

# STATE OF MAINE HEALTH INSPECTION PROGRAM

## LICENSE APPLICATION FOR - **DELEGATED MUNICIPALITY EATING AND LODGING**

### Applicant Information

Establishment Name: \_\_\_\_\_

Location of Business, E-911 Address: \_\_\_\_\_ Town/City, Zip Code: \_\_\_\_\_

Mailing Address; Town/City, Zip Code: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Business E-mail: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Contact FAX #: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

**THERE IS A 30 DAY REVIEW PERIOD AFTER RECEIPT OF A COMPLETED APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED AND WILL BE RETURNED FOR COMPLETION. IT IS ILLEGAL TO OPERATE UNTIL AN INSPECTION IS PERFORMED AND A LICENSE IS ISSUED.**

### 1. Licensing Information:

This business (check one):

- ☐ is new and has never been licensed.
- ☐ is presently ☐ was previously licensed by the Health Inspection Program. If so, provide H.I.P. License EST ID# \_\_\_\_\_
- ☐ is presently ☐ was previously licensed by the Department of Agriculture, Conservation and Forestry (DACF). If so, provide DACF License ID# \_\_\_\_\_

### 2. Business Information:

Please check one: ☐ Corporation/LLC ☐ Individual ☐ Partnership ☐ Association ☐ Other

**Corporation, Association, Partnership or LLC Name:** \_\_\_\_\_

**Owner(s) Name:** \_\_\_\_\_

**Owner(s) Mailing Address:** \_\_\_\_\_

My business corporation is in good standing with the Secretary of State and all State Licensing Boards.

☐ Yes ☐ No

Planned Opening Date: \_\_\_\_\_ (Allow at least 30 days following your submission of a **completed** application)

Duration of Operation: ☐ Year-round ☐ Seasonal: Opening Date \_\_\_\_\_ Closing Date \_\_\_\_\_

Name of Temporary Event \_\_\_\_\_ Temporary: Dates of event \_\_\_\_\_ to \_\_\_\_\_

If you have a mobile unit are you going to be attending fairs and festivals? Yes \_\_\_\_\_ No \_\_\_\_\_ (**\*\*Please see page 2 for license types and fees\*\***)

### 3. Former Owner's Information, if applicable:

Former Owner's Name: \_\_\_\_\_ Former Business Name: \_\_\_\_\_

### 4. Business Proposal:

A. Check all boxes that apply: Are you proposing to ☐ remodel ☐ change ownership ☐ change use ☐ increase use or ☐ Other? Specify: \_\_\_\_\_

B. Describe the business: \_\_\_\_\_

C. If applicable, indicate the proposed number of: \_\_\_\_\_

**Seating:** Indoor Dining Seats: \_\_\_\_ \*\*Outdoor Dining Seats: \_\_\_\_ Vending Machines: \_\_\_\_

**Lodging:** Rooms: \_\_\_\_ Cottages: \_\_\_\_

**Pools/Spas:** If you have a public pool or spa included in your establishment, please complete the License Application for Public Pools and Spas; HHE-640.

**\*\*For Fees and Septic review purposes, outdoor seating is only counted in total number of seats if there is inside seating and there are 30 or more outdoor seats, or there is wait staff service to the outdoor seats regardless of number of seats.**

**5. License Type & Fees for Lewiston, Portland, and South Portland only: (See Appendix A for Definition of Mobiles)**

Check (✓) **ONLY ONE BOX** for your proposal:

<b>MUNICIPAL EATING PLACE</b>	<b>CHECK HERE</b>	<b>FEES</b>
Eating Place - Catering		\$100.00
Eating Place - Mobile		\$100.00
Eating Place - Mobile Stick-Built		\$100.00
Eating Place		\$100.00
Eating Place - Takeout		\$100.00
Eating Place -Mobile Base Kitchen		\$100.00
<b>*Eating Place - Temporary</b>		\$100.00
Eating Place-Limited Menu A bar where food is served but has no kitchen, serves only pre-packaged foods or pre-packaged, precooked food to be heated prior to service.		\$100.00
Eating Place- School		\$100.00
Eating Place- School Catering		\$100.00
Eating Place- School Satellite		\$100.00
Eating Place- Commissary		\$100.00
Correctional Facility		\$100.00
<b>MUNICIPAL LODGING</b>		\$100.00
Bed and Breakfast		\$100.00
Lodging		\$100.00
<b>MUNICIPAL COMBINATION</b>		\$100.00
Eating & Catering		\$100.00
Eating & Lodging		\$100.00
<b>MOBILE UNITS OPERATING OUTSIDE OF MUNICIPALITY</b>		
Eating Place - Mobile		\$270.00

