



**CITY OF PORTLAND**  
**Permitting and Inspections Department**  
**GOLF CART RENTALS**  
**APPLICATION INSTRUCTIONS**

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

**GOLF CART RENTAL LICENSE CHECKLIST**

- Answer all questions on the application.
- 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 copy of the current registration
- Golf Cart inspection report\*
- Payment of the Application Fee \$45.00 New or \$35.00 Renewal and \$75.00 (Electric Powered) or \$150 (Non electric Powered) for each Golf Cart

**\*Golf Cart Inspections**-Please contact Peaks Island Police Station at 207-874-8419 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 issued.



**CITY OF PORTLAND**  
**Permitting and Inspections Department**  
**Golf Cart Rental**  
**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"/> License Fee Electric Vehicle \$75.00 per cart	\$75.00X _____ each= _____
<input type="checkbox"/> License Fee Non Electric Vehicle \$150.00 per cart	\$150.00X _____ 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:	
Golf Cart Storage Address:	Zip:		
Email Address:			

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

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

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

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

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

**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: \_\_\_\_\_

*For more information refer to the Portland Code of Ordinances 28-185 and 30-110*



CITY OF PORTLAND  
Executive Department  
Jon P. Jennings, City Manager

## RENTAL GOLF CART RULES AND REGULATIONS

The following rules and regulations are promulgated in accordance with City Code Sec. 30-110.

1. As of October 1, 2021, the number of rental golf cart operators in the City of Portland shall be capped at two (2).
2. As of May 1, 2022, the number of rental golf carts allowed to operate in the City of Portland shall be capped at 45.

### Additional information, Per City Code Sec. 30-110:

A rental golf cart means any golf cart rented or offered for rent to be operated on City streets. "Rental golf cart" shall not include any golf cart rented or offered for rent to be operated solely on a golf course or other public or private property. A golf cart rental operator means any entity or individual who rents or offers to rent a rental golf cart to the public.

Beginning May 1 2020, every golf cart rental operator shall register each rental golf cart annually with the city. The annual registration fee shall be: a. \$75.00 for each electric powered rental golf cart and \$150.00 for each non-electric powered rental golf cart. Upon registration, the City shall inspect all rental golf carts for compliance with this Article and shall issue a Rental Golf Cart decal that must be prominently displayed on each rental golf cart. Rental Golf Cart Criteria. Every golf cart rental operator must ensure that each rental golf cart:

- Have and properly display a current Island Use Registration, pursuant to Chapter 28 of City Code;
- Have and properly display a current Rental Golf Cart decal;
- Display the name of the golf cart rental operator and its telephone number in letters no smaller than two (2) inches;
- Be stored on private property when not in active use and not be stored in the City right-of-way.

Dated:  
9/21/2021

DocuSigned by:  
Signed: *Jon P. Jennings*  
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Jon P. Jennings, City Manager