

A Guide to Doing Business in Wiscasset, Maine





Greetings!

It is with great pleasure that I proudly introduce you to the Town of Wiscasset. Wiscasset is in the heart of Mid-coast Maine providing services and recreational opportunities for nearly 40,000 people in the Lincoln County area. Our community has a long history of commerce - from shipbuilding to state of the art medical supplies. You will find Wiscasset has a business friendly atmosphere and a unique quality of life fit for all ages.

If business expansion or relocation are in your future plans, we have a high quality of life, an affordable cost of living, and a skilled and productive workforce with an attractive wage base.

Our exceptional staff stands ready, willing, and able to pave the way for a smooth transition, supporting your business every step of the way. Whether it be permitting, land use regulations, or licensing, we are ready to help.

Again, welcome to Wiscasset. We are very interested in talking with you about your future plans.

Sincerely,

Laurie A. Smith
Town Manager

Greetings:

On behalf of the Wiscasset Area Chamber of Commerce I would like to offer you a warm welcome to the Town of Wiscasset. As the premier advocate organization for business in the region we work in cooperation with the Towns to promote a healthy and vibrant economy. The Chamber has over 120 members and is a wide mix of professionals, manufacturing firms, retail establishments, non-profits, service providers and tourism based businesses. All of us are working in conjunction with citizens, educational institutions, governmental agencies, and each other to provide a positive business environment and improve the quality of life .

The Chamber can be a great resource for your business whether you are seeking networking opportunities, business referrals, or name recognition. You are invited to join the Chamber where you will find an active business organization with dedicated individuals working hard to promote business and community values. Being active in our chamber is a great way to promote your business and make our chamber stronger. Please visit our website at www.wiscassetchamber.com to learn more about us or call 207-882-9600 with any questions you may have.

Sincerely,

David Stapp, Chairman

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INTRODUCTION

Thinking about starting a business in Wiscasset?

Welcome to Wiscasset: the prettiest village in Maine! Wiscasset's many assets offer a unique opportunity for your business including:

- ✓ Vibrant downtown community
- ✓ Attractive historic district
- ✓ Prospering commercial corridors along Route 27 and Route 1
- ✓ Close proximity to Augusta, Rockland, Brunswick, and Portland
- ✓ Ferry Road I-Park (Industrial Park with available land for development)
- ✓ Municipal Airport with ample space for hangar and other aviation development
- ✓ Active local chamber of commerce
- ✓ Rich diversity of natural resources
- ✓ Historically strong energy culture
- ✓ Expansive public infrastructure systems
- ✓ Consistent seasonal tourist population
- ✓ Reliable year round local population
- ✓ Abundant open spaces and recreational opportunities
- ✓ Dynamic marine based industries and resources
- ✓ Supportive community to grow your business
- ✓ Service Center for regional population of about 11,000
- ✓ Seasonal tourist population (Wiscasset was the 4th most visited town in the midcoast area in 2011)
- ✓ Diversified businesses
- ✓ Railroad
- ✓ Sheepscot River and deep water ports

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 Town of Wiscasset. Since this guide 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. Wiscasset's local government provides a number of different staff members that are able to assist you in most areas of establishing your business here. This guide outlines many of those resources and other relevant information to consider before getting started. We are happy to have you as part of our community- thank you for choosing Wiscasset!

STARTING YOUR BUSINESS

Starting your businesses does not have to be an overwhelming process. In Wiscasset, the Office of Planning, Development and Codes is available to help you every step of the way. The Town Planner is knowledgeable of the resources and processes you need to get your business launched here in Wiscasset. Whether you are looking to start your business from the ground up or relocate your successful business to our vibrant community, the Town Planner is available to assist you through this process.

GETTING STARTED:

Every business starts the process from a different step. Many of the steps laid out in this guide may not be applicable to your specific businesses and some of the steps may already be complete. The order in which these steps are laid out may not necessarily be in a specific order applying to you. Contact the Town Planner if at any time you are uncertain if a specific step may apply. It is always a good idea to begin the process by sitting down with the Town Planner and Code Enforcement Officer to go over your plans and discuss the requirements and permitting process.

