



TOWN OF KENNEBUNKPORT, MAINE

~ INCORPORATED 1653 ~

REQUIREMENTS FOR BUSINESS OPENING

This checklist is designed to help new and returning shop owners comply with the requirements for opening a shop in Kennebunkport, as set forth in the Land Use Ordinance. If **you are returning to the same location as the previous year, and no changes have been made since your last occupancy permit, there is no need to apply for another.** If you are opening a new shop, or have moved and/ or made any changes to your shop, please follow this procedure:

1. Complete and sign a Sign Permit application (attached) and submit it to the Code Enforcement Office, along with the \$50.00 Sign Permit fee.
2. Complete a Business Outline (attached) and submit it to the Code Enforcement Office.
2. Before you open for business, you must call the Code Enforcement Office to request an appointment for an inspection of your shop. It is very important that you fulfill the following requirements in order to pass the inspection and obtain your occupancy permit:
 - a) You **must** have a smoke detector in every room
 - b) You **must** have a fire extinguisher next to all exit doors
 - c) You **must** post EXIT signs over all exit doors
 - d) Means of emergency exit (egress) **must not** be blocked

Again, it is important to make sure that all requirements are met before calling for an inspection. A shop inspection fee of **\$50.00** will be charged for the inspection, and shall be paid prior to. If you fail the initial inspection, the fee will be doubled for any and all subsequent inspections.

If you have any questions, please call the Code Enforcement Officer's secretary at 207) 967-1605.