

## **Town of Arundel**

468 Limerick Road, Arundel, ME 04046 Tel: (207) 985-4201 Fax: (207) 985-7589

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Dear Business Applicant,

The steps necessary to apply for registration of a home occupation or business in Arundel are as follows:

1. Complete the Business Registration Form and return to: James Nagle, CEO at the town office.
2. The CEO will take the appropriate steps based on your application. If approved, you will receive a signed copy of the Business Registration Form as well as a Certificate of Occupancy if applicable.
3. A Personal Property Declaration form will be sent to you annually in March from the Assessor's office to be completed and returned as well. All business owners are required to declare personal property used for the purposes of the business.

If your application is denied, there is an appeal process. The CEO may be contacted for more information.

If you have any questions in completing this application please contact the CEO, Monday-Thursday, 8AM-4:30PM. @ (207) 985-4201.

MAP \_\_\_\_\_ LOT \_\_\_\_\_  
PP \_\_\_\_\_

**TOWN OF ARUNDEL  
BUSINESS REGISTRATION FORM**

OWNER OF BUSINESS: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DBA (DOING BUSINESS AS): \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

BUSINESS MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

BUSINESS TEL: \_\_\_\_\_

HOME TEL: \_\_\_\_\_

BUSINESS LOCATION: \_\_\_\_\_  
Road Name & Number

DATE/ YEAR BUSINESS ESTABLISHED IN ARUNDEL: \_\_\_\_\_

**PLEASE CHECK APPROPRIATE ANSWER**

**NOTE: ALL SECTIONS NEED TO BE FILLED OUT AND ALL TOWN OFFICIAL SIGNATURES ARE REQUIRED BEFORE YOU CAN OPERATE A BUSINESS IN THE TOWN OF ARUNDEL.**

DO YOU LEASE THIS PROPERTY? YES  NO

IF YES, NAME & ADDRESS OF PROPERTY OWNER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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ARE YOU PRIMARILY IN RETAIL SALES? YES  NO   
IF YES, WHAT TYPE? \_\_\_\_\_

ARE YOU PRIMARILY IN WHOLESALE SALES? YES  NO   
IF YES, WHAT TYPE? \_\_\_\_\_

DO YOU SERVE FOOD? YES  NO

DO YOU SERVE ALCOHOL? YES  NO   
IF YES, Liquor License needed.

DO YOU PROVIDE A SERVICE? YES  NO   
IF YES, WHAT TYPE? \_\_\_\_\_

DO YOU MANUFACTURE A PRODUCT? YES  NO   
IF YES, WHAT TYPE? \_\_\_\_\_

IF APPLICABLE, WHAT BUSINESS WAS PREVIOUSLY IN THIS LOCATION?

IS THERE ANY EQUIPMENT (FURNITURE, FIXTURES, TOOLS, COMPUTERS, OFFICE EQUIPMENT, ETC. USED ON THE PREMISES TO SUPPORT THIS BUSINESS? YES  NO

I certify that the above information is true and complete to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
APPLICANT'S SIGNATURE

**REMINDER:** Permits are required from the Code Enforcement Officer prior to the change of use of any property, the construction, modification or expansion of a building, or the erection of a sign.

**Inspectors:** James Nagle, CEO Building/Plumbing/Zoning/Electrical Mon-Thurs 8am-4:30pm 985-4201

**NOTICE FROM THE ASSESSOR:** All business owners are required to declare personal property used for the purposes of their business. You may use your own list format or use one that will be supplied to you upon request. This list should be returned to the Assessor by April 1st. Any questions should be referred to Beth Newcombe at 985-4201. If possible, please attach such a list with this completed registration/approval form.

ONCE THIS FORM IS COMPLETED AND SIGNED BY TOWN OFFICIALS, PLEASE RETURN TO:

**TOWN OF ARUNDEL**  
468 LIMERICK RD.  
ARUNDEL ME 04046 TEL. 985-4201 ---- FAX 985-7589

For Town Office use only

**CODE ENFORCEMENT OFFICER:** \_\_\_\_\_ DATE \_\_\_\_\_ APPROVED   
Signature/James Nagle, CEO REFERRED TO PLANNING BOARD   
REFERRED TO STAFF REVIEW BOARD   
DENIED   
NOT APPLICABLE

CEO COMMENTS AND/OR CONDITIONS: \_\_\_\_\_

**PLANNING BOARD REVIEW:** \_\_\_\_\_ DATE \_\_\_\_\_ APPROVED   
Signature/Tad Redway, Planner DENIED   
NOT APPLICABLE

If Conditional Use Permit issued, list any conditions: \_\_\_\_\_

**STAFF REVIEW BOARD:** \_\_\_\_\_ DATE \_\_\_\_\_ APPROVED   
Signature/Tad Redway, Planner DENIED   
NOT APPLICABLE

If Conditional Use Permit was issued, list any conditions: \_\_\_\_\_