



TOWN OF BUCKSPORT, MAINE

FOOD SERVICE 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) _____
 Business Hours: _____
 Business is open: Year round Seasonally
 Type of Establishment: Restaurant, banquet facility, club or other similar premises
 Pub, bar, lounge, tap room or other similar premises
 Café, dairy bar, diner, drive-in, food court, or other similar premises
 Retail food store with seating for on-premises dining

On premises seating capacity: Inside _____ Outside _____

- Business will serve alcohol for on-premises consumption: Yes No
- Business will offer live entertainment: Yes No
 If the answer is yes to both 1&2 above, please attach a completed special amusements permit application.
- Business has received all required municipal permits: Yes No
 If the answer is no, please explain _____
- All servers who serve alcoholic beverages in the establishment have received server training in a program certified by the State of Maine: Yes No NA

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 _____ FOOD LICENSE TYPE: DINING CLASS 1 2 3 RETAIL CLASS 1
 FEE: _____ PAID _____

FOOD SERVICE 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 first-time municipal food services 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

Food Services License Fees

Dining Class 1	\$40.00
Dining Class 2	\$30.00
Dining Class 3	\$20.00
Retail Class 1	\$20.00

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.

1.9 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

2.3 Food Services

- 2.4.1 A municipal license shall be required for Food Services, as required in this section.
- 2.4.2 The Town Council shall approve or deny the licensing of Food Services in accordance with the requirements of this chapter.
- 2.4.3 A Food Service license expires December 31st each year and is subject to the renewal requirements identified in Section 1.7.
- 2.4.3.1 A Class 1 or Class 2 Dining Food Service license shall expire upon expiration of the liquor license issued for the premises.
- 2.4.4 A Food Service license is not required for any charitable, educational, religious or fraternal organization.
- 2.4.5 A Food Service license is not required for any Outdoor Vendor selling food.
- 2.4.6 Food Services, as defined in Section 8, shall be subject to licensing as follows:
 - 1. Ancillary Food Services: A Food Service license is not required.
 - 2. Catering Food Services: A Food Service license is not required.
 - 3. Concession Food Services: A Food Service license is not required.
 - 4. Dining Food Service Class 1: A Food Service license is required.
Dining Food Service Class 2: A Food Service license is required.
Dining Food Service Class 3: A Food Service license is required for Class 3 Dining Services with on premises dining facilities.
 - 5. Donation Food Services: A Food Service license is not required.
 - 6. Farm Food Services: A Food Service license is not required.
 - 7. Home-Based Food Services: A Food Service license is not required.
 - 8. Production Food Services: A Food Service license is not required.
 - 9. Retail Food Services Class 1: A Food Service license is required.
Retail Food Services Class 2: A Food Service license is not required.
 - 10. Wholesale Food Services: A Food Service license is not required.
- 2.4.7 Any Food Services facility where cooking appliances are used shall be subject to safety inspections by the Fire Department at its discretion.

FROM SECTION 8 DEFINITIONS

Food Service: Selling or offering food to the public. Food Services are classified as follows:

Ancillary: A Food Service that includes food vending machines, or courtesy foods such as coffee and pastries or light snacks.

Catering: A Food Service that includes prepared foods delivered and served at a social or business event.

Concession: A Food Service provided at athletic or entertainment events from a permanent stand or counter.

Dining Class 1: A Food Service provided at a restaurant, banquet facility, club or other similar premises that is licensed to serve alcoholic beverages for on premises consumption.

Dining Class 2: A Food Service provided at a pub, bar, lounge, tap room or other similar premises that is licensed to serve alcoholic beverages for on premises consumption.

Dining Class 3: A Food Service provided at a café, cafeteria, dairy bar, diner, drive-in, food court, restaurant, or other similar premises that is not licensed to serve alcoholic beverages for on premises consumption.

Donation: A Food Service provided at a food pantry or food bank, or by delivery to homes.

Farm: A Food Service that includes meat, dairy or produce products provided at the farm where the products are produced, or at a farmers' market.

Home-based: A Food Service that includes food products manufactured at a residential property.

Production: A Food Service that includes food products produced at a manufacturing facility.

Retail Class 1: A Food Service provided at a convenience store, bake shop, delicatessen, gift shop, grocery store, sandwich shop, specialty food shop, or other similar commercial establishment. Limited on premises dining is provided.

Retail Class 2: A Food Service provided at a convenience store, bake shop, delicatessen, gift shop, grocery store, sandwich shop, specialty food shop, or other similar commercial establishment. On premises dining is not provided.

Wholesale: A Food Service that includes food products that are distributed for resale in the commercial market.

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.

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