Once you have an idea for a business and a location identified the following steps should be taken:

___A. Meet with the Town Planner and Code Enforcement Office: Start the process by meeting with the Town to determine what steps you will actually need to complete to get your businesses started. Because every business will require different permits or other requirements, the Town Planner and Code Enforcement Officer can address the following steps to determine if they are applicable to your business plan:

- 1) Business Conforms to Current Zoning Ordinance (Code Enforcement)
- 2) Sign permit (Code Enforcement)
- 3) Site Plan or Subdivision Review (Town Planner)
- 4) Building Permit- new construction or renovation (Code Enforcement)
- 5) Business assistance programs and other resources (Town Planner)

CONTACT:

Town Planner 882-8200 ext 106 or townplanner@wiscasset.org.

Code Enforcement Officer 882-8200 ext 109 or codes@wiscasset.org

___B. Wiscasset Business License: The Town of Wiscasset requires all businesses to be registered with the Town Clerk. There is no fee for this license and interested businesses can have their business information added to the town website's business registry. The Town also requires a Temporary Business License, permitted by the Code Enforcement Officer, for seasonal businesses in operation for 3 months or less. There is a \$50 permit fee.

E. Additional Town Departments: If on town water or sewer you will need to contact the Wiscasset Water District or the Wiscasset Sewer District to get set up. If located on a town road, an entrance permit may be required by the Road Commissioner. If your business is located on a State road, Maine Department of Transportation (Maine DOT) would be the appropriate contact- see *Additional State Departments* below.

CONTACT:

Wiscasset Water District	882-6402
Wiscasset Sewer District	882-8222
Road Commissioner	882-8220

F. Additional State Departments: Depending on the type of business you are starting, some inspections or permits may be required by State Departments. The State Fire Marshal may require safety inspections, construction review or specific permits. When dealing with a State road, and especially US Route 1, you may need to contact Maine DOT regarding entrance permits and other requirements. For electrical services at your business contact Central Maine Power.

CONTACT:

State Fire Marshal Office	626-3870
Maine DOT	624-3000
Central Maine Power	1-800-565-3181

G. Local and State Taxes: The State of Maine imposes local property tax on both real and personal estates. Business owners should be prepared to declare personal property used in support of their business. Please contact the Wiscasset Town Assessor for more information on local personal property taxes.

All firms must have a State ID Number and State Sales Tax Number which can be obtained from the Bureau of Taxation, Sales Tax Section.

CONTACT:

Town Assessor	882-8200 ext 101	or	assessor@wiscasset.org
Bureau of Taxation	289-2336		

H. Employer Identification Number: An Employer Identification Number (EIN) Form SS-4 must be applied for at the Internal Revenue Services 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.).

CONTACT:

Internal Revenue Services 1-800-829-3676

I. Insurance: General liability & other business insurance can be obtained from a private firm. Workers compensation insurance, if applicable, may also be obtained through a private firm.

Business Answers

Business Answers, a program of the Maine Department of Economic and Community Development, exists to assist new and existing businesses with start-up and expansion. In conjunction with the online service, they also operate a toll-free 800-line which you can call and get answers to all of your questions, including:

- Starting and operating a business
- State licensing requirements
- Your business name
- Becoming an employer
- Being self-employed
- ... And much more!

Business Answers website: <http://www.maine.gov/online/businessanswers/>

Business Answers toll free line: In Maine: 1-800-872-3838 & Outside of Maine: 1-800-541-5872

Maine Women’s Business Center at CEI

The Women’s Business Center provides confidential business counseling and practical workshops for entrepreneurs throughout Maine who want to start, maintain or grow their businesses. Their services are targeted at, but not limited to, women.

The Maine Women's Business Center's certified business provide free one-on-one business assistance on topics ranging from Record-keeping & Financials, Applying for A Business Loan, Quickbooks, Marketing, Child Care Business Management, and Websites/E-Commerce. Contact them at 207-882-7552 to find out how they can help your business or visit them at www.wbcmaine.org

