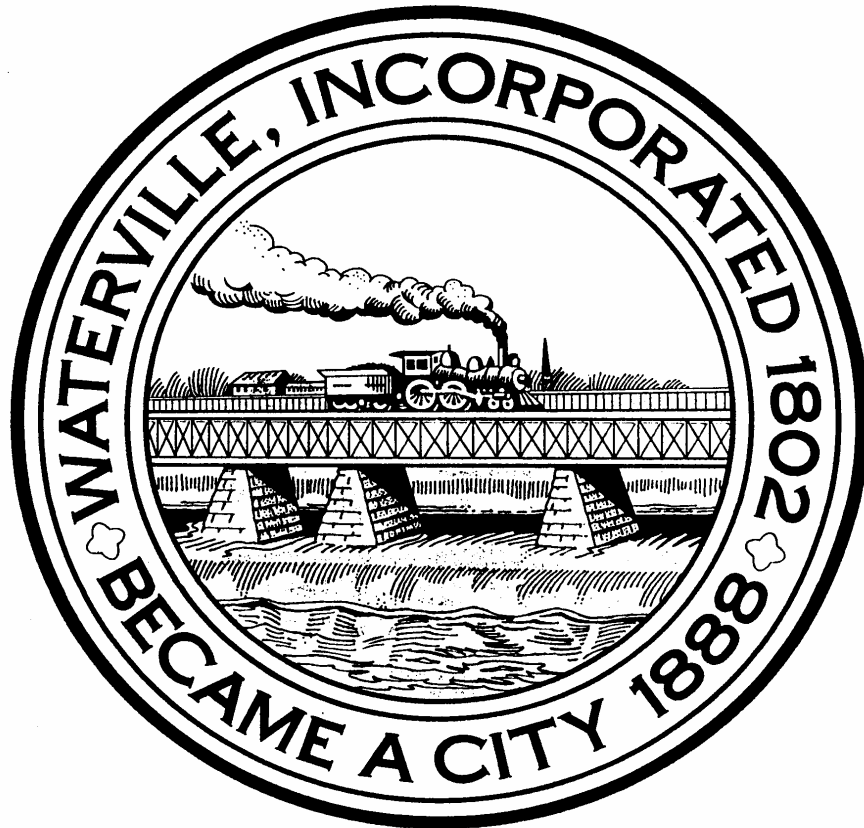


*A GUIDE TO DOING BUSINESS  
IN  
WATERVILLE, MAINE*



*Prepared by the Economic Restructuring Committee of Waterville Main Street,  
with assistance from the Mid-Maine Chamber of Commerce*



***CITY OF WATERVILLE***  
*Office of the Mayor*

Greetings!

As Mayor of the City of Waterville, I welcome your interest in our City. I am committed to doing as much as I can to make Waterville an outstanding place to live, work, and do business. This Guide should answer many of your questions, however please feel free to contact me at City Hall if you need additional information.

Sincerely,

Paul R. LePage  
Mayor



***Waterville Main Street***

177 Main Street  
Waterville, ME 04901

On behalf of Waterville Main Street, I applaud your interest in doing business in Waterville. We hope this Guide will be a useful source of information. If you are considering locating in the downtown area, please feel free to contact our office if we can be of any assistance.

Sincerely,

Ave Vinick  
President

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*Revised 3-20-06*

## INTRODUCTION

This reference is intended to be an information resource to anyone who is contemplating establishing a new business or purchasing or expanding an existing business in the City of Waterville. Since this pamphlet is an “informational resource” only, it should not be used as the sole source of information. Agencies listed should be contacted to verify information and answer questions.

### KEY MUNICIPAL AND REGIONAL OFFICES

	<u>TELEPHONE:</u>	<u>LOCATION:</u>
City Hall	680-4200	FAX: (207)680-4239
Mayor	680-4204	City Hall
Administrator	680-4204	1 Common Street
City Clerk	680-4213	Waterville, ME 04901
Police Chief	680-4704	
Tax Assessor	680-4222	
Finance Department	680-4248	
City Planner	680-4230	Fax: (207) 680-4234
Planning Board	680-4230	The Center Building*
Code Enforcement Officer	680-4231	93 Main Street
Board of Zoning Appeals	680-4231	Waterville, ME 04901
Electrical Inspector	680-4231	
Building Inspector	680-4231	
Plumbing Inspector	680-4231	
Project Engineer	680-4232	
Economic Development & Special events	680-4233	
<b>*All mail should be sent to 1 Common Street, Waterville, ME 04901 for Planning or Code Enforcement Departments.</b>		
Fire Chief	680-4730	Central Fire Station
Fire Department	680-4735	7 College Ave Waterville, ME 04901
Police Department	680-4700	1 Common St. Waterville, ME. 04901
Public Works Department & Parks and Recreation	680-4744	6 Wentworth Court Waterville, ME 04901 Fax (207) 877-7532
Central Maine Power Company Business Lighting Program Commercial/industrial Accounts	1-800-649-1169 1-800-565-3181	Central Maine Power Company 83 Edison Drive Augusta, ME 04336
Kennebec Sanitary Treatment District	873-0611	401 Water Street Waterville, ME 04901
Waterville Sewerage District	873-5191	255 Main Street Waterville, ME 04901
Kennebec Water District	872-2763	6 Cool Street Waterville, ME 04901

## **SCHEDULED MEETINGS**

Held in City Council Chambers  
The Center Building (Formerly known as The Sterns Building)  
93 Main Street, Third Floor  
Waterville, ME

## **CITY HALL HOURS**

Administration	8:00 a.m. to 5:00 p.m.
Clerk's Office	7:30 a.m. to 5:00 p.m.
Finance Department	7:30 a.m. to 5:00 p.m.

## **BOARD MEETINGS**

City Council:	1 <sup>st</sup> and 3 <sup>rd</sup> Tuesday of each month
Board of Zoning Appeals:	2 <sup>nd</sup> and 4 <sup>th</sup> Wednesday of each month
Planning Board:	1 <sup>st</sup> and 3 <sup>rd</sup> Monday of each month
Board of Assessment Review:	<i>As Needed</i>

Call specific department for deadlines.

**Meetings which fall on holidays may be rescheduled.**

## **NEW BUSINESS IN EXISTING BUILDING CHECKLIST**

Check those items that apply and add any additional steps you might need to get your business venture off to a smooth start.

- \_\_\_\_\_ **Business conforms to current zoning ordinance**-Check with the Code Enforcement Officer, the Center Building.
- \_\_\_\_\_ **Permits for Renovations or Alterations completed**-Check with the Code Enforcement Officer, The Center Building.
- \_\_\_\_\_ **License Transfer**-All business licenses are non-transferable.
- \_\_\_\_\_ **Apply for new license**-See listing on pages 5 and 6.
- \_\_\_\_\_ **Fire and Safety Inspections**-See Fire Inspector, Central Fire Station.
- \_\_\_\_\_ **Health Inspection or Certificates**-Contact appropriate state department (Check with City Clerk first).
- \_\_\_\_\_ **Sign Permit**-Check with the Code Enforcement Officer, The Center Building.
- \_\_\_\_\_ **Sign Name Change**-Check with the Code Enforcement Officer, The Center Building.
- \_\_\_\_\_ **Change of Use Permit**- Check with the Code Enforcement Officer, The Center Building.
- \_\_\_\_\_ **Central Maine Power Company**
- \_\_\_\_\_ **Kennebec Water District**
- \_\_\_\_\_ **Waterville Sewerage District**

All firms must have a State ID Number and State Sales Tax Number. Contact the Bureau of Taxation, Sales Tax Section, PO Box 1065, Augusta, ME 04332-1065, (207) 289-2336. An Employer Identification Number (EIN) Form SS-4 must be applied for at the Internal Revenue Services, 1-800-829-3676, if you have not obtained an EIN before and if:

1. You pay wages to one or more employees,
2. You are required to have an **EIN** to use on any return, statement, or other document, even if you are not an employer, or
3. You are required to withhold taxes on income other than wages paid to a non-resident, alien (individual, corporation, partnership etc.).

