

DEPARTMENT OF THE TOWN CLERK - BRUNSWICK, MAINE
207-725-6658
PROCEDURE FOR OBTAINING A FOOD SERVICE LICENSE

Before you make application for a food service license, please check with the Brunswick Codes Officer (725-6651) on the following:

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|------------------------|--|
| Zoning (permitted use) | Fire Safety Rules |
| Parking | Bathrooms |
| Signs | Building, Plumbing, and Electrical Permits |

FOOD SERVICE (VICTUALER) LICENSE

- A. Completion of FOOD SERVICE (VICTUALER) LICENSE application with advance payment of appropriate fees. Initial license is prorated on quarterly basis.
- B. Application fee must be presented to the Clerk 10 days prior to the Public Hearing.
- C. 7 day posting of Public Hearing notification in two places.
- D. Inspections required by Brunswick Health Officer and the State Health Officer.

ALCOHOLIC BEVERAGE LICENSE

- A. Completion of MAINE ALCOHOLIC BEVERAGE LICENSE application.
- B. Exact advertisement fee, payable before issuance of license. (RE: three consecutive days in local newspaper.)
- C. Two week lead time needed before Public Hearing.
- D. Signed application will be available at the Clerk's Department the following day.

DANCING & ENTERTAINMENT LICENSE (for establishment which holds a State of Maine Alcoholic Beverage License)

- A. Completion of SPECIAL AMUSEMENT license application.
- B. \$50.00 license fee plus an exact advertising fee payable before issuance of license. (RE: 1 day publication in local newspaper seven (7) days in advance of the Public Hearing.
- C. Two weeks lead time needed before Public Hearing.
- D. Approval of Codes Office & Fire Dept. prior to Public Hearing.

PUBLIC HEARINGS:

- Municipal Officers regular meeting on the 1st & 3rd Mondays of each month at the Council Chambers Municipal Meeting Facility, (Old Brunswick High School), 44 McKeen Street, 7:30 PM.
- Applicant is requested to appear at Public Hearing.
- All applications must receive approval of Finance Director that required financial obligations to Town are met.
- After Public Hearing, Municipal Officer vote on approval.
- License will be prepared by Clerk as soon as all approvals are obtained.

PINBALL/VIDEO MACHINES: \$25.00 PER MACHINE ANNUALLY (See Town Clerk)

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RUNSWICK HEALTH OFFICER: 725-5541 (For inspection: Clarke Labbe, Brunswick Fire Department)

STATE HEALTH OFFICER: 1-207-287-5671

NOTE: Both State and Municipal Health Officer Approvals are required for a Food Service Operation.