



**City of South Portland
Office of the City Clerk
25 Cottage Road
South Portland, ME 04106
207-767-7628**

Application for a Lodging Establishment License

Valid _____ to May 31, _____
§14-800 to §14-803

Check One: Individual Corporation Association Partnership

Check One: Hotel Motel Bed & Breakfast

| | |
|-------------------------------------|---------------------------|
| South Portland Business Name: | |
| South Portland Address of Business: | |
| Mailing Address: | |
| Telephone: | Website: |
| Manager Name: | Email: |
| Owner of Business: | |
| Address: | |
| Emergency Contact Name: | Emergency Contact Number: |
| Owner of Premises: | |
| Address of Premises Owner: | |

Total Number of Rooms for Rent in Establishment: This year: _____ Last year: _____

Is food available for guests to consume on premises? Yes No

Is there a swimming pool on the premises? Yes No

| | |
|-----------------------------------|--------------------------|
| License Fee: | \$50.00 |
| Each Room Fee: | \$3.00 |
| # of rooms _____ x \$3.00 = _____ | (not to exceed \$300.00) |
| Processing Fee: | \$20.00 |
| Total: | _____ |

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above license and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

Authorized Signature

Print Name and Title

Date

FOR CITY USE ONLY

Date of Application: _____ Date taxes paid through: _____

Real Estate taxes paid to date: Yes No

Personal Prop taxes paid to date: Yes No

Fire Chief Approved Yes No Approved By: _____
Comments:

Health Officer Approved Yes No Approved By: _____
Comments:

Police Chief Approved Yes No Approved By: _____
Comments:

*Bldg Inspector Approved Yes No Approved By: _____
Comments:

CODE OF ORDINANCES - CHAPTER 14
ARTICLE V. LODGING ESTABLISHMENT LICENSE

Sec. 14-90. State Rules adopted

The State of Maine Department of Human Services, Bureau of Health, Division of Health Engineering's Rules Relating to Lodging Establishments, CMR 206, January 1, 2003 (hereinafter "the Lodging Rules") are hereby adopted by reference as if fully set forth herein, except for the changes set forth in this Article.

Sec. 14-91. License required.

No person may operate a lodging establishment or place without first obtaining a license to do so from the City Council. A lodging establishment license shall only be granted upon a showing by the applicant of compliance with all requirements of this Article and all other relevant provisions of this Chapter. Licenses must be posted in a conspicuous place on the licensed premises.

Sec. 14-92. License fee.

The fee for a lodging establishment license shall be as specified in the Schedule of License, Permit and Application Fees established by City Council order.

Sec. 14-93. City Council as licensing board

The City Council shall act as the City's licensing board and shall have the authority to grant, deny, suspend or revoke any license in accordance with state law.

Sec. 14-94. City as delegated municipality for health inspections.

The State of Maine Department of Health and Human Services' "Rules Relating to the Administration and Enforcement of Establishments Licensed by the Health Inspection Program," as may be amended from time to time, are adopted by reference as if fully set forth herein. The City desires to be a delegated community or municipality, authorized to perform health inspections consistent with the Rules.