



CITY OF PORTLAND  
Permitting and Inspections Department

**Outdoor Dining on Private Property  
Supplemental Application Process**

**What is Needed to Apply:**

- Letter of intent addressed to the Mayor and members of the City Council (if serving alcohol).
- 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.
- City application for food & alcohol
- Outdoor Dining Supplemental application
- Payment of fees (see application)

The application must be complete in order to be accepted and processed. Applications must be submitted at least three (3) weeks prior to the Council meeting. There will be no liquor applications heard by the City Council in May due to fiscal items on the agenda.

**After you submit your application to the Business Licensing Division:**

- We will mail you a letter confirming the date, time, and location of the City Council meeting.
- Please proceed with arranging for inspections when your establishment is ready.

**After you have been approved by City Council:**

- When the Business Licensing Division has received 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, but please note that we must receive approvals directly from all of the departments on the accompanying “Steps to Approval” sheet before issuing your license.



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## Outdoor Dining License – Steps to Approval

In order for the Business Licensing Division to issue your license, we must receive approvals directly from the following departments:

- Permitting and Inspections (Code Enforcement, Health Inspection and Zoning)
- Fire
- Treasury
- Police

Your responsibilities include:

- Contacting the Zoning Division (Room 315) at [zoning@portlandmaine.gov](mailto:zoning@portlandmaine.gov) or 207-874-8703 to determine if the address of your business is zoned for the purpose of intended use.
- Contacting the Historic Preservation Division at 207-874-8726 for specific requirements if your business is located in a Historic District. Visit <http://click.portlandmaine.gov/portlandhistoric/> to determine your district.
- Contacting Health Department at [tw@portlandmaine.gov](mailto:tw@portlandmaine.gov) or 207-756-8365 to arrange for an inspection of the outdoor space.
- Contacting the Treasury Department at 207-874-8490 to determine if you, the owner of your business premises, or the previous business tenant, owe any outstanding taxes to the City of Portland. We cannot issue a license if there are delinquencies on the part of the business owner or landlord.

Once we have received approvals from the departments listed above, we will issue your license and contact you. Any balance of the license fee will be due before you receive the license.

### **Please Note:**

Creation or expansion of outdoor dining areas requires building permit approval from the Permitting department. The outdoor dining area is considered an increase in occupancy for the business as a whole, and may require certain upgrades such as increasing the number of toilet facilities, depending on the current/proposed occupancy figures and the existing plumbing capacity. Your permit application will need to include a plot plan showing the exact dimensions and layout of the proposed outdoor dining area as well as indoor floor plans showing existing facilities.

If you have any questions about this process, please contact the Business Licensing Division:  
at [bl@portlandmaine.gov](mailto:bl@portlandmaine.gov) or 207-874-8557



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**Outdoor Dining Permit on Private Property  
Supplemental Application**

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 <input type="checkbox"/> Legal Advertisement Deposit \$100.00
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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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Table with 2 columns: Field Name, Field Value. Fields include 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 \_\_\_\_\_

For Administrative Use Only

Administrative Use Only table with columns: Amount, Date Paid, CC, CA, CK, Request Date / Approval, Notes. Rows include FD, Health, PD, PR, Treasury, Zoning.