

## **City & State Resources**

### **CITY HALL**

Kim Austin, City Sanitarian/CEO  
784-2956 ext 320

Gary Campbell, Building Inspector &  
Plumbing Inspector  
784-2956 ext 323

Eric Cousens, Land Use Inspector  
784-2956 ext 319

Tom Maynard, Building Inspector/CEO  
784-2956 ext 304

Gerry Caron, Electrical Inspector  
784-5753 ext 239

Gil Arsenault, Director of Planning  
& Code Enforcement  
784-2956 ext 318

Kathy Montejo, City Clerk  
784-2956 ext 214

Jessica Hanscombe, Assistant City Clerk  
784-2956 ext 219

### **CENTRAL FIRE STATION**

Paul Ouellette, Fire Inspector  
784-5713 ext 210

Peter Morrell, Fire Inspector  
784-5713 ext 211

### **STATE RESOURCES**

Craig McCabe, Maine Bureau of Liquor  
Enforcement and Licensing  
624-7220

Dana Finnemore or Steve Giguere  
Maine Dept of Agriculture  
287-6319

DHS Eating Place & Lodging Licensing  
287-5671

State Fire Marshall's Office  
624-8744

## **City of Lewiston**

*"We are dedicated to assisting you in every way possible to simplify the process and help you to successfully open your food establishment in the City of Lewiston. We welcome your recommendations to improve the permit & licensing process."*

Additional information is available on the city website:

[www.ci.lewiston.me.us](http://www.ci.lewiston.me.us)

The City of Lewiston does not discriminate against or exclude individuals from its municipal facilities, and/or in the delivery of its programs, activities and services based on an individual person's ethnic origin, color, religion, sex, age, physical or mental disability, veteran status, or inability to speak English. For more information about this policy, contact or call Compliance Officer Mike Paradis at (V) 207-784-5753, (TTY) 207-784-5999, or email [mparadis@ci.lewiston.me.us](mailto:mparadis@ci.lewiston.me.us).

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## **STEPS TO OPEN A FOOD SERVICE ESTABLISHMENT IN LEWISTON**

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### **PLANNING & CODE ENFORCEMENT**

#### **CITY HALL**

**27 PINE STREET**

**LEWISTON ME 04240**

**(207) 784-2956 Ext 316/300**

**TTY/TDD (207) 784-5999**

# **Steps to Obtain your Food Service Establishment License**

## **1: Applicability**

The following types of activities require licenses & permits: Restaurants, convenience stores, innkeeper/bed & breakfast, roving diners, bakeries, food wholesalers, retail food stores, food processing, food vending machines, carnivals & circuses, grocery stores and any selling of food items.

Any bake sale event requires a bake sale permit from the Planning & Code Enforcement Department. There is no charge for a bake sale permit.

**Please contact the Planning & Code Enforcement Department to verify that the proposed use is appropriate for the location.**

## **2: Businesses Intending to Serve Liquor**

Any establishments intending to serve liquor are recommended to meet with the Planning & Code Enforcement Department as a first step. The City Council must vote on the granting of any liquor license within the City of Lewiston. Before granting a liquor license or a special amusement permit, the City Council shall hold a public hearing to determine whether or not to issue the license or permit. Any live music, dancing or entertainment in facilities licensed to sell alcoholic beverages requires a special amusement/entertainment permit. Applications for the special amusement permit are available at the City Clerk's Office.

## **3: Apply for your Business License**

Planning & Code Enforcement will provide consultations for existing or new facilities before applying for a business license. Apply for the appropriate food service establishment license at the City Clerk's Office at City Hall, 27 Pine Street; office hours are Monday through Friday, 8 am to 4:30 pm or telephone 784-2956 ext. 219. The City Clerk's Office will provide assistance to determine the appropriate license(s) for your establishment and all relevant business fees.

## **4: Licensing Requirements**

The licensing approval process may take anywhere from one week to eight weeks or longer if background checks are required. Please contact Planning & Code Enforcement as soon as possible in advance of the proposed opening date to ensure all requirements are met and all approvals are granted in order to open your business.

- **All new restaurant applications must include a comprehensive floor plan to scale**
- **A minimum of 48 hours notice is required to schedule any inspection**

Once the business license is granted, all food service licenses must be renewed on an annual basis providing that all fees are paid and all code requirements are met. Code Enforcement inspections are performed at least annually at each business location.

## **5: Permitting**

Other approvals such as building, sign, plumbing, electrical and use permits may be required in order to open your food establishment.

**Only master electricians and master plumbers are allowed to obtain electrical and plumbing permits.**

Any improvements to the physical facilities, i.e.; adding parking spaces, electrical system improvements, plumbing improvements, adding equipment such as grease/heat exhaust hoods are all required to have the appropriate permits approved through the Planning & Code Enforcement Department before any work may begin.

## **NOTE:**

A sign permit is required to install or change a sign that is visible from the exterior of the premises.

LP gas permits are required from the Fire Department before any tank installation.

## **6: All Department Approvals are Required Before any Business is allowed to open.**

- Occupancy load is determined by the City Fire Prevention Bureau and State Fire Marshall's Office (SMFO).
- Applicants must contact the City Fire Prevention Bureau for life safety requirements.
- Seating diagrams must be provided by applicant and approved by City Fire Prevention Bureau and SFMO prior to license approval.
- All City & State requirements must be satisfied before any license or permit is approved.
- City Fire Prevention Bureau and Code Enforcement approval is required before contacting ME State Liquor Licensing Inspector, if obtaining a liquor license.
- State agencies must be contacted for approval of any State required licenses or permits.
- A signed approval must be obtained from all city departments prior to occupancy.
- Copies of the 2001 Maine Food Code may be obtained through DHS in Augusta or online at: [www.state.me.us/dhs/eng/el](http://www.state.me.us/dhs/eng/el)

All approved licenses are required to be displayed at the establishment before opening the business to the public.

**No processing can take place of any food items before your license is approved by all city and state departments.**

**For questions regarding required permits or licenses, please contact Planning & Code Enforcement at 784-2956 ext 316 or 300.**

## **NOTE:**

**Dialing 784-2956 bypasses the switchboard, if you would like switchboard assistance please dial 784-2951.**