



**CITY OF WESTBROOK**  
2 York St., Westbrook, ME 04092

**BUSINESS LICENSE APPLICATION**

\_\_\_\_\_ NEW \_\_\_\_\_ RENEWAL

All licenses listed on this application expire annually on **March 1**. If you are applying for a license that expires in less than one year you may be eligible to pay a prorated amount.

**Charitable organizations** as defined in Sec. 20-5 of the City of Westbrook Code of Ordinances are exempt from license fees, but are still subject to application and background investigation fees.

**Please Note:** All real estate and personal property taxes related to the business must be current before a new license can be issued.

**Please check the boxes for licenses you are applying for:**

Application fee = \$25.00 (only one fee due per application)  
Background Investigation fee = \$27.00 (to be paid by new applicants only - a copy of the driver's license for each applicant must be submitted)

**Food Service Establishments:**

- No food preparation on premises..... \$150
- With food preparation on premises..... \$200
- Food served with malt beverages & wine for consumption on premises..... \$400
- Food served with liquor for consumption on premises..... \$1000
- Caterer..... \$150
- \*Mobile Vending Unit & Ice Cream Trucks (per vehicle)..... \$150

# of units \_\_\_\_\_ License Plate #(s) \_\_\_\_\_

**\*Include copy of vehicle registration(s) & copy of public liability insurance for at least (\$400,000)**

**Other Business Licenses Applying for:**

- Amusement Permit ..... \$100
- Pool Room ..... \$85
- Pinball/Video (fee per machine)..... \$125  
# of machines \_\_\_\_\_
- Bowling Alley ..... \$85
- Tobacco Vendors..... \$50
- Beano Hall ..... \$100
- Theater (fee per screen):
- Seating up to 999..... \$250  
# of screens \_\_\_\_\_
- Seating over 999..... \$350  
# of screens \_\_\_\_\_
- Drive-In ..... \$125
- Pawnshop/Pawn Broker ..... \$100
- Secondhand Dealer ..... \$100

NAME OF BUSINESS: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

OWNER'S NAME (LOCAL/ONSITE): \_\_\_\_\_ DOB: \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_ PREFERRED EMAIL: \_\_\_\_\_

MANAGER'S NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_ DOB: \_\_\_\_\_

PREFERRED CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

PREFERRED CONTACT TITLE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

FORM OF BUSINESS ORGANIZATION:  Corporation  Partnership  Sole Proprietor

If Corporation or Partnership, give Name, Address & DOB of each owner:

\_\_\_\_\_  
\_\_\_\_\_

OWNER OF BUILDING/UNIT: \_\_\_\_\_ PHONE # \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

(Specify open to close times)

Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_  
Fri. \_\_\_\_\_ Sat. \_\_\_\_\_ Sun. \_\_\_\_\_

If applying for an **AMUSEMENT** permit, please describe in detail the type and nature of entertainment: \_\_\_\_\_

\_\_\_\_\_

Have any of the owners ever had a business license denied/revoked? YES\_\_\_\_\_ NO\_\_\_\_\_

If yes, list name of person and reason: \_\_\_\_\_

Have you or any of the Owners, Officers, Partners or Managers been convicted of a Class A to E crime in the past 10 years? YES\_\_\_\_\_ NO\_\_\_\_\_ If yes, list name of person, nature of conviction, date and State conviction took place in: \_\_\_\_\_

If you are applying for a Food Service Establishment – Mobile Vending Unit or Ice Cream Truck license, have you or any of your drivers had any motor vehicle violations in the past 5 years? YES\_\_\_\_\_ NO\_\_\_\_\_ If yes, list name of person, nature of conviction, date and State conviction took place in: \_\_\_\_\_

**If a license is issued, I agree to abide by all applicable Federal, State and Local laws governing the operations of the business in the City of Westbrook. Any misleading or false information given may be cause for denial and/or revocation of this license. If this is a new application, I hereby authorize the Police Department and its representative to conduct a background check on me and to verify the information contained in this application.**

**Date:** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**REPORT OF INSPECTING OFFICERS:**

\_\_\_\_ Approved    \_\_\_\_ Denied    FIRE INSPECTOR \_\_\_\_\_  
\_\_\_\_ Approved    \_\_\_\_ Denied    CODE ENFORCEMENT OFFICER \_\_\_\_\_  
\_\_\_\_ Approved    \_\_\_\_ Denied    POLICE \_\_\_\_\_

**REPORT OF TAX COLLECTOR:** \_\_\_\_\_ Approved    \_\_\_\_\_ Denied

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

License issued on: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Fees paid: Application fee \_\_\_\_\_ SBI fee \_\_\_\_\_ License fee(s) \_\_\_\_\_  
Total amount paid = \$ \_\_\_\_\_