Municipal License & Permits

License	Fee	Office to obtain license	Applicable Ordinances *
Business License **	No Fee	Town Clerk	Article IX, Section 9
Temporary Business **	\$50	Code Enforcement	Article IX, Section 1.4
Special Amusement **	\$10	Town Clerk	Article X, Section 1
Creamery (Main St) Pier Vendor Permit **	Seasonal- \$400- \$600 Day- \$25/day	Code Enforcement	Main Street Pier Policy
Sign Permit	\$40/sign	Code Enforcement	Article III
Home Occupation Permit	No Fee	Code Enforcement	Article II, Section 2.15
DBA: Sole proprietors or partnerships	\$10	Town Clerk	

**Applicable Ordinances reference municipal ordinances or policies regulating each license or permit. Each ordinance or policy can be found online at Wiscasset.org or at the Wiscasset Town Office.*

*** License and Fees must be renewed each year.*

Building Permit Guide

Most projects will require a building permit from the Code Enforcement Office. No project shall begin until a building permit has been issued by the Code Enforcement Officer. Building permit applications are available at the Town Office or on the Town website:

http://wiscasset.org/code_enforcement/permits_applications/.

Visit the Code Enforcement Officer to determine your project meets all current zoning ordinances.

A building permit must be obtained for:

- New Construction of all sizes
- Additions
- Renovations
- Moving Buildings
- Mobile Homes
- Modular Homes

Required information for building permit applications:

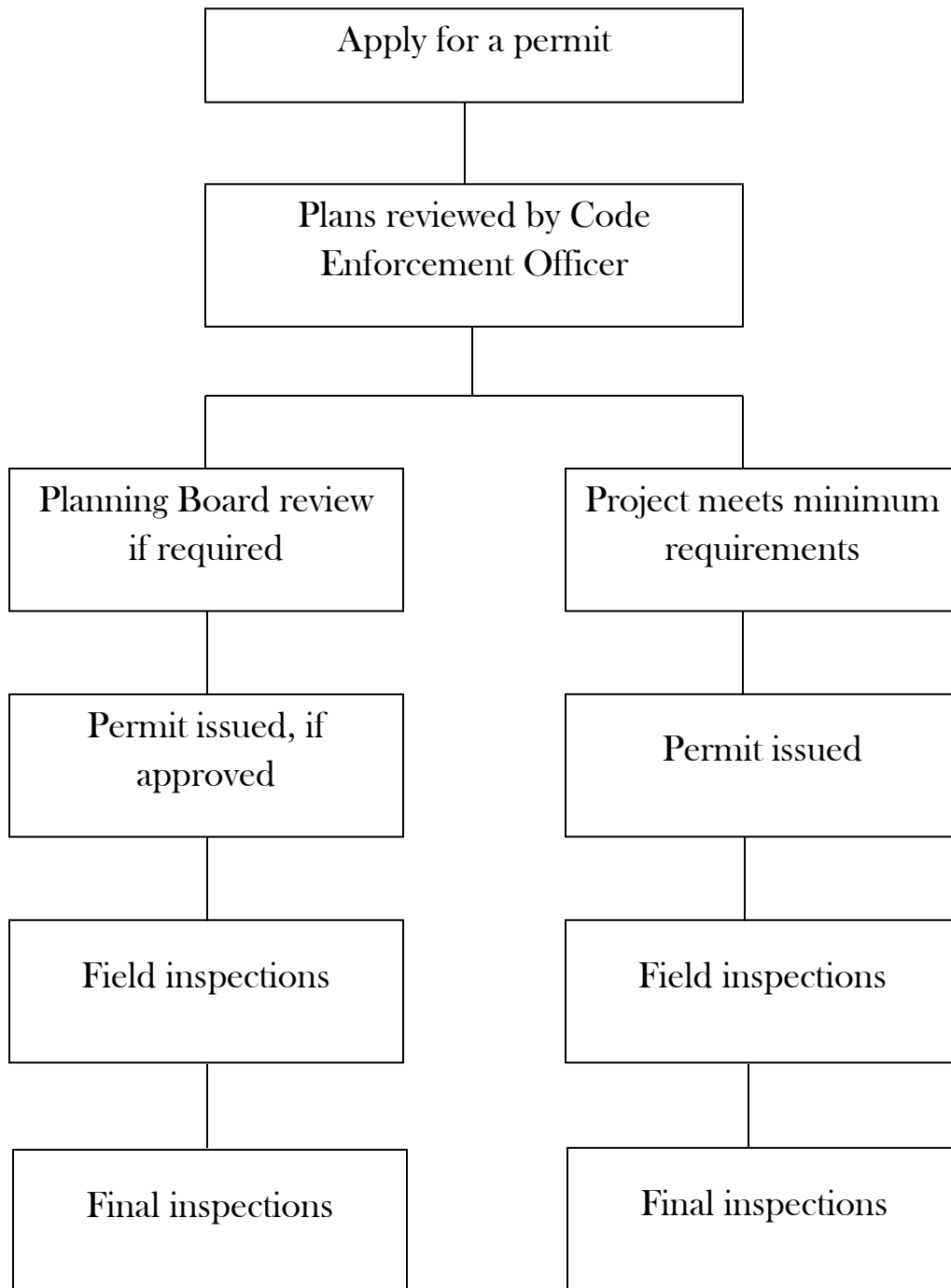
- Exact location of proposed structure or project
- Dimensions, including height
- A site plan showing the size and location of all proposed and existing structures, septic systems, well, property lines, roads, wetlands, marshes, brooks and streams and shorefront with the setback clearly showed.