## FINANCIAL ASSISTANCE PROGRAMS

The following programs are available for businesses looking to establish themselves in Waterville or businesses in Waterville looking to expand and grow.

<b>Program</b>	<b>Purpose</b>	<b>Benefit</b>	<b>Contact</b>
Agricultural Marketing Loan Fund	To assist in the expansion of existing agriculture-based businesses and the development of new business.	Low interest (5-8%) loans up to \$250,000 for eligible businesses' capital purchases to develop new and innovative technologies and processes that improve the manufacturing, marketability, and production of Maine made products.	Department of Agriculture 207-287-3491 <a href="http://www.maine.gov/agriculture">www.maine.gov/agriculture</a>
Agricultural Development Grant Fund	To encourage efforts by farmers, aquaculturists and food processors to expand their markets, promote their products and test new technological processes.	Matching, competitive grant program.	Department of Agriculture 207-287-3491 <a href="http://www.maine.gov/agriculture">www.maine.gov/agriculture</a>
Coastal Enterprises, Inc. Financial Assistance Programs	To promote small business projects which address a human, community, or environmental need, whether through employment, wages and benefits, type of product or service, or location.	Typical loans range from under \$5,000 to \$300,000; with longer lead time, larger financing amounts are possible. CEI can also help raise funds for projects from other entities. Usually one job per \$15,000 of CEI capital, with opportunities targeted to TANF recipients, persons with disabilities, and other dependent individuals, is part of the financing agreement.	Coastal Enterprises, Inc. 207-882-7552 <a href="http://www.ceimaine.org">www.ceimaine.org</a>
Commercial, Small Business & Veterans' Small Business Loan Insurance Programs	To help small businesses access commercial credit by providing loan insurance to commercial lenders.	FAME may insure up to 90% of a loan on a pro-rata basis or 100% of 25% of a loan on a leveraged basis. For eligible veterans and wartime veterans, FAME may insure 100% of a loan up to a maximum exposure of \$75,000 and \$125,000, respectively.	Finance Authority of Maine 207-623-3263 or 800-228-3734 <a href="http://www.famemaine.com">www.famemaine.com</a>
Economic Recovery Loan Program	This program targets Maine-based businesses that have exhausted other sources of capital.	Provides financing up to \$200,000 to help businesses remain viable and/or improve productivity.	Finance Authority of Maine 207-623-3263 or 800-228-3734 <a href="http://www.famemaine.com">www.famemaine.com</a>
Employment Tax Increment Financing (ETIF)	To provide qualified businesses that add five or more qualified employees within a two year period with financing.	Financing provided is equal to 30, 50 or 75% of the added employees' Maine income tax withholdings, for a period of up to 10 years.	Department of Economic and Community Development 207-624-9800 <a href="http://www.econdevmaine.com">www.econdevmaine.com</a>

Pine Tree Development Zone	Intended to encourage and reward the creation of the new qualified business activity with its accompanying employment and investment in property in economically distressed areas of Maine	See link for benefits <a href="http://www.mainebiz.org/why_maine/pine_tree_zones.asp">http://www.mainebiz.org/why_maine/pine_tree_zones.asp</a>	Department of Economic and Community Development 207-624-9800 <a href="http://www.econdevmaine.com">www.econdevmaine.com</a>
Community Development Block Grant	Provides gap funding to assist businesses in the creation or retention of jobs. Funds can be used for capital expenditures as well as non-capital and operating expenses	A community may apply for up to \$400,000 in grant funds on behalf of a specific business. The business must create one job for every \$20,000 in grant funds; this decreases to one job for every \$30,000 in grant funds if the business is located in a Pine Tree Development Zone and is a certified Pine Tree Zone business. In either case, at least 51 percent of the new or retained jobs must go to low-to-moderate income individuals.	Kennebec Valley Council of Governments 207-453-4258 <a href="http://www.kvcog.org">www.kvcog.org</a>
Maine Technology Institute (MTI)	To provide investments through a competitive award process to private companies and non-profit organizations that will increase the level and the pace of research and development in the state's technology sectors and create new jobs for Maine people.	Investments up to \$500,000 that are awarded on a competitive basis several times a year. All MTI awards require a minimum 1:1 cash match.	Maine Technology Institute 207-582-4790 <a href="http://www.mainetechnology.org">www.mainetechnology.org</a>
Occupational Safety Loan Program	To provide low cost financing for businesses that install or improve equipment that reduces workplace hazards and promotes the health and safety of employees.	Participants can obtain direct loans of up to \$50,000 at a 3% annual interest rate.	Department of Labor 207-624-6400 <a href="http://www.maine.gov/labor">www.maine.gov/labor</a>
Regional Economic Development Revolving Loan Program	A revolving loan fund that provides businesses that have 50 or fewer employees or less than \$5 million in annual sales. The loan funds are intended to create or retain high-quality jobs. These loans may be subordinated to financing from other lenders.	Direct loans of up to \$200,000 from regional economic development agencies. Loan funds may not exceed one-third of total project costs being financed.	Finance Authority of Maine 207-623-3263 or 800-228-3734 <a href="http://www.famemaine.com">www.famemaine.com</a>
Small Business Association: Basic 7(a) Loan Guaranty	SBA's primary business loan program to help qualified small businesses obtain financing when they might not be eligible for business loans through normal lending channels. It is also the agency's most flexible business loan program, since financing under this program can be guaranteed for a variety of general business purposes.	Loan proceeds can be used for most sound business purposes including working capital, machinery and equipment, furniture and fixtures, land and building (including purchase, renovation and new construction), leasehold improvements, and debt refinancing (under special conditions). Loan maturity is up to 10 years for working capital and generally up to 25 years for fixed assets.	Small Business Association 207-622-8274 <a href="http://www.sba.gov/me">www.sba.gov/me</a>

