

BUSINESS LICENSE RENEWAL QUESTIONNAIRE

Please complete and return this form with a \$5.00 license renewal fee no later than _____

NAME OF BUSINESS: _____
STREET ADDRESS: _____

1. IN THE LAST YEAR, HAVE THERE BEEN ANY CHANGES MADE TO THE SERVICES YOUR BUSINESS OFFERS?
 Yes No (If yes, please describe) _____

2. IN THE LAST YEAR, HAVE THERE BEEN ANY CHANGES MADE TO THE BUILDING OCCUPIED BY YOUR BUSINESS?
(CHANGES INCLUDE NEW CONSTRUCTION, ELECTRICAL, PLUMBING, HEATING AND MASONRY WORK,
FLOOR PLAN CHANGES, NEW APPLIANCES/EQUIPMENT)
 Yes No (If yes, please describe) _____

3. IN THE PAST YEAR, HAVE THERE BEEN ANY CHANGES MADE TO EXITS, EMERGENCY LIGHTS, EXIT SIGNS, SPRINKLER
SYSTEMS, FIRE ALARMS, FIRE EXTINGUISHERS, AND SMOKE AND CARBON MONOXIDE DETECTORS IN THE BUILDING?
 Yes No (If yes, please describe) _____

5. HAVE ALL REQUIRED PERIODIC INSPECTIONS BEEN COMPLETED FOR ANY SPRINKLER SYSTEM, FIRE ALARM, FIRE
EXTINGUISHER, EMERGENCY LIGHTS, AND SMOKE OR CARBON MONOXIDE DETECTOR IN THE BUILDING?
 Yes No (If no, please explain) _____

6. ARE ALL APPLICABLE STATE LICENSES FOR YOUR BUSINESS CURRENTLY IN EFFECT?
 Yes No (If no, please explain) _____

7. HAVE ALL EMPLOYEES THAT SERVE ALCOHOLIC BEVERAGES COMPLETED A SERVER TRAINING PROGRAM CERTIFIED
BY THE STATE OF MAINE? Yes No (If no, please explain) _____

8. A COPY OF YOUR FIRST-TIME LICENSE APPLICATION IS ENCLOSED. HAVE THERE BEEN ANY CHANGES TO THE
INFORMATION YOU PROVIDED ON THIS APPLICATION?
 Yes No (If yes, please describe) _____

An inspection may be required by the Fire Department and/or the Code Enforcement Office before the business license may be renewed. If you would like to be notified before an inspection is conducted, please mark the box below.

Please contact me to arrange for inspections.

I CERTIFY THAT THE INFORMATION I HAVE PROVIDED IN THIS FORM AND ANY SUPPLEMENTAL DOCUMENT IS TRUE AND ACCURATE.

BUSINESS OWNER OR AUTHORIZED AGENT

DATE _____

FOR OFFICE USE

DATE RECEIVED _____

FEE: _____ PAID _____

Please return this form and the required license renewal fee to:
Jacob Gran Town Clerk, P.O. Drawer X, Bucksport, ME 04416 Fax: 207-469-7369
E-mail: jgran@bucksportmaine.gov