No building permit is required for repairs, and/or maintenance, on existing buildings or structures such as, but not limited to: painting; replacement of rotten or weak wood or stonework, brickwork or masonry; replacement of doors or windows; replacement of siding or fire-resistant roofing; replacement of gutters, storm windows or blinds, so long as plumbing is not involved and no building permit is required.

The fees for building permits shall be calculated upon the fair market value of the structure to be placed or erected upon a lot, the fair market value of the mobile home to be placed upon a lot, or the fair market value of the improvement to be made to an existing structure. The fees for building permits shall be:

- For new non-commercial structures containing one or more residential dwelling units, and for mobile homes containing a dwelling unit, \$100.00 for the first \$1,000.00 of fair market value or part thereof, and \$3.00 for each additional \$1,000.00 of fair market value.
- For new non-commercial structures that do not contain residential dwelling units, and for the expansion of existing non-commercial structures which either do or do not contain residential dwelling units, \$25.00 for the first \$1,000.00 of fair market value or part thereof, and \$3.00 for each additional \$1,000.00 of fair market value.
- For new commercial structures, and for the expansion of existing commercial structures, \$200.00 for the first \$1,000.00 of fair market value or part thereof, and \$3.00 for each additional \$1,000.00 of fair market value.
- If a building permit is obtained after construction has been started or after a structure has been placed upon a lot, the fee shall be as set forth in the preceding subsections PLUS an additional \$300.00.
- The fees for plumbing permits shall be those as set by the appropriate State of Maine Department except that the minimum fee for an internal plumbing permit shall be \$30.00.

Building Permit Process



Site Plan & Subdivision Review

Site plan and subdivision review may be applicable to your project. The below information will help you determine what is eligible. The Town Planner is available to assist you in determining if your project may need Planning Board approval through site plan or subdivision review. Additionally, the Town Planner is available to assist through the application process to ensure you understand each step of the application, required information to submit, and ensure the Planning Board is receiving all the necessary information for a timely review process.

The Planning Board reviews applications for subdivisions & site plans:

- 1) Major & minor subdivisions
- 2) New construction of non-residential buildings, including accessory buildings and structures
- 3) Expansion of non-residential buildings and structures
- 4) Multi-family dwellings
- 5) Expansion of multi-family dwellings
- 6) Paving, stripping, grading and removal of earth materials from areas more than 10,000 sq. ft within a five year period
- 7) Projects in the Shoreland Zoning District which require site plan review.

Planning Board Applications are due 7 days in advance of the meeting you wish your application to be reviewed. It is always best to speak with the Town Planner prior to submitting an application in order to understand the contents of the application and timeline for review.

Some Planning Board projects can be complicated and approval may be required by other departments, so be sure to contact the Planning and Development office for assistance (207) 882-8200 ext. 106.

