

**TOWN OF BUCKSPORT
BUSINESS LICENSE APPLICATION**

CHECK LICENSE TYPE:

VICTUALER (FOOD) LUNCH WAGON
 NEW LICENSE RENEWAL OF LICENSE

A COPY OF ANY STATE LICENSE ISSUED FOR YOUR BUSINESS
IS REQUIRED FOR APPROVAL OF THIS APPLICATION

BUSINESS OWNER INFORMATION:

Name of Principal Owner _____ DOB: _____
Home Mailing Address _____
City _____ State _____ Zip _____
Telephone _____ Social Security # _____

BUSINESS INFORMATION:

Name of Business _____
Mailing Address _____
City _____ State _____ Zip _____
Street Address _____
Telephone _____ Fax _____ E-mail (opt) _____

BUSINESS DESCRIPTION: (please check where applicable)

Business Hours: Year round Seasonal Part-time
Type of Service: On premises Take-out
On premises seating capacity _____ Not-applicable

Type of Business: Corporation Partnership Sole Proprietorship
 Restaurant Grocer/Market Caterer
 Diner Bakery Lunch Wagon
 Other (please describe) _____

LUNCH WAGON INFORMATION: Not applicable

Description of food offered for sale: _____
Type of vehicle to be used: Van Trailer Portable stand Truck
Location: _____
Hours of operation _____

If a lunch wagon will be parked on private property, written authorization from the property owner must be provided with this application.

I certify that the information provided in this application is true and accurate to the best of my knowledge, and hereby request the Bucksport Town Council to issue the required license as authorized to do so by the Bucksport Town Code, Chapter 6, Business Licensing Regulations, Section 6-102.

APPLICANT SIGNATURE

DATE

(See reverse side for additional information)

License and Permit Fees

Type of License	Term	Fee
Victualer		
Restaurant	Annual	\$20.00 (less than 50 seats) \$30.00 (50-100 seats) \$40.00 (more than 100 seats)
Take-out	Annual	\$20.00 (with seating)
Take-out	Annual	\$10.00 (no seating)
Caterer	Annual	\$10.00
Lunch wagon	Annual	\$10.00
Concession stand	Per event	\$05.00

Other Fees:

Registration of Business Name \$05.00 (one time fee)

The cost of advertising any required public hearing is the responsibility of the applicant and must be paid to the town prior to the issuance of the license or permit by the Town Clerk.

The applicant or authorized agent must be present at the public hearing.

6-103 Application Requirements

- 6-103.1 Applications for licensing or permitting must be submitted to the Town Clerk. The Town Clerk shall forward a copy of any license or permit application subject to departmental approval to the appropriate departments upon receipt of the application.
- 6-103.2 The Town Clerk shall review license and permit applications to determine if they are complete. Before any application may be deemed complete, the following requirements must be met:
1. All required information on the application has been provided;
 2. The required fee has been submitted;
 3. Planning Board approval, if required, has been issued;
 4. All required departmental recommendations have been issued.
- 6-103.3 Upon deeming an application subject to Town Council approval to be complete, the Town Clerk shall submit the application to the Town Council for their review at the next available meeting.
- 6-103.4 Upon deeming an application subject to Town Clerk approval to be complete, the Town Clerk shall review the application in accordance with the requirements of section 6-107 of this chapter.
- 6-103.5 The Town Clerk shall schedule public hearings on license applications in accordance with the requirements of this chapter.
- 6-103.6 The Town Clerk shall notify licensees of their license renewal obligations no less than sixty (60) days prior to the license expiration date. License renewal applications must be submitted to the town at least thirty (30) days prior to the license expiration date. Applications received by the town less than thirty (30) days prior to the expiration date may be subject to a penalty fee equal to the license fee if the license can not be issued prior to its expiration date.

Return the completed application and fee to:

Town Clerk
Bucksport Town Office
50 Main Street
P.O. Drawer X
Bucksport, ME 04416

Tel. (207) 469-7368 Fax (207) 469-7369