Small Business Association: Certified Development Company (CDC), a 504 Loan Program	To provide long-term, fixed-rate financing to small businesses to acquire real estate or machinery or equipment for expansion or modernization.	Typically a 504 project includes a loan secured from a private-sector lender with a senior lien, a loan secured from a CDC (funded by a 100 percent SBA-guaranteed debenture) with a junior lien covering up to 40 percent of the total cost, and a contribution of at least 10 percent equity from the borrower. The maximum SBA debenture generally is \$1 million (and up to \$1.3 million in some cases).	Small Business Association 207-622-8274 <a href="http://www.sba.gov/me">www.sba.gov/me</a>
Small Business Association: Microloan, a 7(m) Loan Program	To provide short-term loans to small businesses and not-for-profit child-care centers for working capital or the purchase of inventory, supplies, furniture, fixtures, machinery, and/or equipment.	Up to \$35,000 in loans. Proceeds cannot be used to pay existing debts or to purchase real estate. The SBA makes or guarantees a loan to an intermediary, who in turn makes the microloan to the applicant. These organizations also provide management and technical assistance.	Small Business Association 207-622-8274 <a href="http://www.sba.gov/me">www.sba.gov/me</a>
Small Corporate Offering Registration (SCOR)	Intended to be a means by which a company needing capital may make a public offering of securities, without the often costly and time-consuming process of an SEC registration. The program's primary focus is reducing the cost of capital to small businesses.	The program enables corporations and limited liability companies to raise up to \$1,000,000 in any 12-month period through the sales of securities to the public.	Department of Professional and Financial Regulation 207-624-8551 <a href="http://www.maine.gov/pfr">www.maine.gov/pfr</a>
Small Enterprise Growth Fund	The purpose of this fund is to promote growth for small businesses that demonstrate a potential for high growth and public benefit.	Provides up to \$500,000 in patient capital. Funds must be matched in cash. Investments from the fund may be structured as convertible debentures or direct purchases of preferred stock.	Small Enterprise Growth Fund 207-623-3263 or 800-228-3734 <a href="http://www.segfmaine.com">www.segfmaine.com</a>
Tax Exempt Bond (SMART-E)	To provide tax-exempt bond financing to manufacturers that may be used to purchase and/or construct a manufacturing facility, and/or purchase new machinery and equipment. Because these bonds are tax-exempt, borrowers are offered attractive interest rates.	Tax-exempt bond financing up to \$7,000,000. Bonds may be structured to finance up to 90% of an eligible loan based on collateral value.	Finance Authority of Maine 207-623-3263 or 800-228-3734 <a href="http://www.famemaine.com">www.famemaine.com</a>
Taxable Bond (SMART)	To provide credit-enhanced taxable bond financing for the construction or acquisition of real estate and the purchase of new or existing machinery and equipment. The assets do not need to be related to manufacturing.	Taxable bond financing up to \$7,000,000.	Finance Authority of Maine 207-623-3263 or 800-228-3734 <a href="http://www.famemaine.com">www.famemaine.com</a>

Tax Increment Financing (TIF)	To provide municipalities with a local tool to finance the cost of private development.	A municipality may use all or a portion of the new property taxes that result from an investment project within a designated district to assist in that project's financing. The municipality has the option of issuing bonds (which are retired using the tax increment), or disbursing the tax increment directly to the investing business to cover project costs. TIF districts may be designated for a period of up to 30 years. The terms of financing are established by the municipality. A public hearing and the majority vote of the municipal legislative body is required.	Department of Economic and Community Development 207-624-9800 <a href="http://www.econdevmaine.com">www.econdevmaine.com</a>
Business Equipment Tax Reimbursement Program (BETR)	To provide tax relief to allow businesses to become established or expand.	An annual reimbursement of all local taxes paid on qualified business personal property for up to 12 years.	Maine Revenue Services 207-626-8475 <a href="http://www.maine.gov/revenue">www.maine.gov/revenue</a>
High-Technology Investment Tax Credit	To promote investment in high-technology businesses	Provides businesses primarily engaged in high-tech activities a tax credit equal to the adjusted basis of eligible equipment placed in service in Maine less any lease payments received during the taxable year. The tax credit may not exceed \$100,000 in any one year and may not be used in tandem with BETR. Any unused credit amount may be carried forward up to five years.	Maine Revenue Services 207-626-8475 <a href="http://www.maine.gov/revenue">www.maine.gov/revenue</a>
Jobs and Investment Tax Credit	To allow any business, other than a public utility, that invests at least \$5 million in a taxable year in qualifying types of personal property and creates 100 new jobs in Maine within the ensuing two year period, a tax credit.	A tax credit equal to 10% of the lesser of \$500,000 per year or to the tax otherwise due. Any unused credit amount may be carried forward up to six years.	Maine Revenue Services 207-626-8475 <a href="http://www.maine.gov/revenue">www.maine.gov/revenue</a>
Maine Seed Capital Tax Credit Program	To encourage equity investment in young business ventures, directly and through private venture capital funds.	Provides investors with state income tax credits for up to 60% of the cash equity they provide to eligible Maine businesses. Investments eligible for tax credits may be used for fixed assets, research or working capital.	Finance Authority of Maine 207-623-3263 or 800-228-3734 <a href="http://www.famemaine.com">www.famemaine.com</a>

Research Expense Credit	To promote research and development by businesses in Maine.	Provides a 5% income tax credit to companies that incur qualifying research expenses in excess of their average research expenses. The program also provides a 7.5% credit to companies that incur basic research payments to qualified organizations, educational institutions, and other research organizations.	Maine Revenue Services 207-626-8475 <a href="http://www.maine.gov/revenue">www.maine.gov/revenue</a>
Super Credit for Substantially Increased Research and Development	To provide added incentive for businesses that qualify for the Research Expense Credit and whose qualified research expenses in Maine for the taxable year exceed 150% of their average research expenses for the three taxable years prior to September 1997.	The credit is equal to the amount of qualified research expenses for the taxable year that exceed 150% of that average research expense, and may not exceed 50% of the net tax due after the allowance of any other credits.	Maine Revenue Services 207-626-8475 <a href="http://www.maine.gov/revenue">www.maine.gov/revenue</a>
Biotechnology Sales Tax Exemption	Sales tax exemptions to encourage increased investment and feasibility.	An exemption for the purchase of machinery, equipment, instruments, and supplies used by the purchaser directly and primarily in a biotechnology application.	Maine Revenue Services 207-287-2336 <a href="http://www.maine.gov/revenue">www.maine.gov/revenue</a>
Custom Computer Programming Sales Tax Exemption	Sales tax exemptions to encourage increased investment and feasibility.	An exemption for the purchase of custom computer programming.	Maine Revenue Services 207-287-2336 <a href="http://www.maine.gov/revenue">www.maine.gov/revenue</a>
Fuel and Electricity Sales Tax Exemption	Sales tax exemptions to encourage increased investment and feasibility.	Exempts from sales tax 95% of the sales price of all fuel and electricity purchased for use at a manufacturing facility.	Maine Revenue Services 207-287-2336 <a href="http://www.maine.gov/revenue">www.maine.gov/revenue</a>
Manufacturing Sales Tax Exemptions	Sales tax exemptions to encourage increased investment and feasibility.	An exemption for the purchase of qualified machinery and equipment used in the production of tangible personal property as well as the repair and replacement of parts. Material used in production is also exempt.	Maine Revenue Services 207-287-2336 <a href="http://www.maine.gov/revenue">www.maine.gov/revenue</a>
Research Machinery and Equipment Sales Tax Exemption	Sales tax exemptions to encourage increased investment and feasibility.	Exemptions for machinery and equipment used directly and exclusively for research and development.	Maine Revenue Services 207-287-2336 <a href="http://www.maine.gov/revenue">www.maine.gov/revenue</a>

Governor's Training Initiative (GTI)	To provide support to an employer who provides a starting wage equal to 85% of the average wage for that occupation in the given labor market area and contributes at least 50% of the premium cost of employee health insurance. (Some small and new businesses are exempt from the second requirement.)	Financial assistance to support job creation, retention, and upgrading by directly linking Maine's education and training resources to the needs of Maine's employers.	Department of Labor 207-624-6390 <a href="http://www.maine.gov/labor">www.maine.gov/labor</a>
Maine Apprenticeship Program	To provide on-the-job training and related classroom instruction.	Up to \$100 per course may be reimbursed for successful completion of course work.	Department of Labor 207-624-6390 <a href="http://www.maine.gov/labor">www.maine.gov/labor</a>
Maine Quality Centers Program (MQC)	This program is offered at no cost to companies or trainees by the state's community colleges, including Kennebec Valley Community College. To qualify, companies must create a minimum of eight new fulltime jobs with benefits.	Provides 100% state-financed education and training for new employees, as well as customized recruitment.	Maine Quality Centers 207-767-5210 or 800-491-3121 <a href="http://www.mtcs.net/mainequalitycenters.html">www.mtcs.net/mainequalitycenters.html</a>

## BUSINESS TRAINING AND TECHNICAL ASSISTANCE PROGRAMS

The following programs are available for businesses looking to establish themselves in Waterville or businesses in Waterville looking to expand and grow.

