



CITY OF PORTLAND
Permitting and Inspections Department

Temporary Outdoor Dining on Private Property
Supplemental Application Process

What is Needed to Apply:

- 8 ½” x 11” Plot Plan Showing:
 - Lot lines, where the building sits on the lot and dimensions of the building and lot.
 - Street location
- Location of proposed outdoor dining area and its components:
 - Space Dimensions including Square Footage
 - Table/Chairs
 - Fences/Barriers
 - Egress Dimensions
- A drawing, photo or specifications of any proposed barrier.
- If Alcohol is to be served- Complete an Extension of Premise BABLO
- *Fees (due 60 days after issuance)

Please submit to bl@portlandmaine.gov



CITY OF PORTLAND
Permitting and Inspections Department
Temporary Outdoor Dining Permit on Private Property
Valid April 5, 2021 thru November 1, 2021

License accompanies a City of Portland Food Service Establishment or Food Service Establishment with Liquor License

<input type="checkbox"/> Outdoor Dining on Private Property \$125.00*

Business Information			
Business Name (d/b/a):		Phone:	
Location Address:			Zip:
Mailing Address:			Zip:
Contact Person:		Phone:	
Contact Person Email:			
Manager of Establishment:	Date of Birth:	Phone:	
Owner of Premises (Landlord):			
Address of Premises Owner:			Zip:

Owner Information

Corporate Name		Corporate Mailing Address	
			Zip:
Contact Person:		Phone:	
Principal Officers	Title	Date of Birth	Residence Address



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Class of License:	
Type of food served:	
Please circle all that will be served:	Beer Wine Liquor
Hours & days of operation:	
Number of Tables	
Number of Chairs	

Design and Construction

- If you are building a structure or adding impervious surface for the outdoor dining area please contact the Permitting and Inspections Department for permitting requirements at permitting@portlandmaine.gov or 874-8703.

Maintenance and Operations

- Outdoor dining components must be within the permitted area and allow safe passage of pedestrian traffic. Failure to comply may result in a revocation of the permit.
- No food shall be prepared in the designated outdoor dining area.
- Outdoor dining areas must meet ADA regulations and accessible seating is required.

I/We fully understand that the City of Portland, its agents, officers and employees accept no responsibility and will not be liable for any injury, harm or damage to my/our person or property arising out of the establishment's occupancy of the sidewalk or park space. To the fullest extent permitted by law, I/We do hereby agree to assume all risk of injury, harm or damage to my/our person or property (including but not limited to all risk of injury, harm or damage to my/our property cause by the negligence of the City of Portland, its agents, officers or employees) arising out of the establishment's occupancy of the sidewalk or park space. I/We hereby agree, to the fullest extent permitted by law, to defend, indemnify and hold harmless the City of Portland, its agents, officers and employees, from and against all claims, damages, losses and expenses, just or unjust, including, but not limited to costs of defense and attorney's fees, arising out of the establishment's occupancy of the sidewalk or park space, provided that any such claims, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property including the loss of use there from, and (2) is caused in whole or in part by any negligent act or omission of the establishment, anyone directly or indirectly employed by it, or anyone for whose act it may be liable.

Signature _____ Title _____ Date _____

Date Received: _____ **Assigned to CEO:** _____

Division of Liquor Licensing & Enforcement
 8 State House Station, Augusta, ME 04333-0008 (Regular Mail)
 10 Water Street, Hallowell, ME 04347 (Overnight Mail)
 Telephone (207) 624-7220 Fax: (207) 287-3434
 Email Inquiries: MaineLiquor@maine.gov



REQUEST FOR EXTENSION OF LICENSE ON PREMISE

Legal Name: _____ License Number: _____
 DBA Name: _____ Expiration Date: _____
 Physical Address: _____ City, State, Zip _____
 Mailing address: _____
Street / PO Box City State Zip
 Phone: _____ Fax: _____ Email address: _____

Name, address, telephone number of Property Owner (if property is rented or leased, need copy of rental agreement / lease):

Temporary Permanent Inside Outside Live Entertainment: Yes No

Start Date: _____ End Date (if applicable): _____

Reason for this request: _____

This request for an extension of service area for on premise license location **MUST** have Town / County Commission approval and **MUST** have a diagram submitted with this form.

Outdoor Restrictions:

There must be a stanchion or fence completely enclosing the area. Signs must be posted, stating “no alcohol beyond this point”. There must be sufficient employees at the extension of premise, which would be able to control and monitor the area.

 Signature of Owner/ Corporate Officer Printed Name of Owner/ Corporate Officer

For Municipal Approval Only

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:
 Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: _____, Maine _____
City/Town (County)

On: _____
Date

The undersigned being: Municipal Offices County Commissioners of the
 City Town Plantation Unincorporated Place of: _____, Maine

Signature of Officials	Printed Name	Title

EXTENSION AREA PREMISE DIAGRAM

In an effort to clearly define your extension please draw a diagram below that will include the area you want for a temporary / permanent license premise. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including methods of monitoring and containment of certain area which you are requesting approval from the Division for liquor consumption.

For Office Use Only:

Date Filed: _____ Date Issued: _____ Issued By: _____

Approved Not Approved

Subchapter 1: GENERAL CONDITIONS

§ 1051. LICENSES GENERALLY

3. Liquor not to be consumed elsewhere. Except as provided in paragraphs A and B and in section 1207, no licensee for the sale of liquor to be consumed on the premises where sold may personally or by an agent or employee, sell, give, furnish or deliver any liquor to be consumed elsewhere than upon the licensed premises. The service and consumption of liquor must be limited to areas that are clearly defined and approved in the application process by the bureau as appropriate for the consumption of liquor. Outside areas must be controlled by barriers and by signs prohibiting consumption beyond the barriers.