

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:

- 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.
 - American Express, Discover, Master Card, & Visa are accepted.

Category 1 Licenses-Admin Approval	Fee	Statutory or Code Reference
Alcohol- and drug-free housing	\$100 per year	Ch. 149, Art. XIII
Auctioneer, nonresident certificate	\$10 per day or \$25 for 3 days	§ 149-1.4
B.Y.O.B. function	\$25 per event	Ch. 74, Art. III
Brewery, distillery, winery	\$100 per year	Ch. 149, Art. VII
Closing-out sale	\$50 per 60 days	Ch. 149, Art. VIII
Coin-operated entertainment device, electronic video machine, arcade device	\$50 per year	Ch. 149, Art. III
Flea market	\$100 per year	Ch. 256
Flea market vendor	\$25 per year	Ch. 256
Kennel	\$50 per year	Ch. 78, Art. IX; 7 M.R.S.A. §§ 3931 through 3950-A
Lodging establishment	\$50 per year	Ch. 155
Massage therapist	\$50 per year	Ch. 164
Off-premises catering permit	\$25 per application	Ch. 149, Art. I
Pawnbroker	\$300 per year	Ch. 193
Peddler	\$50 per year or \$25 per day	Ch. 149, Art. IX
Places of assembly	\$100 per year	Ch. 149, Art. X
Rental housing	See § 149-5.7	Ch. 149, Art. V
Residential care facility	\$50 per year	Ch. 149, Art. XIV
Salvage collector	\$25 per year	Ch. 213
Salvage dealer	\$500 per year	Ch. 213
Secondhand dealer	\$200 per year	Ch. 193
Sport shooting ranges	\$100 per year	Ch. 149, Art. XI
Tattoo artist, body piercing	\$200 per year	Ch. 149, Art. XII
Taxicab	See § 232-23	Ch. 232
Tobacco retailer	\$25 per year	Ch. 215, Art. II
Vacant building	See § 149-6.8	Ch. 149, Art. VI
Victualer	\$75 per year	Ch. 209
Waste hauler	\$500 per year	Ch. 220
Yard sale permit	\$10 per day	Ch. 256

Category 2 Licenses-City Council Approval	Fee	Statutory or Code Reference
Beano-bingo application	\$100 per application	Ch. 149, Art. I; 13-A M.R.S.A. § 311 et seq.
Bottle club	\$100 per year	Ch. 74, Art. II
Circus, carnival, temporary exhibitions	\$200 per day	Ch. 149, Art. X
Games of chance application	\$65 per application	Ch. 149, Art. I; 17 M.R.S.A. § 1831 et seq.
Liquor license application and transfers (Tier I)	\$200 per application	Ch. 149, Art. I; 28-A M.R.S.A. §§ 653 et seq. and 1051
Liquor license application and transfers (Tier II)	\$400 per application	Ch. 149, Art. I; 28-A M.R.S.A. §§ 653 et seq. and 1051
Medical marijuana production facility	\$1,500 per year	Ch. 149, Art. IV
Mental health and abuse clinics	\$500 per year	Ch. 149, Art. II
Special amusement permit	\$100 per year	Ch. 74, Art. I

City Of Sanford Municipal License Application

Date: _____

Applicant Information

CONTACT NAME:

CONTACT ADDRESS:

DAYTIME TELEPHONE: () _____ ALTERNATE TELEPHONE: () _____

EMAIL ADDRESS:

Business Information

PREFERED METHOD OF NOTIFICATION (check or rank order): Phone _____ Email _____ Postal Mail _____

BUSINESS NAME:

BUSINESS TELEPHONE: ()

BUSINESS DAYS & HOURS OF OPERATION:

BUSINESS LOCATION, INCLUDING UNIT LOCATION WITHIN THE PREMISES:

MAILING ADDRESS (if different):

WEBSITE:

Owner Information (if applicant is NOT owner)

CONTACT NAME:

CONTACT ADDRESS:

DAYTIME TELEPHONE:

EMAIL ADDRESS:

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, Center for Shopping or other commercial property)

CONTACT NAME:

CONTACT ADDRESS:

DAYTIME TELEPHONE:

EMAIL ADDRESS:

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

CITY CLERK: 207-324-9125

CODE ENFORCEMENT: 207-324-9145

FIRE MARSHAL: 207-324-5293

PLANNING DEPARTMENT: 207-324-9150

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

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

Additional permits, fees or other requirements (not listed on this application) may be requested from the Code Enforcement Office, Planning Department, Office of the Fire Marshal, or Police Department, or any other City Official involved in the business license application process.

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

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