<b>Program</b>	<b>Description</b>	<b>Eligibility</b>	<b>Contact</b>
Small Business Association: Loan Prequalification	Allows business applicants to have their loan applications for \$250,000 or less analyzed and potentially sanctioned by the SBA before they are taken to lenders for consideration. The program focuses on the applicant's character, credit, experience, and reliability rather than assets.	An SBA-designated intermediary works with the business owner to review and strengthen the loan application. The review is based on key financial ratios, credit and business history, and the loan-request terms. The program is administered by the SBA's Office of Field Operations and SBA district offices.	Small Business Association 207-622-8274 <a href="http://www.sba.gov/me">www.sba.gov/me</a>
Get real. Get Maine!	A promotional campaign designed to market Maine food and other agricultural products that are primarily grown, raised, harvested, or processed in Maine. Products are promoted through a variety of elements including advertising, a nationally distributed wholesale buyers' guide, the internet and through participation in fairs, activities and events.	Products must be primarily grown, raised, harvested, or processed in Maine.	Department of Agriculture 207-287-3491 <a href="http://www.getrealmaine.com">www.getrealmaine.com</a>
Maine Products Marketing Program.	Provides marketing assistance to Maine companies producing consumer goods. Producers of quality products substantially made in Maine can take advantage of a number of exciting programs: Maine Made America's Best product identification, kiosk display opportunities, presence on <a href="http://www.mainemade.com">www.mainemade.com</a> , and national and regional trade show opportunities.	Must be producers of quality products substantially made in Maine.	Department of Economic and Community Development 207-624-9825 <a href="http://www.mainemade.com">www.mainemade.com</a>
Governor's Training Initiative (GTI)	Provides financial assistance to support job creation, retention, and upgrading by directly linking Maine's education and training resources to the needs of Maine's employers.	To be eligible, an employer must provide a starting wage equal to 85% of the average wage for that occupation in the given labor market area and contribute at least 50% of the premium cost of employee health insurance. (Some small and new businesses are exempt from the second requirement.)	Department of Labor 207-624-6390 <a href="http://www.maine.gov/labor">www.maine.gov/labor</a>

Maine Apprenticeship Program	Provides on-the-job training and related classroom instruction. Up to \$100 per course may be reimbursed for successful completion of course work. At the end of the program, the employer has a certified, skilled journeyperson.	Any business with need of skilled journeypersons.	Department of Labor 207-624-6390 <a href="http://www.maine.gov/labor">www.maine.gov/labor</a>
Maine Quality Centers Program (MQC).	Provides 100% state-financed education and training for new employees, as well as customized recruitment. This program is offered at no cost to companies or trainees by the state's technical colleges.	To qualify, companies must create a minimum of eight new fulltime jobs with benefits.	207-767-5210 or 800-491-3121 <a href="http://www.mtcs.net/mainequalitycenters.html">www.mtcs.net/mainequalitycenters.html</a>
Applied Technology Development Centers,	Technology incubators for start-up companies commercializing products and services in Maine's seven targeted technology sectors, provide cost effective facilities and services, including training and access to business, technical, and financial resources.	Applied Technology Development Centers exist for the information technology, composite materials, precision manufacturing, biotechnology, forestry and agriculture, environmental, and aquaculture industries.	Department of Economic and Community Development 207-624-9800 <a href="http://www.econdevmaine.com">www.econdevmaine.com</a>
Business Answers	Maine's toll-free business information hotline provides assistance in most areas of starting and operating a business in Maine. In addition to providing information about state small business development resources, this program offers One Stop Business License assistance. This service helps businesses identify state licensing requirements that pertain to them and provides applications and information needed for business operation. Complementing these services is the small business advocate, who can facilitate communications between small businesses and state government.	None	Department of Economic and Community Development 800-872-3838 in Maine 800-541-5872 outside Maine <a href="http://www.econdevmaine.com">www.econdevmaine.com</a>

Market Development Center (MDC)	Procurement technical assistance and counseling to help Maine businesses market products and services to federal and state government. Access to contract opportunities, information, resources, and education on government contracting is available.	None	Market Development Center 800-339-6389 www.mdcme.org
Maine Manufacturing Extension Partnership (Maine MEP)	Provides small or medium-sized manufacturers and with the help and solutions they need to succeed. Trained Maine MEP field staff can help with lean manufacturing, technology transfer, ISO 9000/12000 certification, energy and environmental assessments, and other solutions designed to improve the competitiveness of Maine manufacturers.	Must be a small or medium-sized manufacturer.	Maine Manufacturing Extension Partnership 207-623-0680 or 800-MEP-4MFG www.mainemep.org
Maine Small Business Development Centers (SBDC)	Comprehensive management and technical assistance to emerging and small businesses. With a network of eight regional centers, this program offers no-cost, one-on-one business counseling as well as workshops, computer learning centers, and other business related services.	None	Small Business Development Centers 207-780-4420 www.mainesbdc.org
Business Development Specialists	Experts in economic and business development who work directly with companies and economic development organizations to identify and respond to the specific needs of Maine's business community. The Maine Office of Business Development has business development specialists strategically located in regions throughout the state.	None	Department of Economic and Community Development's Office of Business Development 207-624-9804 www.econdevmaine.com

Maine Business Works (MBW)	Web site provides access to a comprehensive array of economic development information to start a new business or improve the profitability of an existing business. MBW also provides a vital electronic link among Maine economic development service providers to increase the efficiency and effectiveness of programs designed to help small businesses thrive in Maine.	None	<a href="http://www.mainebusinessworks.org">www.mainebusinessworks.org</a>
Senior Corps of Retired Executives	SCORE "Counselors to America's Small Business" is a nonprofit association dedicated to providing entrepreneurs with free, confidential face-to-face and email business counseling. Business counseling and workshops are offered at 389 chapter offices across the country.	None	SCORE 207-772-1147 <a href="http://www.score.org">www.score.org</a>

## **BUILDING PERMIT INFORMATION**

A building permit must be obtained for:

- New Construction
- Structural Renovation
- Renovations
- Moving Buildings
- Mobile Homes
- Modular Homes

