



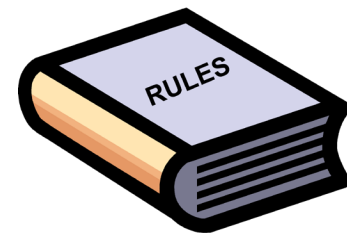
Municipal Law for Clerks

Chapter 11

Other Licenses & Registrations



Resources



- Maine Municipal Association legal staff
- Municipal Clerk's Manual, revised in 2013 (MMA)
- Municipal Licensing Handbook, revised in 2015 (MMA)
- Clerk mentors



Licensing

- Some permitting and licensing is the responsibility of the municipal officers or the Code Enforcement Officer, but a few licensing responsibilities are delegated in state law to the municipal clerk.
- The MMA Municipal Licensing Handbook is an invaluable resource which gives the statute reference, the licensing authority, the fees and how they are established, licensing and revocation procedures and the license expiration.



Licenses required through State Law



- Alcohol/Liquor (on-premise consumption) – only in towns that have authorized this through a local option referendum (28-A Sec. 123)
- Beano/Bingo – consent needed from municipal officers
- Bottle Clubs – must receive permission from municipal officers
- Closing Out Sales – issued by municipal officers, or their designee
- Innkeepers License – municipal officers serve as the licensing board
- Junkyards – municipal officers serve as licensing board
- Off-track betting- municipal officers must approve
- Special Amusement – municipal officers must approve after public hearing



Licenses that may be adopted through Ordinance

- Bowling Alleys
- Pool Halls
- Clams/Shellfish
- Eating Establishments
- Mobile Food Vendor
- Explosives
- Itinerant Vendors
- Moorings
- Pawnbrokers
- Pinball machines
- Roller Skating Rinks
- Taxicabs



Other miscellaneous clerk “stuff”

- Auctioneer Licenses – every auctioneer must show their license upon request of the municipal officers, municipal clerk or law enforcement in the town where the auction is taking place.
- Service of Process – a civil action against a municipality starts with service of a summons and complaint by a sheriff or constable.
- Maine Tort Claims Act – notice of claims of negligence by the municipality must be served to the clerk or municipal officers.



More "stuff"



- Business Filings - \$10 filing fee
 - Sole Proprietor (D/B/A)
 - Mercantile/Partnership
 - Withdrawal

- Hospital Liens - \$5 filing fee

- DD-214
 - Clerks file discharge or release papers of veterans for \$4 and retains forever
 - Confidential Record for 75 years
 - Copies only released to veteran, the spouse, power of attorney of veteran or the attorney of any of these, a member of the military department in their official capacity, or an administrator of the Maine Veterans' Home.



**But wait...
there's more!**



- Lots of other random forms and filings can be found in the appendixes of the Municipal Clerks' Manual, such as:
 - Building Condemnation
 - Findings of Fact, Conclusion & Decision
 - Road Discontinuance
 - Information About Eminent Domain
 - Dangerous Buildings
 - Oath Forms
 - Ministerial and School Lands



Test your knowledge

- Types of licenses that are mandatory to be administered at the local level
- Types of licenses that can be adopted through a local ordinance adoption
- Business filings
- DD 214 filings
- Hospital liens



Thank You



- You have reached the end of Module 11 of Municipal Law for Clerks.
- For specific questions on this topic, please contact MMA legal, your town's attorney or a clerk mentor.
- Please print this final page as proof of completion of this module.
- You may submit this final page to MMA along with the other ten modules' completion pages to obtain a certificate to be used for certification points.