<b>MISCELLANEOUS FEES</b>	
Reprint License	\$25.00
Late Renewal within 30 days of license expiration date	\$25.00
Late Renewal 30 days or more after expiration date	\$125.00
Additional Inspection	\$100.00
Insufficient Funds	\$25.00
Nonprofit – No license required if fewer than 24 events/year	\$0.00

**\*If operating an Eating Place – Temporary in the city of Portland: No State application for an Eating Place – Temporary is needed. Contact the City of Portland for a Temporary Food Service License application at 207-756-8365 or <http://www.portlandmaine.gov/594/Food-Service-Inspections>**

**A separate State issued Liquor License is required if you plan to sell or serve alcoholic beverages. You must follow Health Inspection Program License requirements to obtain and retain a Liquor License. For more information, go to Liquor Licensing and Compliance at [www.maine.gov/dps/liqr/applying.html](http://www.maine.gov/dps/liqr/applying.html) or at 207-624-7220. Additional licenses may also be required, including but not limited to a Municipal Victualer's License. Please contact your Town or City for more information.**

## 6. Drinking Water:

### 1. Drinking Water:

**Please note Sections 6 and 7 should be filled out completely as is relevant to your establishment. Incomplete applications will be returned to the sender.**

A. Does your water come from a public city/town water supply?

☐ **Yes**, provide the name of the city/town water supplier to which you pay your water bill.  
\_\_\_\_\_. Then, skip to #7 Wastewater Disposal.

☐ **No**, please indicate private source or potential source of water:

- ☐ Drilled Well
- ☐ Surface Water
- ☐ Dug Well

B. Is or was your business regulated by the State Drinking Water Program as a public water system?

1. Yes, provide your Public Water System ID# \_\_\_\_\_, answer question 6C. and skip to #7 Wastewater Disposal.

2. If no or unsure, please contact the Maine Drinking Water Program at 207-287-2070 and **continue**:

C. Will your business serve tap water in any of the following forms? Check all which apply. If you checked "Yes" to any of the questions below, and are not served by public water, you will be regulated by the Maine Drinking Water Program and should contact them at 207-287-2070.

- ☐ Cups/glasses of water.
- ☐ Drinks made on site (soda, lemonade, slush drinks, iced tea, juices, etc.).
- ☐ Ice made onsite.
- ☐ Drinking water fountain.
- ☐ Cups in the restroom or near any sink available to the public.
- ☐ Water is used as an ingredient for uncooked foods made onsite. For example, instant gelatin desserts.
- ☐ Other, specify: \_\_\_\_\_

D. Are you applying for a change of ownership?

☐ If **Yes**, please provide the following water test results from a certified Laboratory for the following tests:

<b>Nitrate, Nitrite, Total Coliform</b>	Samples must be taken within the last 3 months before the date this application is received.
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☐ If **No**, please provide the following water test results from a certified Laboratory for the following tests:

<b>Nitrate, Nitrite, Total Coliform</b>	Samples must be taken within the last 3 months before the date this application is received.
<b>Antimony, Arsenic, Chloride, Fluoride, Hardness, Iron, Manganese, pH, Uranium</b>	Samples must be taken within one year before the date this application is received.

For a list of Certified Laboratories, see [www.medwp.com](http://www.medwp.com) or call the Maine Drinking Water Program at 207-287-2070.

**(Please ensure all tests are included on your water test report to ensure timely processing of your application.)**

E. . If there are underground fuel storage tanks within 1000 feet of the well, a volatile organics water test (VOC 524) must also be done.

F. Additional sampling may be required if known contamination has occurred near the well.  
For a list of Certified Laboratories, see [www.medwp.com](http://www.medwp.com) or call the Maine Drinking Water Program at 207-287-2070.