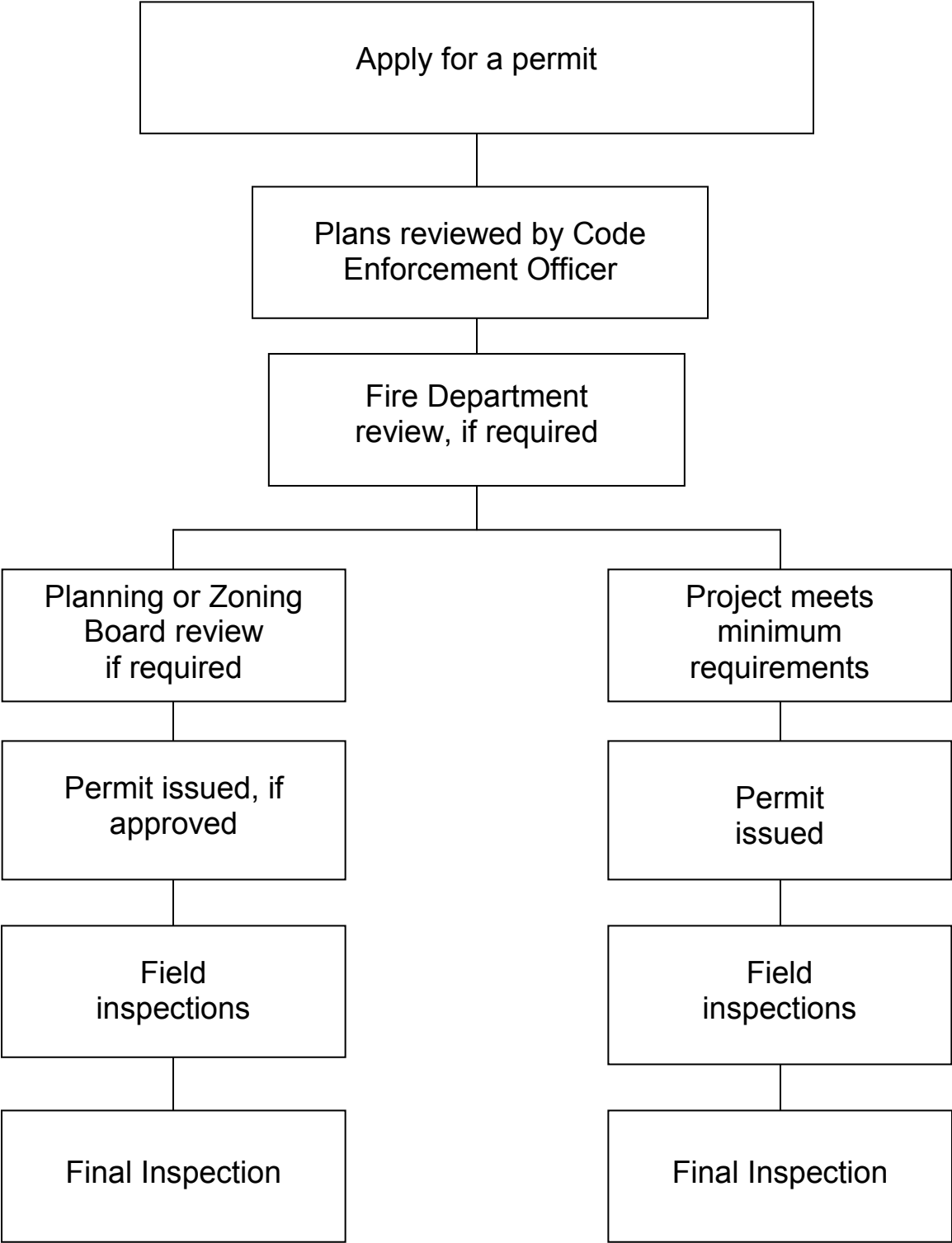
Prior to beginning any work, the applicant must apply in person to the Building Inspector at the Center Building, 93 Main Street. At that time, a determination will be made with regard to appropriate documentation required, and whether or not any other City department or board must approve the project.

If required, the applicant will provide not less than two (2) true copies of plans and specifications as follows:

- Drawn to scale of not less than 1" to 40'
- Plans show current International Building Code and NFPA #101 Life Safety code requirements including:
  - Floor plan
  - Exit size and locations
  - Door and window schedule
  - Wall construction
  - Interior finish
  - Emergency lighting
  - Fire alarm and sprinkler system
  - Fire protection equipment, if required
- Name, address, and telephone number of a person to contact if there are any questions concerning the plans.  
Please contact the Director of Inspections to see if plans need to be sealed by a Professional Engineer.

Once the building permit has been issued, the Building Inspector will issue a Certification of Occupancy after the final inspection.

# BUILDING PERMIT PROCESS



**FEES FOR ITEMS NOT COVERED IN IBC/IRC SCHEDULE  
BUILDING PERMITS**

<b>PERMIT TYPE</b>	<b>WATERVILLE</b>
OUTBUILDINGS UP TO 10X10	\$10.00
NEW DRIVEWAYS (curb cut)	\$30.00 for first \$1,000.00 after that \$6.00 per \$1,000.00
PARKING	25-100 spaces - \$60 101-300 spaces - \$89 Over 300 - \$1.00 per space
MOBILE HOME	\$100.00
RENOVATIONS	\$30.00 for first \$1,000.00 after that \$7.00 per \$1,000.00
CHANGE OF USE	\$30.00
SPRINKLER SYSTEMS For systems not part of another project.	If under 10 heads - \$5 Over 10 heads or under 50 - \$16 Over 50 Heads - \$41 Over 100 heads - \$58  Add \$10 for each story over 1 <sup>st</sup> . Over 50 heads requires plans review - \$100
POOLS	\$30.00 for first \$1,000.00 after that \$6.00 per \$1,000.00
FUEL TANK	Underground and above ground tanks 331 gallons to 300,001 or more, gasoline, fuel or oil tank - \$37.00 Liquefied gases 125 to 120,000 gallons or more water capacity, under and above ground - \$37.00
SIGNS	\$30.00 plus \$.20 per sq. ft
EXCAVATION/ GRADING, ETC.	\$30.00 for first \$1,000.00 after that \$6.00 per \$1,000.00
DEMOLITION	\$30.00 for first \$1,000.00 after that \$6.00 per \$1,000.00
MOVING	Removal of a building or structure from one lot to another or to a new location on the same lot. \$30 plus 100% of any direct cost for services provided by the City.
BELATED FEE FOR LATE APPLICATION AFTER WORK HAS BEEN STARTED	According to City Ordinance
MISCELLANEOUS ITEMS	\$30.00 for first \$1,000.00 after that \$6.00 per \$1,000.00
FIRE DEPARTMENT PLAN REVIEW	No Fee
CITY ENGINEER PLAN REVIEW	No Fee

## ELECTRICAL PERMIT FEES

PERMIT TYPE	WATERVILLE
MINIMUM FEES	\$27.00 Residential \$27.00 Multi-Family Dwelling (Per Unit) \$45.00 Commercial \$27.00 All Temporary Services
MOBILE HOME	\$27.00
MODULAR HOME	\$27.00
SWIMMING POOLS	\$10.00
ALARM SYSTEMS, FIRE, BURGLAR, ETC.	\$10.00 <u>Each</u>
CLOSED CIRCUIT TV, INTERCOM SYSTEMS	\$10.00
SIGNS – PORTABLE, MOBILE, PERMANENT	\$10.00
EMERGENCY LIGHTING SYSTEM PER LIGHT	\$5.00
RE-INSTALL ELECTRICAL SERVICE AFTER SIDING JOB	\$27.00
SERVICES, SINGLE PHASE & THREE PHASE	\$15.00 1 and 3 phase up to 800 amps \$25.00 More than 800 amps \$4.00 Branch circuit panels, <u>Each</u>
WIRING	\$.50 Openings (outlet, light, switch), <u>Each</u>
APPLIANCES 240 VOLTS	\$3.00 Ranges, ovens, water heater, dryer, air conditioner, <u>Each</u>
APPLIANCES 120 VOLTS	\$3.00 Compactor, dishwasher, disposal, air conditioner, <u>Each</u>
DOMESTIC HEAT	\$1.00 Electric per KW \$5.00 Gas, oil, other
CIRCUSES, CARNIVALS, FAIRS, ETC.	\$40.00 Up to 400 amps \$50.00 More than 400 amps
TRANSFORMERS	\$20.00 Vaults \$10.00 0-25 KVA \$14.00 26-200 KVA \$20.00 Over 200 KVA
MOTORS & GENERATORS	\$2.00 Motors – fractional, <u>Each</u> \$4.00 Motors – 1 hp and larger, <u>Each</u> \$20.00 Generators, <u>Each</u>

## PLUMBING FEES

\$24 MINIMUM FEE

\$6.00 per fixture

Hook-up: to public sewer in those cases where the connection is not regulated and inspected by the local Sanitary District

Or

Hook-up: to an existing subsurface wastewater disposal system

Piping relocation: of sanitary lines, drains, and piping without new fixtures.

