



CITY OF PORTLAND
Permitting and Inspections Department

Entertainment License Application Process

The application must be complete in order to be accepted and processed.

What is Needed to Apply:

- 8 ½" x 11" diagram showing layout of the premises to include dimensions, locations of dancing, seating, toilet rooms and means of egress.
- City application for entertainment
- Sound Mitigation Plan (**not required if renewal application for indoor only entertainment)
 - Prepared and Certified by a Professional Sound Engineer
 - Details of methods used to minimize the impact on entertainment on the surrounding uses
 - Speaker Locations and directions
 - Sound System details and controls
 - Stage and site layout and direction
 - Noise cancelling or mitigating measures proposed
 - Anticipated Sound readings
 - Indoors Entertainment-8 feet from any outer wall
 - Outdoor/Combined Entertainment-Property line and closest residence
 - On-Site monitor when attendees are expected to exceed 250
- Payment of fees (see license):

Applications must be submitted at least four (4) weeks prior to the Council meeting. There will be NO entertainment applications heard by the City Council in the month of May due to fiscal budget items.

Before you submit your application to the Business Licensing Office:

- If you wish to have entertainment and/or dancing at your establishment in the Downtown District Overlay Zone (primarily the Old Port), let us know. We will determine if your business is eligible for an entertainment/dance license.

After you submit your application to the Business Licensing Office:

- We will mail you a letter confirming the date, time, and location of the City Council meeting.
- We do not recommend scheduling inspections until after you have appeared before City Council in the event that the license is denied. If you have questions for inspectors, please find their numbers on the accompanying page.

After you have been approved by City Council:

- When the Business Licensing Office has received all approvals from the required departments, we will issue your license. We will call you when the license is ready and any remaining balance is due. You may contact us for a license status update.



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Application for an Entertainment License

<input type="checkbox"/> Indoor Entertainment \$500.00	<input type="checkbox"/> Outdoor Entertainment \$700.00	<input type="checkbox"/> Combined Entertainment \$800.00
<input type="checkbox"/> Sound Mitigation Fee \$150.00		

Business Information			
Establishment Name (d/b/a):		Phone:	
Location Address:			Zip:
Owner Name:		Phone:	
Owner Email:			
Contact Person responsible for Entertainment:		Phone:	
Contact Person Email:			
Manager of Establishment:		Phone:	
Manager Email:			

About Your Establishment

Describe in detail the type and nature of the business and proposed entertainment:

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above license and further agrees that any misstatement of material fact may result in refusal of license or revocation, if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

Signature _____ Title _____ Date _____

For more information, refer to the City Code of Ordinance: Chapter 4 Amusements, at www.portlandmaine.gov