G. A site plan (more detailed map of the well site)

H. . Drilled well construction information (if known):

Depth\_\_\_\_\_ft. Length of casing\_\_\_\_\_ft. Yield\_\_\_\_\_gal/min.

I. A description of the major components in the water system:

Storage (type of Tank and Size): \_\_\_\_\_

Treatment (type, manufacturer): \_\_\_\_\_

Piping (type, above or below ground): \_\_\_\_\_

J. Distance from the well to the nearest point of all leach fields (septic systems) within 300 feet? \_\_\_\_\_(feet). ***If less than 300 feet, please stop and contact the Drinking Water Program at 207-287-2070 before submitting this application.***

K. Distance from the well to all underground storage tanks within 1000 feet? \_\_\_\_\_(feet). ***If less than 1000 feet, please stop and contact the Drinking Water Program at 207-287-2070 before submitting this application.***

L. Distance from the well to the nearest property line? \_\_\_\_\_(feet)

M. How much land is controlled and/or owned around the well? \_\_\_\_\_(acres)

If you qualify as a public water system (PWS), you will be assessed a fee by the Maine Drinking Water Program on July 1<sup>st</sup> of each year.

## **7. Wastewater Disposal:**

Is wastewater disposed to an on-site wastewater disposal system, either proposed or existing? ☐ Yes ☐ No

**If yes**, you must complete the attached "Onsite Wastewater Disposal System – Local Review and Verification Form" (Appendix C) which requires your Local Plumbing Inspector to verify compliance with the Maine Subsurface Wastewater Disposal Rules, 10-144 CMR 241 (the Rules). The Local Plumbing Inspector must verify that either the existing subsurface wastewater disposal system has the capacity to accept the or that an expanded system has been designed and approved that meets applicable design requirements found in the Rules. Municipal records for your property should include copies of wastewater disposal system designs completed to date. If the municipality cannot locate a copy of the design(s) you may search here: <https://apps.web.maine.gov/cgi-bin/online/mecdc/septicplans/index.pl>

**Demonstration of adequate wastewater disposal system capacity for the use proposed is required prior to licensure by the Health Inspection Program.**

Please visit our website for more information regarding wastewater disposal systems at [www.mainepublichealth.gov/septic-systems](http://www.mainepublichealth.gov/septic-systems) or call us at 207-287-5689 if you have any questions.

**If no**, please provide the name of the city, town or utility district to which you pay your sewer bill, or a copy of an overboard discharge license issued by the Maine Department of Environmental Protection.