Hosebibb/sillcock

Floor Drain

Urinal

Drinking Fountain

Indirect Waste

Water Treatment Softener, Filter, Etc.

Grease/Oil Separator

Dental Cuspidor

Bidet

Other: \_\_\_\_\_

Bathtub (and Shower)

Shower (Separate)

Sink

Wash Basin

Water Closet (Toilet)

Clothes Washer

Dish Washer

Garbage Disposal

Laundry Tub

Water Heater

# City of Waterville

## Buildings

### RESIDENTIAL / COMMERCIAL / INDUSTRIAL / INSTITUTIONAL

#### FEE FORMULA

**Permit Fee Multiplier = .0089**

**Gross Area Modifier = 74**

**Permit Fee = (Gross Area) x (Gross Area Modifier) X (Type of Construction Factor)  
X (Permit Fee Multiplier)**

International Building Code

Group		Type of Construction								
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	Assembly, theaters, with stage	1.75	1.70	1.66	1.57	1.48	1.47	1.53	1.37	1.33
	Assembly, theaters, without stage	1.58	1.53	1.49	1.40	1.31	1.30	1.36	1.20	1.16
A-2	Assembly, nightclubs	1.26	1.22	1.19	1.12	1.04	1.04	1.08	0.95	0.92
A-2	Assembly, restaurants, bars, banquet halls	1.24	1.21	1.16	1.10	1.02	1.03	1.07	0.92	0.91
A-3	Assembly, churches	1.60	1.54	1.50	1.42	1.33	1.32	1.37	1.22	1.18
A-3	Assembly, general, community halls, libraries museums	1.25	1.20	1.15	1.07	0.97	0.97	1.07	0.86	0.83
A-3	Assembly, arenas	1.24	1.21	1.16	1.10	1.02	1.03	1.03	0.92	0.91
B	Business	1.23	1.18	1.14	1.07	0.96	0.95	0.95	0.84	0.82
E	Educational	1.33	1.28	1.24	1.17	1.08	1.05	1.05	0.96	0.92
F-1	Factory and industrial, moderate hazard	0.76	0.72	0.67	0.64	0.55	0.56	0.56	0.46	0.44
F-2	Factory and industrial, low hazard	0.74	0.71	0.67	0.62	0.55	0.55	0.55	0.46	0.43
H-1	High hazard, explosives	0.73	0.69	0.65	0.60	0.53	0.53	0.53	0.45	n.p
H-2 – H-4	High hazard	0.73	0.69	0.65	0.60	0.53	0.53	0.53	0.45	0.41
H-5	HPM	1.23	1.18	1.14	1.07	0.96	0.96	0.95	0.84	0.82
I-1	Institutional, supervised environment	1.21	1.16	1.13	1.07	0.98	0.98	0.98	0.89	0.86
I-2	Institutional, incapacitated	2.07	2.03	1.98	1.91	1.80	1.80	n.p.	1.68	n.p
I-3	Institutional, restrained	1.41	1.36	1.32	1.25	1.15	1.15	1.14	1.04	0.99
I-4	Institutional, day care facilities	1.21	1.16	1.13	1.07	0.98	0.98	0.98	0.89	0.86
M	Mercantile	0.96	0.92	0.88	0.82	0.74	0.74	0.75	0.65	0.63
R-1	Residential, hotels	1.31	1.27	1.24	1.17	1.09	1.09	1.09	1.00	0.97
R-2	Residential, multiple family	1.10	1.06	1.02	0.96	0.88	0.88	0.88	0.79	0.76
R-3 & IRC	Residential, one and two family	0.91	0.88	0.86	0.82	0.78	0.78	0.77	0.72	0.67
R-4	Residential, care/assisted living facilities	1.21	1.16	1.13	1.07	0.98	0.98	0.98	0.89	0.86
S-1	Storage, moderate hazard	0.71	0.68	0.63	0.59	0.50	0.52	0.52	0.42	0.40
S-2	Storage, low hazard	0.70	0.66	0.63	0.58	0.50	0.50	0.50	0.42	0.39
U	Utility, miscellaneous	0.55	0.52	0.49	0.45	0.39	0.39	0.39	0.32	0.30

Note a. R-3 Garages = .20

Note b. Unfinished basements ( all use groups) = .20

Note c. Finished basements (all use groups) = .40

Note d. Gross area modifier = 74

Note e N.P. = Not Permitted

# **SUBDIVISION AND SITE PLAN REVIEW**

## **Planning Board Jurisdiction**

The Planning Board reviews applications for subdivisions and site plans:

1. Additions of 2,000 or more sq. ft. of gross floor area;
2. New construction of 4,000 or more sq. ft. of gross floor area;
3. Creation of impervious surfaces of 8,000 or more sq. ft.;
4. Any combination of building and parking which exceeds 5,000 sq. ft.;
5. Uses designated in the Zoning Ordinance which require site plan review regardless of size, such as filling stations, development within the shore land zone, or industrial parks; and a change of use when the new use is subject to site plan review.

Approval of projects is required from other departments:

### **Contact Information**

#### **Planning Board Site Plan Review**

**Inspector**

Waterville Fire Department  
7 College Avenue  
Waterville, ME 04901  
680-4734

**David Blair**

Superintendent  
Waterville Sewerage District  
Water Street  
PO Box 72  
Waterville, ME 04901  
873-5191

**Greg Brown  
City Engineer**

City Hall  
1 Common Street  
Waterville ME 04901  
680-4232

**Ann Beverage  
City Planner**

City of Waterville  
1 Common Street  
Waterville, ME 04901  
680-4230

**Jefferson Longfellow, P.E.  
District Engineer**

Kennebec Water District  
6 Cool Street  
P.O. Box 356  
Waterville, ME 04901  
872-2763

**Timothy LeVasseur  
Superintendent**

Kennebec Sanitary District  
401 Water Street  
Waterville, ME 04901  
873-0611

Large sites and subdivisions may require Maine Department of Environmental Protection (DEP) review. Please call 287-2811 for DEP rules and regulations.

**Minor Subdivision/Site:** A subdivision containing three (3) or four (4) lots and no street or utility extension, or a site with gross floor area less than 10,000 sq. ft.

**Minor Subdivision/Site Fee:**

Informal Pre-application Review	No Fee
Final Plan Review	\$100.00 + \$50.00 per lot/dwelling unit or 2,000 sq. ft. of building footprint.

