



**CITY OF PORTLAND**  
**Permitting and Inspections Department**  
**TOUR LICENSE**  
**APPLICATION INSTRUCTIONS**

Please include all items on the checklist below. Incomplete applications will delay the review process. Contact 874-8557 with questions.

**TOUR COMPANY LICENSE CHECKLIST**

- Answer all questions on the application.
- Provide a copy of your current vehicle registration.
- Provide a current insurance certificate showing the City of Portland listed as an additional insured. Please follow the Insurance minimums set by the State of Maine.
- Provide a detailed description of the tour vehicle, including a photograph of each tour vehicle and the make, model, color, year, power and seating capacity of each vehicle.
- Provide a copy of your valid Maine Driver's License.
- Vehicle inspection report\*
- Payment of \$360 (New) or \$350 (Renewal) for 1 vehicle. Add \$32 for each additional vehicle.
- \$21 each administrative person not applying for a tour driver's license (e.g. owner/manager).

**TOUR DRIVER LICENSE CHECKLIST**

- Answer all the questions on the application.
- Provide **two** 2"x2" full face color photos meeting the requirements listed on the application. No hats or sunglasses.
- Photocopy of your valid Maine Driver's License.
- Payment of \$98 (New) or \$88 (Renewal).

**\*Vehicle Inspections**-Please contact 207-756-8365 to set up an appointment.

**Applications may be mailed or delivered to:**  
**Business Licensing**  
**389 Congress Street Room, Rm 307**  
**Portland, ME 04101**

We accept cash, checks, and money orders payable to the City of Portland. We also accept credit cards. Outstanding debts must be paid prior to a license being issue



**CITY OF PORTLAND**  
**Permitting and Inspections Department**  
**Tour Company**  
**Business License Application**

**License expires April 30<sup>th</sup>.**

<input type="checkbox"/> New Application Fee: \$45.00	<input type="checkbox"/> Renewal Application Fee: \$35.00	<input type="checkbox"/> Background check per owner x \$21.00 = _____
<input type="checkbox"/> License Fee 1 <sup>st</sup> Vehicle: \$315.00	<input type="checkbox"/> License Fee for Additional Vehicles x \$32.00 each = _____	

<b>Business Information</b>			
Business Name:		Phone:	
Business Mailing Address:			Zip:
Owner Name:		Phone:	
Driver's License #:		Date of Birth:	
Owner Home Address:			Zip:
Manager Name:		Phone:	
Vehicle Storage Address:			Zip:
Email Address:			

2. Do you own the premise where vehicles will be stored/parked? Yes / No

If no, please list the owner's name and mailing address: \_\_\_\_\_  
 \_\_\_\_\_

3. Have you ever been **charged with or convicted** of an offense other than a traffic violations? Yes / No If yes, please list:

Year	Offense	Place	Disposition
_____	_____	_____	_____
_____	_____	_____	_____

4. Will the award of this license benefit any City employee? Yes / No

If yes, please list the name(s) and department(s) \_\_\_\_\_

**Enclose a Photograph of Each Tour Vehicle**



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Description of Tour Vehicles:								
Vehicle 1:	Color:		Year		Make		Model	
	Plate #		Fleet#		Last eight VIN numbers:			
	Maximum # of Passengers:				Will this vehicle regularly leave the State of Maine?		Yes / No	
Vehicle 2:	Color:		Year		Make		Model	
	Plate #		Fleet#		Last eight VIN numbers:			
	Maximum # of Passengers:				Will this vehicle regularly leave the State of Maine?		Yes / No	
Vehicle 3:	Color:		Year		Make		Model	
	Plate #		Fleet#		Last eight VIN numbers:			
	Maximum # of Passengers:				Will this vehicle regularly leave the State of Maine?		Yes / No	
Vehicle 4:	Color:		Year		Make		Model	
	Plate #		Fleet#		Last eight VIN numbers:			
	Maximum # of Passengers:				Will this vehicle regularly leave the State of Maine?		Yes / No	
Vehicle 5:	Color:		Year		Make		Model	
	Plate #		Fleet#		Last eight VIN numbers:			
	Maximum # of Passengers:				Will this vehicle regularly leave the State of Maine?		Yes / No	
Vehicle 6:	Color:		Year		Make		Model	
	Plate #		Fleet#		Last eight VIN numbers:			
	Maximum # of Passengers:				Will this vehicle regularly leave the State of Maine?		Yes / No	

**List of Operators associated with the company. Each operator must be licensed with the City of Portland:**

**Name:**

**Date of Birth**

\_\_\_\_\_

\_\_\_\_\_



**CITY OF PORTLAND**  
**Permitting and Inspections Department**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION OF INFORMATION**  
**Please read carefully before signing.**

**I hereby authorize the release of any State of Maine criminal history record information to the City of Portland or licensing authority. History from other jurisdictions must be obtained by the applicant for a minimum of 10 years. I hereby waive any rights to privacy with respect hereto. I hereby acknowledge that I have read and understand Portland's Vehicles for Hire Ordinance and agree to abide by the same. I hereby certify that all statements made in this application are true and I agree and understand that any misstatements of material facts will result in refusal of license or revocation of license if one has been granted or the Corporation represented herein.**

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

**Any outstanding debts to the City must be paid prior to issuing this license.  
Application fees are non-refundable.**

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**For Administrative Use Only**

Date: \_\_\_\_\_