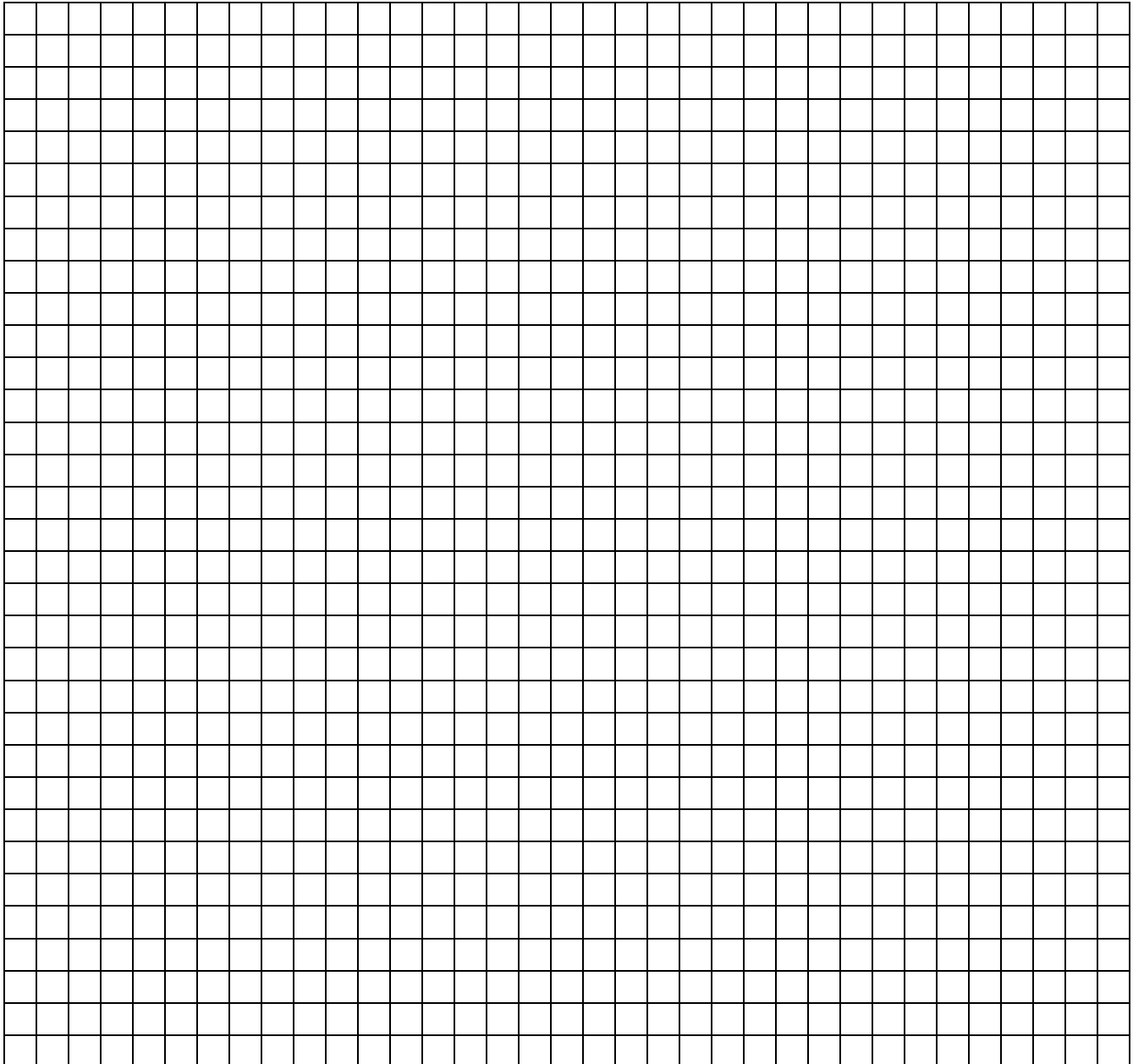
Public Sewer Entity: \_\_\_\_\_

## 8. Menu:

Attach a copy of your menu, or a draft menu.

## 9. Kitchen or Food Preparation Area Plan:

Use this grid or a separate sheet of graph paper to draw a floor plan or provide a floor plan prepared by a knowledgeable party, for eating place food preparation area(s)/kitchen(s). If the plan is not drawn to scale, the dimensions must be clearly labeled.



The floor plan should include the following items.

Sinks:	Toilet Facilities:	Refrigeration:	Facilities:
1. Hand Washing	1. Toilets	1. Walk-in Coolers	1. Food Preparation Areas
2. Ware Washing	2. Sinks	2. Walk-in Freezers	2. Food Storage Areas
3. Utility	3. Urinals	3. Freestanding Coolers	3. Trash/Refuse/Redemption Areas
4. Food Prep	4. Other	4. Freestanding Freezers	4. Dining Areas
5. Dipper Wells		5. Ice Maker	5. Equipment/Counters/Seats/Tables

6. Other		6. Other	6. Dry Storage/All Other Storage
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# 10. Eating Place Business Review:

Complete the table below by filling in the blanks and placing a check mark or number where appropriate.

COLD STORAGE		PROPOSED OPERATING HOURS		SERVICE PROVIDED	
Walk-in Cooler		Sunday:	AM/PM	AM/PM	Take-out
Reach-in Refrigerator		Monday:	AM/PM	AM/PM	Buffet
Closed Display Refrigerator		Tuesday:	AM/PM	AM/PM	Sit-Down
Open Display Refrigerator		Wednesday:	AM/PM	AM/PM	Delivery
Refrigerated Buffet Unit		Thursday:	AM/PM	AM/PM	Window
Beverage Cooler		Friday:	AM/PM	AM/PM	Catering
Refrigerated Food Prep. Unit		Saturday:	AM/PM	AM/PM	Single Service Tableware
Rapid Pull-down Refrigerator					
Walk-in Freezer		<b>KITCHEN EQUIPMENT &amp; SINKS (Numbers)</b>		<b>TOILET FACILITIES</b>	
Reach-in Freezer		Ice Machine(s)		Number of Fixtures:	
Closed Display Freezer		Ware washing Sink(s) with 3 basins		Men's Bathroom	
Open Display Freezer		Ware washing Sink(s) with 2 basins		Toilets	
Freezer Buffet Unit		Hand washing Sink(s)		Urinals	
Other		Utility Sink(s)		Sinks	
		Food Prep Sink(s)			
		Ware washing Machine(s)		Women's Bathroom	
Metal Shelves		Microwave(s)		Toilets	
Wooden Shelves		Hot Holding			
Plastic Shelves		Oven(s)		Sinks	
Cabinets		Other			
Bins (food grade)				Employee Bathroom	
Barrels (food grade)		<b>MEALS BEING SERVED</b>		Toilets	
Bulk		Please check all that apply <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Supper		Urinals	
Pallets				Sinks	
Other				Other (describe)	