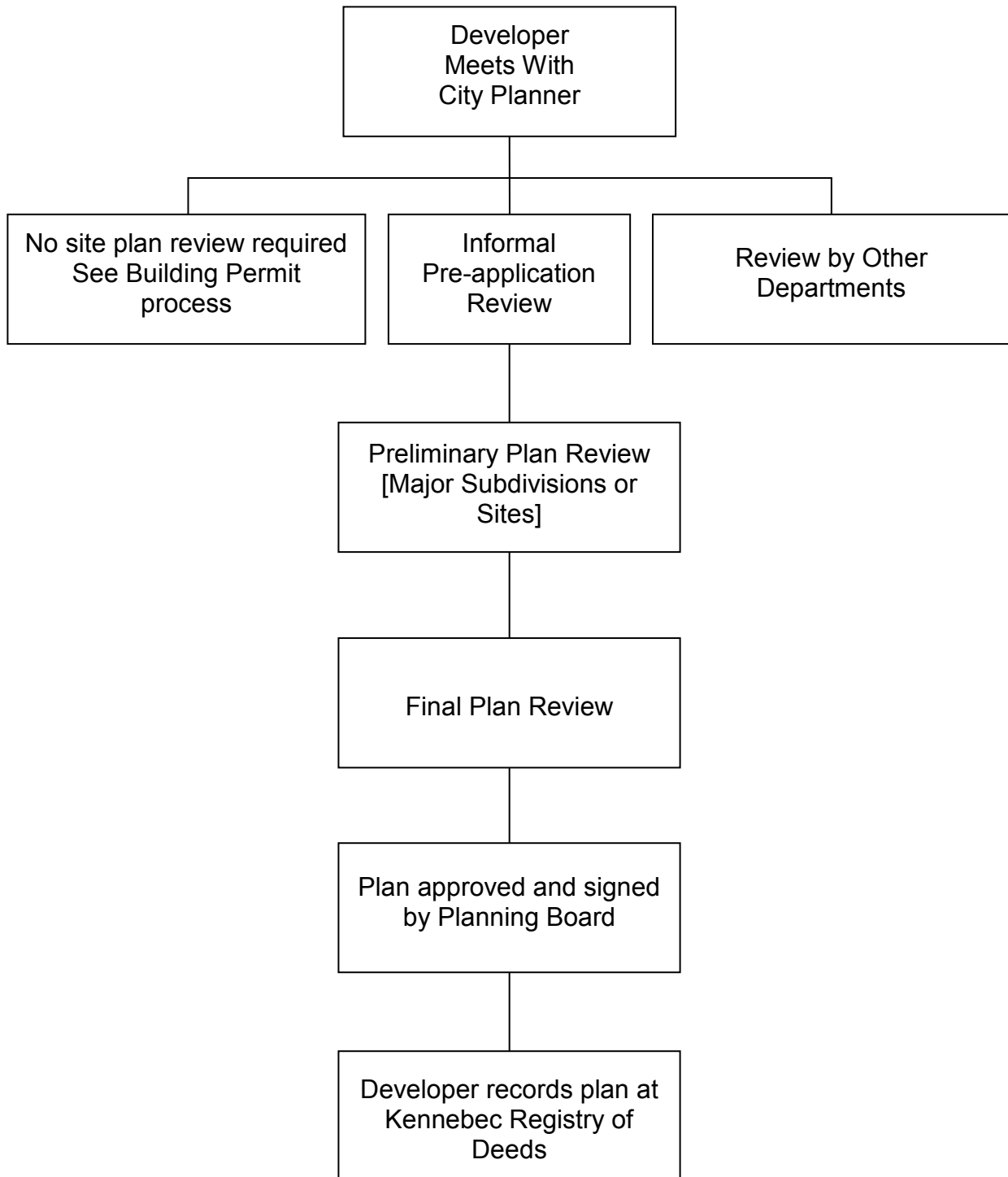
**Major Subdivision/Site:** Any subdivision containing five (5) or more lots, or any subdivision requiring any new street or utility extension or construction, or any site with gross floor area in excess of 10,000 sq. ft.

**Major Subdivision/Site Fee:**

Informal Pre-Application Review	No Fee
Preliminary Plan Review	\$100.00 + \$50.00 per lot/dwelling unit or 2,000 sq ft of footprint
Final Plan Review*	\$20.00 per lot/dwelling unit or each 2,000 sq. ft. of footprint

Note: Section 8.1.9 of the Subdivision Ordinance states that: "If the preliminary plan meets all of the requirements of the final plan, then that approval constitutes final approval."

## SUBDIVISION AND SITE PLAN REVIEW



## GENERAL LICENSE FEE SCHEDULE

**Licenses and permits listed below must be renewed each year.** No license or permit required by the Revised Code of Ordinances of the City of Waterville for any business shall be granted or renewed until written confirmation is received from the Fire Chief or his designee that all requirements of the Fire Prevention Code and Life Safety Code have been met. Applicant must apply at least thirty (30) days prior to the next regularly scheduled council meeting to allow time for inspection of the building by the Fire Department.

LICENSE	FEE	LOCATION TO OBTAIN
Amusement	\$100.00	City Clerk, City Hall Parks & Recreation, Wentworth Court
Auctioneer	\$25.00	City Clerk, City Hall
Bottle Clubs	\$300.00	City Clerk, City Hall
Bowling Alley	\$50.00	City Clerk, City Hall City Council, The Center Building
Canvassing, Except Charitable	\$50.00	City Clerk, City Hall
Canvassing-non profit – ID tag only	\$1.00	City Clerk, City Hall
Caterers, Resident and Itinerant	\$50.00	City Clerk, City Hall
Closing Out Sales	\$50.00	City Clerk, City Hall City Council, The Center Building
Concealed Weapons	\$35.00	Police Chief, City Hall
Renewal	\$20.00	Police Chief, City Hall
Dog License: neutered dog	\$4.00	City Clerk, City Hall
Dog Not Neutered	\$7.50	City Clerk, City Hall
Employment Agency	\$150.00	City Clerk, City Hall City Council, The Center Building
False Alarms	No charge first 3 \$50.00 calls 4-9 \$100.00 each after that	Police Chief, City Hall
Fire Permit	No Fee	Central Fire Station
Flea markets (Solicitation permit)	\$50.00	City Clerk, City Hall
Food Service (Same as Victualers)		
Without liquor	\$75.00	City Clerk, City Hall
With liquor	\$200.00	City Clerk, City Hall
Innkeepers and Lodging Homes*	\$100.00	City Clerk, City Hall City Council, The Center Building
Itinerant Photographer	\$50.00	City Clerk, City Hall City Council, The Center Building
Junk Yards (Depends on Location)	\$50-200.00	City Clerk, City Hall Building Inspectors, The Center Building
Lunch Wagon, Each Wagon	\$100.00	City Clerk, City Hall City Council, The Center Building
Massage Therapist	\$50.00	City Clerk, City Hall City Council, The Center Building
Parades	No Fee	Police Chief, City Hall
Pawnbrokers; secondhand dealers	\$50.00	City Clerk, City Hall City Council, The Center Building
Pinball, arcade & video machine*	\$50.00	City Clerk, City Hall City Council, The Center Building
Poles, Wire-above and underground	\$50.00	City Clerk, City Hall City Council, The Center Building

Pool and Billiard parlors*	\$50.00	City Clerk, City Hall City Council, The Center Building
Public Exhibitions*	\$50.00	City Clerk, City Hall Parks & Recreation Director, Wentworth Ct City Council, The Center Building
Road Opening Permit	\$50.00	Public Works, Wentworth Ct.
Roller Skating Rink*	\$25.00	City Clerk, City Hall City Council, The Center Building
Special Amusement Permits*	\$50.00	City Clerk, City Hall City Council, The Center Building
Street Sales Permit Only	No Fee	City Clerk, City Hall City Council, The Center Building
Taxicab Operators	\$15.00	City Clerk, City Hall
Taxicab Owners, each cab	\$50.00	City Clerk, City Hall
Theaters*	\$100.00	City Clerk, City Hall City Council, The Center Building
Victualers* (Restaurants) with liquor*	\$75.00 \$200.00	City Clerk, City Hall City Council, The Center Building

\*Indicates state license or inspection is also required. The City Clerk will advise as to appropriate stated departments that may be necessary.

