

SCHEDULE 6 – LICENSES AND PERMITS

Series	Series Title	Description	Retention
6.1	Air Emissions License Applications	Licenses granted to businesses that discharge atmospheric pollutants.	Until license expires
6.2	Alcoholic Beverages (On Premises Consumption)	Licenses for businesses to sell alcoholic beverages for on premises consumption.	3 years
6.3	Amusement Devices/Adult Amusement Devices	Licenses for various amusement devices.	3 years
6.4	Auctions	Auction permits.	1 year
6.5	Beano	Permits to hold beano games.	1 year
6.6	Billiard, Pool, Bagatelle Rooms	Licenses to operate billiard, pool, or bagatelle rooms.	3 years
6.7	Bottle Clubs	Licenses to permit consumption of liquor brought to the premises, not sold there.	3 years
6.8	Bowling Alleys	Permits to operate bowling alleys.	3 years
6.9.a	Building - Never Built	Application and all supporting detail when the building is never constructed.	6 years
6.9.b	Building - Permit and File Information	Building permit and filing information.	Life of building, plus one year
6.9.c	Building - Plans and Specifications	Detailed plans and specifications accompanying building permit application.	Life of building, plus one year
6.10	Buildings Used for Public Assembly	Permits for buildings used for public meetings.	3 years
6.11	Burial Permits	Permits to bury a human body.	See Schedule P
6.12	Burning	Permit to kindle a fire within a municipality's limits, within stated limitations.	3 years
6.13	Cable Television Franchise	Franchise granted to company to supply cable television service to subscribers within municipality.	6 years, after expiration
6.14	Carnival or Circus	Permit to hold carnival or circus.	6 years, after expiration
6.15	Clams/Shellfish	License to harvest clams or other shellfish.	3 years
6.16	Closing Out Sales	Permit to hold a going out of business or other type of closing out.	5 years
6.17	Conversion of Seasonal Dwelling	Permit to convert a seasonal dwelling for year-round use.	Life of building
6.18.a	Dogs/Kennels - Licenses	License to keep a dog, or license to keep up to a specific number of dogs.	3 years

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6.18.b	Dogs/Kennels - Rabies Vaccination Certificates	Copy of rabies vaccination certificates sent by Department of Agriculture to municipal office.	Keep until expired, for dog vaccinations; cat vaccinations need not be retained at all
6.19	Drains, Connecting Private to Public	License to connect a private drainage pipe to a public system.	Permanent
6.20	Driveway Permits	Permit to construct a driveway (sometimes called a Curb Cutting Permit).	Until driveway no longer exists
6.21	Eating Establishments	Permit to operate an eating establishment.	3 years
6.22	Electrical Equipment/Installations	Permit to install new electric service, or to upgrade or otherwise substantially alter an existing installation.	3 years
6.23	Explosives, Keeping and Transportation of	Permit to transport or store explosives.	6 years
6.24	Farmers Market	Permit to operate a farmers market.	3 years
6.25	Fireworks Displays	Contracts entered into by local government agencies for the purchase of goods, services, leasing of property, etc.	6 years
6.26	Fishing	License to catch fish. Includes fishing license reports to IF&W.	6 years
6.27	Flea Market/Flea Market Dealers	Permit to operate a flea market, or to sell goods at a flea market.	3 years
6.28	Food Service Establishments	License to operate a food service establishment such as a restaurant.	3 years
6.29	Horse Drawn Cabs	License to operate a horse drawn cab.	3 years
6.30	Hunting	License to hunt deer, moose, birds, or other wildlife. Includes hunting license reports to IF&W.	6 years
6.31	Innkeepers	License to operate a lodging establishment.	3 years
6.32	Installations in Public Right of Way (Water, Sewer, Natural Gas, etc.)	Water, sewer, natural gas, and other utility service installations that cross a public right of way.	1 year after installation is removed
6.33	Itinerant Vendors/Transient Sellers of Consumer Merchandise	License to sell consumer merchandise without establishing a permanent place of business.	3 years
6.34	Junk Collector/Junk Dealer	Permit to operate a junk business (other than for motor vehicles) or to hold goods that would normally be stocked by such a business.	3 years
6.35	Junkyards/Automobile Graveyards	Permit to operate a junkyard or other business that stocks inoperative motor vehicles.	5 years
6.36	Lodging Houses	License to operate a lodging house.	3 years