## CERTIFIED FOOD PROTECTION MANAGER(S) See below.

Name: Certificate Date:

Name: Certificate Date:

Name: Certificate Date:

Name: Certificate Date:

**IMPORTANT:** In order to complete your application, you **MUST** submit a valid copy of your Certified Food Protection Manager with your application for new establishments or change of ownership. Contact the Health Inspection Program at 207-287-5671 for more information. Go to [www.maine.gov/healthinspection](http://www.maine.gov/healthinspection) for a list of CFPM courses. Provide a copy of a CFPM certificate for each certified person.

**11. Signature:**

I, \_\_\_\_\_, Owner/Operator of the business, hereby state that this

**PLEASE PRINT NAME CLEARLY**

application is accurate to the best of my knowledge. I further acknowledge that I am aware that deliberate falsification of the information herein shall be sufficient cause for denial of a license to operate the business. Discovery of deliberate falsification of information on this application after a license is issued may subject the individual to penalties, fines and other sanctions authorized by licensing statutes and rules, as well as the imposition of any other penalties, fines and sanctions provided by law.

**22 MRS §2497. Right of entry, inspection and determination of compliance**

The department and any duly designated officer or employee of the department have the right, without an administrative inspection warrant, to enter upon and into the premises of any establishment licensed pursuant to this chapter at any reasonable time in order to determine the state of compliance with this chapter and any rules in force pursuant to this chapter. Such right of entry and inspection extends to any premises that the department has reason to believe is being operated or maintained without a license but no such entry and inspection of any premises may be made without the permission of the owner or person in charge unless a search warrant is obtained authorizing entry and inspection.

Applicant's Signature \_\_\_\_\_ Date of Signature \_\_\_\_\_

THERE IS A 30 DAY REVIEW PERIOD AFTER RECEIPT OF A COMPLETED APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED AND WILL BE RETURNED FOR COMPLETION. IT IS ILLEGAL TO OPERATE UNTIL AN INSPECTION IS PERFORMED AND A LICENSE IS ISSUED.

**PLEASE MAIL TO:**

**HEALTH INSPECTION PROGRAM  
286 WATER STREET 3<sup>rd</sup> FLOOR  
AUGUSTA ME 04333-0011**



**Please refer to the License Type & Fees for specific fees for various licenses on page 2**

**MAKE CHECK OR MONEY ORDER PAYABLE TO: TREASURER, STATE OF MAINE  
(Fees are non-refundable.)**

**For more information, please refer to our rules <http://www.maine.gov/sos/cec/rules/10/chaps10.htm>  
Ch. 200: Maine Food Code, Ch. 206: Rules Relating to Lodging Establishments**

If you have questions, please call the Health Inspection Program at 207-287-5671.

***We wish you remarkable success in your business!***

## Appendix A

### DEFINITIONS

Refer to the following explanations when selecting a license type from the table on page 2:

**Eating Place – Mobile** means a mobile vehicle designed and constructed to transport, prepare, sell, or serve food at several sites and is capable of being moved from its serving site at any time. This type of establishment is a self-contained food service operation, located in a vehicle or a movable stand on wheels.

If a mobile unit is not capable of supporting the preparation of all food items and/or proper ware washing, the unit is not self-sufficient, and the operator will be required to conduct these operations in their own licensed mobile base kitchen. In addition to this application, you will need to complete and submit the Eating and Lodging Application (HHE-602) for an inspection and approval of the mobile base kitchen.

