



# TOWN OF BUCKSPORT, MAINE

## INNKEEPER BUSINESS LICENSE APPLICATION

### BUSINESS OWNER INFORMATION:

Name of Principal Owner \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_

Is the business owner the owner of the property where the business will be located?  Yes  No  
 If the answer is no, written permission from the property owner must be included with this application.

### BUSINESS INFORMATION:

Name of Business \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

### BUSINESS DESCRIPTION: (please check where applicable)

Type of Business:  Corporation  Partnership  Sole Proprietorship

Business Location (Street Address) \_\_\_\_\_

Number of rooms for rent: \_\_\_\_\_  
 Does the business offer rooms, suites or apartments for long-term rental?  Yes  No  
 If yes, please describe \_\_\_\_\_  
 Does the business offer or sell food?  Yes  No  
 If yes, please describe \_\_\_\_\_  
 Does the business provide space for meetings?  Yes  No  
 If yes, please describe \_\_\_\_\_

Has this business received all required municipal and state permits?  Yes  No  
 If no, please explain \_\_\_\_\_

*I certify with my signature below that the information provided in this application is true and accurate to the best of my knowledge.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

FOR OFFICE USE

DATE RECEIVED \_\_\_\_\_

FEE: \_\_\_\_\_ PAID \_\_\_\_\_

## INNKEEPER LICENSING INFORMATION

The following information is from Chapter 6 of the Bucksport Town Code, effective as of February 11, 2017. This information is applicable to innkeeper licenses. Please refer to Chapter 6 for complete information about the administration and enforcement of business licensing in the Town of Bucksport.

### FROM SECTION 5 LICENSE & PERMIT FEES

NEW                      RENEWAL

Innkeepers	\$20.00	\$5.00
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### FROM SECTION 1 ADMINISTRATION

#### **1.6 Administrative Procedures: First Time Municipal Licenses and Permits**

- 1.6.1 The Town Clerk shall receive and process applications for a first time municipal license or permit in accordance with the procedures identified in this section.
- 1.6.1.1 Applications shall be submitted on forms provided by the town.
- 1.6.2 Upon receipt of an application for a first time municipal license or permit, the Town Clerk shall determine if the following requirements have been met:
  - 1. The application has been completed and signed by the applicant.
  - 2. The required fee identified in Section 5 has been submitted.
  - 3. All required land use permits have been issued, if applicable.
  - 4. Written permission from the property owner, if other than the applicant, has been submitted.
- 1.6.3 The Town Clerk shall notify the applicant of any applicable requirement in Section 1.6.2 that has not been met. In the event all applicable requirements are not met, the Town Clerk shall note the deficiencies in the record for subsequent review.
- 1.6.4 The Town Clerk shall request a CFP Review to be conducted in accordance with the requirements of Section 1.9 for all first-time municipal license and permit applications.
- 1.6.5 The Town Council may require a public hearing for any first time municipal license application or permit subject to Town Council approval if deemed necessary to support the purposes of this chapter. The applicant or authorized agent must be present at a public hearing on their application.
- 1.6.6 The Town Council or Town Clerk, as applicable, shall consider the CFP Review recommendations, any deficiencies noted in the record, any public comments, and the applicable requirements identified in Section 2, and approve or deny an application for a first time municipal license or permit.
- 1.6.7 The Town Council or Town Clerk, as applicable, may grant approval of a first time municipal license or permit with any condition of approval deemed necessary to support the purposes of this chapter.
- 1.6.8 If a first time municipal license or permit is approved, the Town Clerk shall issue the license within 10 days of the approval.
- 1.6.9 If a first time 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.
- 1.6.9.1 All fees submitted by the applicant shall be retained by the town.

#### **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.

## **FROM SECTION 2 MUNICIPAL LICENSE STANDARDS**

### **2.5 Innkeepers** (Pursuant to 30-A M.R.S.A. Chapter 183 Sub-Chapter 3)

- 2.5.1 A municipal license shall be required for an Innkeeper.
- 2.5.2 The Town Council shall approve or deny the licensing of Innkeepers in accordance with the requirements of this chapter.
- 2.5.3 An Innkeeper license expires May 31<sup>st</sup> each year and is subject to the renewal requirements identified in Section 1.7.
- 2.5.4 A person licensed as an Innkeeper must be of good moral character.
- 2.5.5 Innkeeper businesses operating on the effective date of this section shall be exempt from the license fee in Section 5 for the first licensing year.

FROM SECTION 8 DEFINITIONS

Innkeeper: A person who keeps an inn, bed & breakfast, hotel or motel to provide lodging to travelers and others for compensation.

Chapter 6 may be viewed at the Bucksport Town Office during regular business hours. Copies may be obtained for a fee. Chapter 6 may also be viewed on the town's website, [bucksportmaine.gov](http://bucksportmaine.gov).

Please direct your questions to Jacob Gran, Town Clerk ([jgran@bucksportmaine.gov](mailto:jgran@bucksportmaine.gov))