BUSINESS LICENSE & PERMIT RENEWAL INFORMATION

1.7 Administrative Procedures: Municipal License and Permit Renewals

- 1.7.1 The Town Clerk shall be responsible for administering the procedures for municipal license and permit renewals.
- 1.7.2 No less than 60 days prior to the expiration date of a municipal license or permit subject to renewal, the Town Clerk shall provide the licensee or permittee with a renewal notice. The notice shall identify the required renewal fee, information needed to verify the licensed or permitted activity, and the date the renewal fee and verification information are due.
- 1.7.3 The licensee or permittee shall submit to the Town Clerk the required verification information and the required renewal fee no less than 30 days before the license or permit expiration date.
- 1.7.4 If a licensee or permittee fails to comply with the 30-day deadline in Section 1.7.3, a \$25.00 late fee shall be added to the renewal fee. (This provision shall be in effect on January 1, 2018.)
- 1.7.5 The Town Clerk shall request a CFP Review to be conducted in accordance with the requirements of Section 1.9 for all municipal license and permit renewals.
- 1.7.6 Upon receipt of a CFP Review recommendation for approval, the Town Clerk shall issue a renewal license or permit within 10 days of the date of the recommendation.
- 1.7.6.1 The Town Clerk may issue a renewal with any condition of approval deemed necessary to support the purposes of this chapter.
- 1.7.7 Upon receipt of a CFP Review recommendation for denial, the Town Clerk shall submit all license or permit renewal documentation to the Town Council for review and a decision on the renewal at their first available meeting. Notice of this action shall be provided to the licensee or permittee.
- 1.7.7.1 The Town Council may require a public hearing for the license or permit renewal if deemed necessary to support the purposes of this chapter. The applicant or authorized agent must be present at the public hearing.
- 1.7.8 A licensed or permitted activity that has received a CFP Review recommendation for denial may continue during the Town Council review process. If the Town Council denies the license or permit renewal, the licensed or permitted activity may continue until all rights of appeal have been exhausted.
- 1.7.9 If a municipal license or permit renewal is approved by the Town Council, the Town Clerk shall issue the license within 10 days of the approval.
- 1.7.9.1 The Town Council may grant a renewal with any condition of approval deemed necessary to support the purposes of this chapter.
- 1.7.10 If the renewal of a municipal license or permit is denied, the applicant shall be provided with a written decision within 10 days of the decision. The applicant shall also be provided with information about the right to appeal the decision in accordance with Section 7.
- 1.7.10.1 All fees submitted by the applicant shall be retained by the town.
- 1.7.11 No licensed or permitted activity that has not been approved for renewal may continue after the license or permit expiration date, except as follows:
 - 1. Section 1.7.8 is applicable; or
 - 2. The Town Clerk has found reasonable justification for granting a temporary extension to an expiration date to allow for the completion of renewal procedures.

1.9 Administrative Procedures: CFP Reviews

- 1.9.1 A Code, Fire and Police (CFP) Review shall be conducted in accordance with the procedures identified in this section. The review shall be conducted by the Code Enforcement Office, Fire Department and Police Department for applications for first time municipal licenses and permits, municipal license and permit renewals, and applications for municipal approval of state licenses, permits and registrations. A CFP Review shall conclude with a recommendation to approve or deny a license, permit or registration.
- 1.9.2 A recommendation from the Code Enforcement Office shall be based on a review of local land use and zoning regulations, building standards, property maintenance regulations, and plumbing and subsurface wastewater disposal regulations enforced by the town.
- 1.9.3 A recommendation from the Fire Department shall be based on a review of life safety and fire prevention regulations enforced by the town.
- 1.9.4 A recommendation from the Police Department shall be based on a review of local public safety regulations and state laws enforced by the town.

- 1.9.5 A CFP Review shall include an inspection of the premises to the extent deemed necessary by the reviewing authorities.
- 1.9.6 A recommendation for approval shall be made upon finding that the applicant is in compliance with all applicable provisions of this chapter.
- 1.9.7 A recommendation for conditional approval may be made to address any compliance issue identified during a CFP Review.
- 1.9.8 A recommendation for denial must be based on any of the following conditions, as applicable:
1. The applicant has been convicted of any Class A, B, or C crime.
 2. The premises or its use is noncompliant with any municipal zoning or other land use ordinance not directly related to liquor control, or any applicable provision of Section 2 of this chapter.
 3. There are conditions of record such as waste disposal violations, health or safety violations, or repeated traffic or parking violations on or in the vicinity of the premises and caused by persons patronizing or employed by the premises.
 4. There are conditions of record caused by persons patronizing or employed by the premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the premises to use their property in a reasonable manner.
 5. There are repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law in the vicinity of the premises and caused by persons patronizing or employed by the premises.
 6. There is a violation of any applicable provision of Title 28-A M.R.S.A.
 7. Server training in a program certified by the State of Maine has not been completed by individuals who serve alcoholic beverages.
 8. There is a violation of any applicable provision of the Bucksport Town Code.
- 1.9.9 A CFP Review recommendation must be submitted to the Town Clerk within two weeks of a CFP Review request, or by a sooner date deemed necessary by the Town Clerk to provide for the timely scheduling of a public hearing or to expedite other reviews of an application. A CFP Review recommendation may not be required less than 7 days after the date of the request for a CFP Review.