**Eating Place- Mobile Base Kitchen** –means a commercial kitchen licensed by the owner of an eating place-mobile or eating place-mobile stick built (i.e., mobile units) for food preparation, storage and/or ware-washing that cannot be conducted within the mobile unit due to insufficient equipment and/or space.

**Eating Place – Mobile Stick Built** means food service equipment that may be assembled and disassembled for storage or transportation and may only operate at a fixed location for the duration of an approved community event (e.g., fairs, festivals, farm markets, etc.).

**Eating Place – Temporary** means an eating place or establishment that operates at a fixed location, for a period not exceeding 14 consecutive days, in conjunction with a single community event.

For more information please refer to our Mobile Guidance Document:

<https://www.maine.gov/dhhs/mecdc/environmental-health/el/site-files/forms/Mobile%20Guidance%20Document.pdf>



**Appendix C**  
**Onsite Wastewater Disposal System - Local Review and Verification Form**

This form is to be used by Health Inspection Program license applicants to demonstrate that their facility has adequate **wastewater disposal** system capacity for the use proposed. This form must be presented to the Local Plumbing Inspector of the municipality where the facility is located for review and approval of wastewater disposal system capacity.

**Please include this completed form with your license application.**

**Health Inspection Program**  
**Onsite Wastewater Disposal System Local Review and Approval Form HHE-602**  
**Appendix C**

**To be completed by the Owner/Applicant**

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

Facility Name: \_\_\_\_\_

Facility Physical Address: \_\_\_\_\_

Facility: [ ] Owner [ ] Operator: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail \_\_\_\_\_

Mailing Address if different from address above: \_\_\_\_\_

1. Check all boxes that apply: Are you proposing ☐ new construction ☐ remodeling ☐ ownership  
☐ change ☐ change in use ☐ increased use or ☐ other? Specify: \_\_\_\_\_
2. Please describe the proposed use or proposed change in existing use for this property:
  - a. Prior use as licensed: \_\_\_\_\_ (for example, "a take out with no seats", "a 40 site camp ground" or "not previously licensed");
  - b. Proposed use: \_\_\_\_\_ (List number of units for example, "40 seat restaurant", "a 30-unit motel" or "no change in use").
  - c. Are you a new owner of the establishment (please circle)? Yes No

Please have the Local Plumbing Inspector at your town office verify that he/she has reviewed your proposal and has determined that: **A)** the existing wastewater disposal system has the capacity required for your proposal; or, **B)** you have had a new or expanded wastewater disposal system designed, installed and inspected that will meet the requirements for proper wastewater disposal. **Uses that increase wastewater disposal system design flows by more than 25%, including prior unapproved increases, must be installed at the time of expansion or change of ownership as required in Section 9 of the Maine Subsurface Wastewater Disposal Rules.**

**To be completed by the Local Plumbing Inspector:**

**MANDATORY: LPI please write in number of indoor/outdoor seats, rooms, campers and/or sites**

\_\_\_\_\_ SEATS-IN \_\_\_\_\_ SEATS-OUT \_\_\_\_\_ ROOMS \_\_\_\_\_ COTTAGES  
\_\_\_\_\_ CAMPGROUND SITES \_\_\_\_\_ YOUTH CAMP CAMPERS \_\_\_\_\_ YOUTH CAMP STAFF  
\_\_\_\_\_ OBD COMPLIANT (Y/N?) (If has an Overboard Discharge System for wastewater disposal, contact DEP  
Compliance staff: <https://www.maine.gov/dep/water/wd/OBD/index.html>) \_\_\_\_\_ # Gallons Licensed to Discharge

(To request a record search for difficult to find permits please visit [www.mainepublichealth.gov/septic-systems](http://www.mainepublichealth.gov/septic-systems))

I, \_\_\_\_\_, the undersigned, have reviewed the proposal for the subject property and find that the property is either served by an existing wastewater disposal system that meets the design requirements for the proposed use or the applicant has submitted an application for an expanded system design (and installation if required by the Expansion section of the Rules) that meets the design requirements of the Rules and any relevant local ordinances for the proposed use.

LPI Signature \_\_\_\_\_ Date \_\_\_\_\_