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6.37	Lunch Wagons	License to operate a lunch wagon.	3 years
6.38	Massage Establishment	License to operate a massage establishment.	3 years
6.39	Massage Therapist	License to perform massage therapy. (This is a State license, some municipalities require that a copy be filed locally).	3 years
6.40	Mobile Home Parks	Permit to operate a mobile home park.	2 years, after park is discontinued
6.41	Mobile Home/Over-Limit Vehicles - Moving Permits	Includes both claims filed against local government agency, and claims filed against others by local government agency.	3 years
6.42	Moorings	Permit to place and use a boat mooring.	3 years
6.43	Motion Picture Theaters	Permit to operate a motion picture theater.	3 years
6.44	Municipal Building Permits for State Buildings	Building permit for a structure owned by the State of Maine.	Life of building, plus one year
6.45	Music, Dancing, Special Entertainment	Permit for a private club to allow performances by musicians, hold dances, etc.	3 years
6.46	Oil Terminal Facility Applications	State-licensed facility for storage of fuel oil.	Until license expires
6.47	Partnerships, Withdrawals, and Sole Proprietorships	Record of how each business operating within the municipality is organized.	6 years after the business ceases to operate
6.48	Pawnbrokers	Permit to operate a pawn shop.	3 years
6.49	Pinball Machines	Permit to have a pinball machine operating on premises.	3 years
6.50.a	Plumbing - 1974 and After - External - Outside Only	Plumbing permits granted in 1974 and afterward, for work done outside of building.	Permanent
6.50.b	Plumbing - 1974 and After - Inside Building Only	Plumbing permits granted in 1974 and afterward, for inside of building only.	4 years
6.50.c	Plumbing - Prior to 1974	Plumbing permits granted before 1974, with all related documentation.	No retention
6.51	Poles and Wires	Utility pole permits.	Life of pole plus 1 year
6.52	Public Building Construction/Public Accommodation Occupancy (Accessibility for the Disabled)	Permit to construct a public building or public accommodation that must be accessible to the disabled.	Life of building, plus one year
6.53	Public Exhibitions	Permit to hold a public exhibition.	3 years
6.54	Public Markets	Permit to operate a public market.	3 years
6.55	Rendering Facilities	Permit to operate a rendering facility.	3 years

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6.56	Roller Skating Rinks	Permit to operate a roller skating rink.	3 years
6.57	Secondhand Dealers	Permit to operate a business specializing in resale of personal property.	3 years
6.58	Septage Disposal Sites	Permit to dispose of human waste on a certain property.	Permanent
6.59	Shooting Galleries	Permit to operate a shooting gallery	3 years
6.60	Shoreland Zoning Permits/Zoning Permits Generally	Permit for an appropriate use within a particular zone of a municipality, including within a shoreland zone.	3 years, after expiration
6.61	Special Entertainment (Special Amusements)	Permit for a private club to allow any live music, dancing or entertainment of any sort. Permits included for both those clubs which allow the sale and consumption of liquor on the premises and those that do not.	3 years
6.62	Street Excavations	Permit to dig in a street.	3 years, after expiration
6.63	Subdivisions	Permit to divide a parcel of land into smaller lots for resale or development.	3 years, after expiration
6.64	Taxicabs/Vehicles for Hire	Includes both taxicab business licenses and driver's licenses.	3 years
6.65	Trailer Parks	See Mobile Home Parks (trailer in this case refers to a mobile home).	See Mobile Home Parks
6.66	Transient Sellers	See 6.33, Itinerant Vendors/Transient Sellers of Consumer Merchandise.	3 years
6.67	U.C.C. (Uniform Commercial Code)	Filing with Corporations, Elections & Commissions (Sec. of State) to document debt secured by personal property. (This would also include Chattel Mortgages.)	10 Years (or 5 years after maturity of instrument)
6.68	Victualers	License to sell food/drink to the public already prepared for consumption on the premises.	3 years
6.69.a	Waste Transfer	Permit to transport trash.	5 years
6.69.b	Waste Transfer Facility Permits (Dump Permits)	Retain for the life of the waste transfer permit, plus one year.	6 years
6.70.a	Weapons, Concealed - Documentation and Application	Documentation and application are kept for the life of the permit plus one year.	5 years Confidential, 25 MRSA §2006 (1)
6.70.b	Weapons, Concealed - Permit to Carry Concealed Handgun	Permit is valid for four years; information is kept for the life of the permit plus one year, unless otherwise revoked by the issuing authority.	5 years Confidential, 25 MRSA §2006 except for the information specified in 25 MRSA §2006 (2)(A-C)

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6.70.c	Weapons, Concealed - Record of Permit Issued	Issuing authorities (including municipalities - 25 MRSA §2002) permitted by law to issue concealed handgun permits must make a permanent record of each permit to carry concealed handguns in a suitable book or file kept for that purpose. The record must include the information contained in the permit itself. The record is confidential except that the following information about each permit holder is not confidential and is a public record: the municipality of residence; the date the permit was issued; and the date the permit expires.	Permanent Confidential, 25 MRSA §2006(2); except for the information specified 25 MRSA §2006(2)(A-C)
6.71	Wetlands Applications	Application to drain or otherwise alter a wetland. Since this is handled by the Department of Environmental Protection, it only needs to be documented at the municipal level until the public hearing process has been completed.	Until after public hearing
6.72	Yard Sale	Permit to sell personal property from premises not otherwise licensed for this purpose.	3 years