



Maine Department of Agriculture
 Division of Quality Assurance and Regulations
 28 State House Station
 Augusta, Maine 04333-0028
 Phone: 207-287-3841 Fax: 207-287-5576



FOOD AND FUEL LICENSE APPLICATION

Check the TYPE of Request:	<input type="checkbox"/> New License	<input type="checkbox"/> License Renewal	<input type="checkbox"/> Change of Ownership	<input type="checkbox"/> Location Change
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Section 1. Establishment Information

Establishment Name:		License Number:	
Site Manager:		New Business? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Street Address:		Former Establishment:	
City:		Former Owner:	
State:		Seating Capacity:	
Zip:		Typical Season:	
Telephone:		Operating Hours:	
Cell/ Pager:		Operating Days: <input type="checkbox"/> Su <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa	
Fax:		Type of Water: <input type="checkbox"/> Private Dug <input type="checkbox"/> Private Drilled <input type="checkbox"/> Municipal	
Email:		Type of Septic: <input type="checkbox"/> Private <input type="checkbox"/> Municipal	

Section 2: Owner Information

Owner or Corporate Name:	
Mailing Address:	
City:	
State:	
Zip:	
Phone:	
Fax:	
Email:	

Please Complete Each Section That Applies to Your Business

Section 3. License Type Retail

Check <u>One</u> Block that Best Describes Your Operation	Check <u>All</u> Services Provided That Apply to Your Business
<input type="checkbox"/> Bakery	<input type="checkbox"/> Health Food Store
<input type="checkbox"/> Beverage Store	<input type="checkbox"/> Meat Market, Butcher
<input type="checkbox"/> Book Store	<input type="checkbox"/> Mobile Vendor
<input type="checkbox"/> Campground Store	<input type="checkbox"/> Movie Theater
<input type="checkbox"/> Convenience Store	<input type="checkbox"/> Redemption Center
<input type="checkbox"/> Department Store	<input type="checkbox"/> Salvage Food
<input type="checkbox"/> Fitness Center	<input type="checkbox"/> Vegetable Stand
<input type="checkbox"/> Drug Store	<input type="checkbox"/> Video/ Music Store
<input type="checkbox"/> Gift Shop	<input type="checkbox"/> Other
<input type="checkbox"/> Grocery Store	<input type="checkbox"/> Other:

<input type="checkbox"/> Baked Goods (produced on site)	<input type="checkbox"/> Prepackaged Meat
<input type="checkbox"/> Bulk Sales (candy, fruit, nuts, popcorn)	<input type="checkbox"/> Processed Meat
<input type="checkbox"/> Coffee	<input type="checkbox"/> Prepackaged Food
<input type="checkbox"/> Cold Foods (prepared on site)	<input type="checkbox"/> Produce (fresh)
<input type="checkbox"/> Dairy Products	<input type="checkbox"/> Produce (processed)
<input type="checkbox"/> Frozen Food	<input type="checkbox"/> Ready to Eat Deli Items
<input type="checkbox"/> Fruit Juices	<input type="checkbox"/> Salad Bar
<input type="checkbox"/> Hotdog Steamer	<input type="checkbox"/> Seafood (fresh)
<input type="checkbox"/> Hot Foods (prepared on site)	<input type="checkbox"/> Seafood (ready to eat)
<input type="checkbox"/> Soft Serve Ice Cream	<input type="checkbox"/> Beverage Dispenser
	<input type="checkbox"/> Beverage Containers

RETAIL FEES (Section 3 on License Application)

Retail Food Establishment (All Food or Beverage Sales):

<input type="checkbox"/> 0 to 10 employees:	\$10	<input type="checkbox"/>
<input type="checkbox"/> 11 to 25 employees:	\$30	<input type="checkbox"/>
<input type="checkbox"/> 26 or more employees:	\$100	Fee Enclosed: <input type="checkbox"/>

Bakery:

<input type="checkbox"/> 0 to 10 employees:	\$10	<input type="checkbox"/>
<input type="checkbox"/> 11 to 25 employees:	\$30	<input type="checkbox"/>
<input type="checkbox"/> 26 or more employees:	\$100	Fee Enclosed: <input type="checkbox"/>

Meat Sales:

<input type="checkbox"/> Required if any meat, poultry, meat food products and poultry food products are offered for sale to consumer:	\$10	<input type="checkbox"/>
<input type="checkbox"/> Required if cutting, wrapping or further processing any meat or poultry at a retail establishment:	\$50	Fee Enclosed: <input type="checkbox"/>

Mobile Vendor:

<input type="checkbox"/> 0 to 10 employees:	\$10	<input type="checkbox"/>
<input type="checkbox"/> 11 to 25 employees:	\$30	<input type="checkbox"/>
<input type="checkbox"/> 26 or more employees:	\$100	Fee Enclosed: <input type="checkbox"/>

Redemption Center:

<input type="checkbox"/> All licenses:	\$50	Fee Enclosed: <input type="checkbox"/>
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Subtotal Retail Section 3:

** License fees based on the number of employees must include all full-time, part-time and intermittent employees.*

Section 4. License Type Food Processor

Check <u>One</u> Block that Best Describes Your Operation	Check <u>All</u> Services Provided That Apply to Your Business
<input type="checkbox"/> Commercial Food Processor	<input type="checkbox"/> Breads, Rolls <input type="checkbox"/> Fruits, Vegetables <input type="checkbox"/> Seafood (raw)
<input type="checkbox"/> Bakery - Commercial /Wholesale	<input type="checkbox"/> Brewery <input type="checkbox"/> Ice Manufacturing <input type="checkbox"/> Seafood (ready to eat products)
<input type="checkbox"/> Beverage Plant	<input type="checkbox"/> Cakes, Pies <input type="checkbox"/> Jams, Jellies <input type="checkbox"/> Soft Drinks
<input type="checkbox"/> Cider /Juice Plant	<input type="checkbox"/> Canned, Processed <input type="checkbox"/> Maple Syrup <input type="checkbox"/> Vacuum-packed Product
<input type="checkbox"/> Meat Processor	<input type="checkbox"/> Crabmeat <input type="checkbox"/> Meat (raw) <input type="checkbox"/> Water
<input type="checkbox"/> Home Processor	<input type="checkbox"/> Fruit Juices <input type="checkbox"/> Meat (ready to eat products) <input type="checkbox"/> Other
<input type="checkbox"/> Food Salvage	Other: <input style="width: 100%;" type="text"/>
<input type="checkbox"/> Maple Syrup Processor	
<input type="checkbox"/> Slaughterhouse	

FOOD PROCESSOR FEES (Section 4 on License Application)

Commercial Food Processor:

<input type="checkbox"/>	All licenses:	\$30	Fee Enclosed:	<input style="width: 100%;" type="text"/>
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Bakery – Commercial /Wholesale:

<input type="checkbox"/>	All licenses:	\$30	Fee Enclosed:	<input style="width: 100%;" type="text"/>
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Beverage Plant License:

<input type="checkbox"/>	0 to 5 employees:	\$50		<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	6 or more employees:	\$100	Fee Enclosed:	<input style="width: 100%;" type="text"/>

Cider /Juice Beverage Plant License:

<input type="checkbox"/>	0 to 10 employees:	\$10		<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	11 to 25 employees:	\$30		<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	26 or more employees:	\$100	Fee Enclosed:	<input style="width: 100%;" type="text"/>

Meat Processor

<input type="checkbox"/>	Commercial Meat /Poultry Processor:	\$50		
<input type="checkbox"/>	Custom Meat /Poultry Processor:	\$50	Fee Enclosed:	<input style="width: 100%;" type="text"/>

Home Food Processor:

<input type="checkbox"/>	All licenses:	\$10	Fee Enclosed:	<input style="width: 100%;" type="text"/>
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Food Salvage (Processor) (Retailer) (Broker):

<input type="checkbox"/>	0 to 5 employees or volunteers:	\$15		<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	6 or more employees or volunteers:	\$30	Fee Enclosed:	<input style="width: 100%;" type="text"/>

Maple Syrup Producer:

<input type="checkbox"/>	Less than 15 gal. of maple syrup production/ year:	\$1		<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	More than 15 gal. of maple syrup production/ year:	\$15	Fee Enclosed:	<input style="width: 100%;" type="text"/>

Slaughterhouse

<input type="checkbox"/>	Commercial Slaughterhouse:	\$50		<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	Custom Slaughterhouse:	\$50	Fee Enclosed:	<input style="width: 100%;" type="text"/>

License fees based on the number of employees must include all full-time, part-time and intermittent employees.