**Note: Restaurants must obtain City Council approval to serve food/beverages out of doors when on city rights of way.**

On a purchase of an existing operation that prepares food for public consumption, a transfer of license (file for new license) and inspections from the State Health Department as well as City Fire Department must be completed prior to the opening of the new business.

**Since fees may change, please contact the appropriate department for exact fee.**

**CONSTRUCTION PERMITS  
FIRE PROTECTION DIVISION  
STATE FIRE MARSHAL**

- I. Construction Permits and professionally prepared plans are required for public buildings, as listed below for new construction, renovation work affecting fire safety elements and change of use, regardless of cost.

Educational Occupancies such as schools, day care centers, and group day care homes.

Health Care Occupancies such as hospitals, convalescent homes, nursing homes, ambulatory care centers, and large facility board and care.

Board and Care Occupancies such as small facilities.

Places of Assembly such as auditoriums, bowling lanes, churches, conference rooms, courtrooms, dance halls, drinking establishments, exhibition halls, gymnasiums, libraries, theaters, passenger terminals, pool rooms, recreational facilities, piers, restaurants, and skating rinks.

Class A – over 1,000 occupants

Class B – 300 to 1,000 occupants

Class C – 50 to 299 occupants

Mercantile Occupancies such as shopping centers, department stores, auction rooms, and supermarkets.

Class A – 30,000 square feet plus, or 3 stories

Class B – 3,000 to 29,999 square feet, or 2 stories

Hotel, Motel, and Dormitory Occupancies: Two or more stories; nine or more sleeping rooms.

Lodging or Rooming Occupancies: Two or more stories; eight or less sleeping rooms.

Business Occupancies: One story of 3,000 square feet or more or two or more stories; such as city halls, college instructional buildings, courthouses, dentist offices, general offices, research laboratories, ambulatory outpatient clinics, and town offices.

**(All projects applying for a Barrier-Free Permit are also required to apply for a Construction Permit.)**

For more information, please contact the Office of State Fire Marshal, (207) 624-8742, Fax (207) 287-6251, or write to the Department of Public Safety, Licensing Unit-Fire, 52 State House Station, Augusta, ME 04333.

**BARRIER-FREE PERMITS**  
**STATE FIRE MARSHAL**

- II. As of January 1, 1991, the Office of State Fire Marshal is authorized by the Maine Human Rights Commission to conduct voluntary and mandatory plan reviews and issue **Barrier-Free permits for places of public accommodation and/or places of employment**, as listed below.
- A. **New** construction projects, regardless of cost or size, require a Barrier-Free permit and professionally designed plans, for the following occupancies:
1. Restaurants
  2. Hotels, Motels, and Inns
  3. State, Municipal, and County Buildings
  4. Elementary and Secondary Schools
- B. **New** construction projects, other than those listed above, require a design professional to certify that the plans meet accessibility laws. A Barrier-Free permit is not required even though the facility must still meet state laws. (A Barrier-Free permit may be obtained on a voluntary basis.)
- C. **Renovation** projects over \$100,000 require a design professional to certify that the plans meet accessibility laws. A Barrier-Free permit is not required even though the facility must still meet state laws. (A Barrier-Free permit may be obtained on a voluntary basis.)
- D. **Renovation** projects under \$100,000 are not required to meet the State accessibility laws. (A Barrier-Free permit may be obtained on a voluntary basis.)

**All projects applying for a Barrier-Free Permit are also  
required to apply for a Construction Permit.**

For more information please contact Office of State Fire Marshal, (207) 624-8742,  
Fax (207) 287-6251, or write to Department of Public Safety, Licensing Unit-Fire, 164 State House  
Station, Augusta, ME 04333.

### Additional Local Resources

<p>Mid-Maine Chamber of Commerce One Post Office Square Waterville, ME 04901 207-873-3315</p>	<p>Central Maine Growth Council One Common Street Waterville, ME 04901 207-680-7300</p>
<p>Waterville Main Street 177 Main St. Waterville, ME 04901 Phone 207-680-2055</p>	<p>Kennebec Valley Council of Governments 17 Main Street Fairfield, Maine 04937 207-453-4258</p>

### Additional State Resources

Agriculture, Maine Department of Food and Rural Resources  
State House Station #28  
Augusta, ME 04333  
(207) 287-3871

Alcohol, Tobacco & Firearms  
US Department of Treasury  
84 Preble Street  
Portland, ME 04101  
(207) 780-3344

Bureau of Alcoholic Beverages & Lottery Operations  
8 State House Station,  
Augusta, ME 04333  
(207) 287-3721

Environmental Protection, Maine Dept. of  
State House Station #17  
Augusta, ME 04333  
(207) 287-2811

Rural Development  
PO Box 405, 967 Illinois Ave., Suite 4  
Bangor, ME 04402-0405  
(207) 990-9174

Finance Authority of Maine (FAME)  
PO Box 949, 83 Western Avenue  
Augusta, ME 04330  
(207) 623-3263

Labor, Maine Department of  
State House Station #54  
Augusta, ME 04333(207)  
287-3788

Land Use Regulation Commission  
LURC, State of Maine  
State House Station #22  
Augusta, ME 04333  
(207) 287-2631

Maine Job Service Offices  
PO Box 299  
Waterville, ME 04901  
(207) 872-5516

Job Training Admin. Office  
State House Station #55  
Augusta, ME 04333  
1-800-245-5627

Labor Standards, Bureau of  
State House Station #45  
Augusta, ME 04333  
(207) 287-6410

Unemployment Compensation Div.  
State House Station #54  
Augusta, ME 04333  
(207) 287-3176

Maine Dept. of Inland Fisheries and Wildlife  
284 State St.  
State House Station #41  
Augusta, ME 04333  
(207) 287-2571

US Department of Labor -Employment Standards Div.  
PO Box 211 DTS,  
66 Pearl Street, Room 211  
Portland, ME 04112  
(207) 780-3344

Internal Revenue Service  
1-800-829-1040 (Federal Tax)  
1-800-829-3676 (Federal Tax Forms)  
1-800-322-9401 (Soc. Security Admin.)

OSHA  
40 Western Avenue, Room 121  
Augusta, ME 04333  
(207) 622-8417

Kennebec Valley Community College  
PO Box 29  
Fairfield, ME 04937  
(207) 453-9762

Transportation, Maine Dept of (MDOT)  
PO Box 309  
State House Station #6  
Augusta, ME 04333  
(207) 287-2551

Maine Products' Marketing Program  
Office of Business Development  
State House Station #59  
Augusta, ME 04333  
(207) 287-3153

Maine Small Business Administration  
Edmund S. Muskie Federal Building, Room 512  
68 Sewall Street  
Augusta, ME 04330  
(207) 622-8274