (fee per table)..... \$50  
# of tables : \_\_\_\_\_

Seating: \_\_\_\_\_ Occupancy load: \_\_\_\_\_

LICENSING FEE(S) TOTAL DUE: \$ \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_ BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS MAILING ADDRESS: \_\_\_\_\_

OWNER'S NAME (LOCAL/ONSITE): \_\_\_\_\_ DOB: \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

PREFERRED EMAIL: \_\_\_\_\_

MANAGER'S NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_ DOB: \_\_\_\_\_

PREFERRED CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DESCRIPTION OF BUSINESS: \_\_\_\_\_

TYPE OF PREVIOUS BUSINESS AT ADDRESS (IF KNOWN): \_\_\_\_\_

FORM OF BUSINESS ORGANIZATION:  Corporation  Partnership  Sole Proprietorship  LLC  Other

(If a corporation, must include a copy of corporate papers for new licenses)

If a Corporation, Partnership or LLC, complete the following information of each owner (additional names may be listed on an attached sheet):

Name	<i>Print Clearly</i> Address Previous 5 years	Birth Date	% of Stock	Title

OWNER OF BUILDING/UNIT: \_\_\_\_\_ PHONE # \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

HOURS OF OPERATION: Mon: \_\_\_\_\_ Tues: \_\_\_\_\_ Wed: \_\_\_\_\_ Thurs: \_\_\_\_\_  
Fri: \_\_\_\_\_ Sat: \_\_\_\_\_ Sun: \_\_\_\_\_

Has applicant(s) and/or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States, within the past 5 years?  Yes  No (If yes, complete the following)

Name: \_\_\_\_\_ Date of conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

Include additional pages if needed.

THE OMISSION OF FACTS OR ANY MISREPRESENTATION OF ANY OF THE INFORMATION ON THIS APPLICATION SHALL BE SUFFICIENT GROUNDS FOR THE REFUSAL OF SUCH LICENSE.

**Chapter 14-Business Licenses & Permits-Article II Sec.14-34 Certification from City Officials**  
*Before a license is issued the City Clerk shall submit the application for certification to the Code Enforcement Officer, Fire Chief, Chief of Police and City Treasurer.*

There is a 14 day review period after receipt of a **completed** application. Incomplete applications will not be reviewed for approval and will be returned for completion. A business must not operate until approved by the required departments. Final approval and issuance of license will be from the City Clerk's Office.

CERTIFICATE OF APPLICANT AND WAIVER OF CONFIDENTIALITY

**\*\*\*READ CAREFULLY BEFORE SIGNING\*\*\***

I, \_\_\_\_\_, Owner/Operator of the business, hereby authorize the release of any  
(Print name)  
 criminal history record information to the City Clerk's Office or Licensing Authority. I understand that this information shall become public record, and I hereby waive any rights of privacy with respect hereto. I further stipulate that I am aware that deliberate falsification of the information herein shall be sufficient cause for denial of a license to operate the business. This application is accurate and true to the best of my knowledge.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**REPORT OF INSPECTING OFFICERS:**

__ Approved	__ Denied	FIRE INSPECTOR _____
__ Approved	__ Denied	CODE ENFORCEMENT OFFICER __
__ Approved	__ Denied	POLICE _____
__ Approved	__ Denied	FINANCE _____

**Comments:**

\_\_\_\_\_  
 \_\_\_\_\_

Application date: _____	License issued on: _____
Fees paid: License fee(s) _____ Public hearing fee _____ Background fee _____ Late fee _____	
Total amount paid = \$ _____	

# Special Amusement Questionnaire:

Exact entertainment to be provided at establishment:

\_\_\_\_\_

(Specify hours of entertainment) Mon: \_\_\_\_\_ Tues: \_\_\_\_\_ Wed: \_\_\_\_\_ Thurs: \_\_\_\_\_  
Fri: \_\_\_\_\_ Sat: \_\_\_\_\_ Sun: \_\_\_\_\_

Describe in detail the room(s) to be used under the permit:

\_\_\_\_\_

**Include a diagram or floor plan of your business. On the diagram please list the following:**

Main Entrance, Secondary Entrances, Fire Escapes, Fire Extinguishers, Location of Stationary Security Personnel, Food Serving or preparation areas, the direction of any speakers, Dancing Area, Locations where alcohol will be sold.

Have any of the applicants, including the corporation ever had a special amusement license denied or revoked?

Yes  No If yes, Please explain (Including location and timeframe):

\_\_\_\_\_

**PLEASE PROVIDE THE FOLLOWING, IF APPLICABLE:**

CURRENT LIQUOR LICENSE # \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

**PLEASE BE ADVISED THAT THE APPLICANT MAY BE REQUIRED TO COMPLY WITH THE FOLLOWING CONDITIONS:**

Applicant agrees to have two counters or clickers at each entrance. One will be used to document the patrons that have entered the establishment. The second will be used to document the patrons that have exited the establishment. This will give the staff and public safety personnel an accurate count of patrons in the establishment.

Applicant agrees to have the maximum seating and or occupancy capacity clearly listed in each room that is open to the public, and to have security and or staff stationed at all times at all entrances and exits used by the public.

Applicant agrees to, if so ordered by the Chief of Police, to hire sworn members of the Auburn Police Department for security. The rate will be at the current City of Auburn detail rate. These officers will supplement the existing staff or security.

The below chart will be used as a guide in determining the numbers of officers required.

Number of Attendees	Number of Police
1 - 200	2
201 - 400	4
401 - 600	6
601+	One supervisor and one additional officer for each 200 attendees or portion thereof in excess of 601

All requests for modification(s) of the approved Special Amusement license must be submitted in writing to the City of Auburn. Any changes made without approval from the City of Auburn may result in an immediate suspension of the license. Signature on application releases the Auburn Police Department, its agents and representatives from any and all liability of every nature and kind arising out of the furnishing, inspection or collection of such documents, records and other information or the investigation made by the Auburn Police Department.

I do hereby authorize Auburn Police Department and its agents to receive copies of records and/or any information concerning my background, character, bank accounts, businesses, places of employment, schools and any other source necessary for the purpose of obtaining a Special Amusement License.

I have read and understand section 14-600 to 14-609, Special Amusement Permits, of the City of Auburn's business license ordinance. \_\_\_\_\_ **(Initial)**