Subtotal Processing Section 4:

Section 5. Wholesale and Warehousing

Check <u>One</u> Block that Best Describes Your Operation	Check <u>All</u> Services Provided That Apply to Your Business
<input type="checkbox"/> Broker (Meat & Poultry Products)	<input type="checkbox"/> Beverages <input type="checkbox"/> Meat (ready to eat)
<input type="checkbox"/> Food Storage Warehouse	<input type="checkbox"/> Breads <input type="checkbox"/> Ready to Eat Foods
<input type="checkbox"/> Public Warehouse (Meat & Poultry Products)	<input type="checkbox"/> Canned, Processed Food <input type="checkbox"/> Seafood (raw)
<input type="checkbox"/> Wholesale Distributor (Meat & Poultry Products)	<input type="checkbox"/> Fruits, Vegetables <input type="checkbox"/> Seafood (ready to eat)
	<input type="checkbox"/> Ice <input type="checkbox"/> Vacuum-packed Product
	<input type="checkbox"/> Meat (raw) <input type="checkbox"/> Other

WHOLESALE / WAREHOUSE FEES (Section 5 on License Application)

Broker of Meat & Poultry Products:

<input type="checkbox"/>	All licenses:	\$50	Fee Enclosed:	<input style="width: 100%;" type="text"/>
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Food Storage Warehouse:

<input type="checkbox"/>	0 to 10 employees:	\$10		<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	11 to 25 employees:	\$30		<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	26 or more employees:	\$100	Fee Enclosed:	<input style="width: 100%;" type="text"/>

Public Warehouse:

<input type="checkbox"/>	Storage of Meat & Poultry Products, all licenses:	\$50	Fee Enclosed:	<input style="width: 100%;" type="text"/>
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Wholesale Distributor of Meat & Poultry Products:

<input type="checkbox"/>	All licenses:	\$50	Fee Enclosed:	<input style="width: 100%;" type="text"/>
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License fees based on the number of employees must include all full-time, part-time and intermittent employees.

Subtotal Wholesale /Warehouse Section 5:

Section 6. Retail Fuel Establishment

Check All that apply to your operation

<input type="checkbox"/> Diesel	Number of nozzles:	
<input type="checkbox"/> Gas (regular unleaded)	Number of nozzles:	
<input type="checkbox"/> Gas (mid-grade unleaded)	Number of nozzles:	
<input type="checkbox"/> Gas (premium unleaded)	Number of nozzles:	
<input type="checkbox"/> Kerosene	Number of nozzles:	
<input type="checkbox"/> Propane (no fee required)	Total nozzles:	
<input type="checkbox"/> Other		

RETAIL FUEL ESTABLISHMENT FEES (Section 6 of License Application)

Registration of Motor Fuel Dispensers:

\$8 / nozzle / year No. of nozzles = X \$8 ea. = Fee Enclosed:

A dispensing nozzle is one that is capable of dispensing a single product. Each additional grade of product dispensed from a single nozzle shall constitute as an additional dispensing nozzle.

Total License Fees Section 6:

Section 7. Complete the following checklist, sign and date application prior to submittal. License issuance may be delayed and application returned if necessary materials are omitted.

- All information requested in Sections 1 and 2 has been provided.
- Each section in which a license is wanted is complete.
- If water source is from a private well, enclose a copy of a water safety analysis from an accredited laboratory for **coliform bacteria, nitrites, and nitrates** completed within the past 30 days if new, or 12 months if renewal license.
- If a private septic system is used, enclose documentation of compliance with the "Maine Subsurface Waste Water Disposal Rules." This may be obtained from a Code Enforcement Officer or Plumbing Inspector.
- Seafood processors must complete a hazard analysis of each product and implement necessary HACCP Plan(s).
- Home food processors must enclose a review from an accredited food processing authority for manufacturing acidified food; such as, but not limited to jams, jellies, pickles, sauces, etc.
- Out-of-state beverage plants must enclose current sanitation inspection from the licensing authority.
- Out-of-state beverage plants must enclose copies of beverage labels – every kind, size and brand – to be sold in the State of Maine.
- Application must be submitted 30 days prior to opening date (Specified Below). **If establishment is NOT prepared for inspection within 90 days of specified opening date, a new application and fee may be required.**

Opening Date: _____

Contact Name: _____

Contact Phone: _____

License fees must accompany application. Checks must be made payable to: TREASURER, STATE OF MAINE

Multi-year Licenses (up to 3 years) are available upon request for establishments that **DO NOT** produce **potentially hazardous foods** or are not required to submit an **annual water test**.

TOTAL FEES (NON-REFUNDABLE) Section 3-6:

NOTICE: Any false written statements made by the undersigned, with the intent to deceive a public servant in the performance of his or her official duties, may expose the undersigned to criminal liabilities under 17-A MRSA 453 1.B. (1).

PRINT NAME: _____ **SIGNATURE:** _____ **DATE:** _____

OFFICE USE ONLY			
Date Received:		Comments:	
Date Reviewed:			
Reviewed By:			
Application:	<input type="checkbox"/> Approved <input type="checkbox"/> Returned		
Date Returned:			
Expiration Date:	Assigned To:		
Method of Payment:			
<input type="checkbox"/> Check #			
<input type="checkbox"/> Cash Receipt #			
<input type="checkbox"/> Credit Card #			
Credit Type:	CC Exp Date:		