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

Fees

Subdivision:

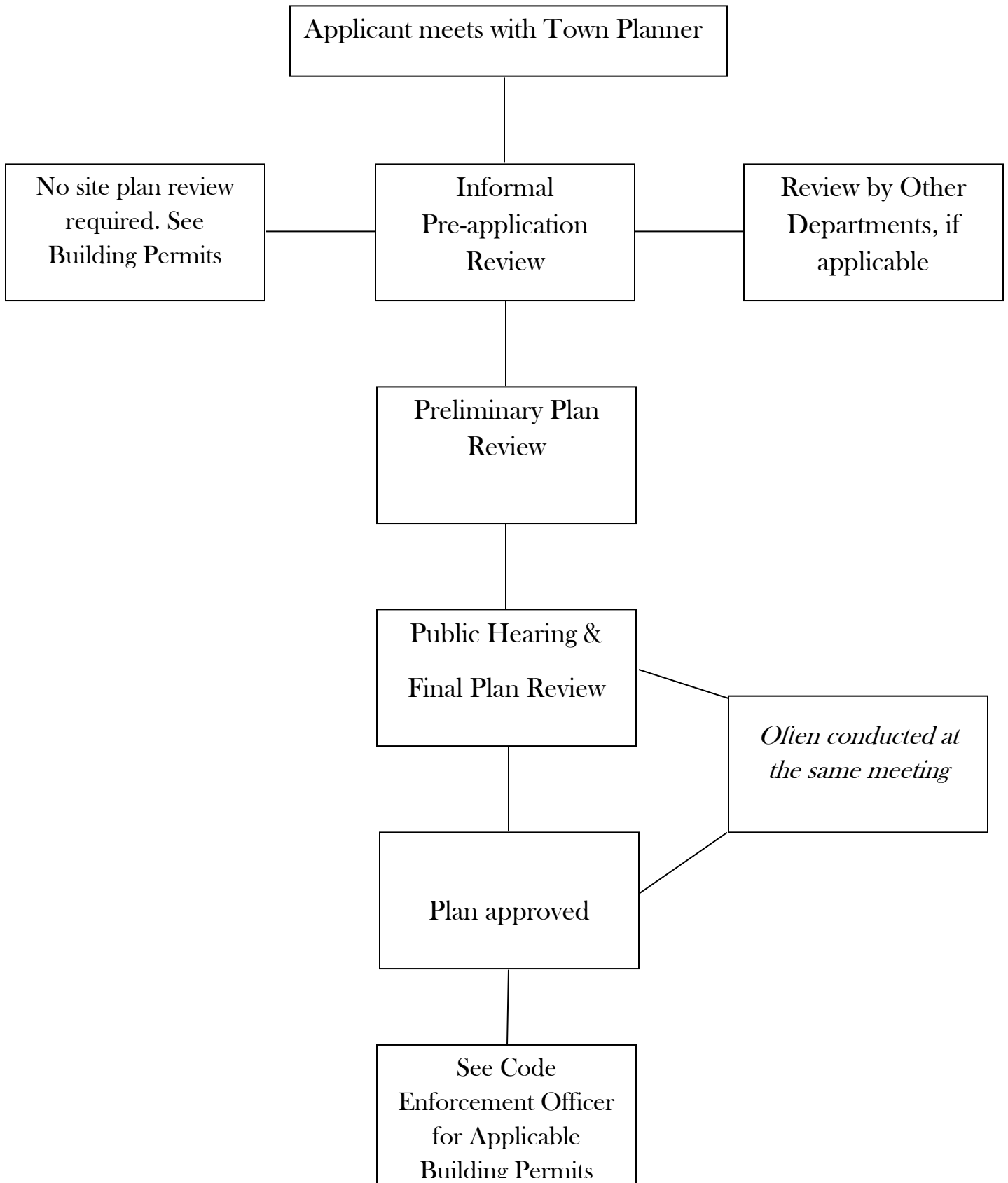
Up to 5 lots or units- \$25.00 per lot or unit

5 or more lots or units- \$50.00 per lot or unit

Site Plan Review:

\$0.02 per square foot but not less than \$25.00.

Site Plan & Subdivision Review Process



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

Applies to public buildings

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 visit their website at: <http://www.maine.gov/dps/fmo/index.htm>

BARRIER-FREE PERMITS

STATE FIRE MARSHAL

Applies to public buildings

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 visit their website: <http://www.maine.gov/dps/fmo/index.htm>

Additional Local Resources

Wiscasset Area Chamber of Commerce

The WACC is an independent, member-supported organization, which exists to promote a positive business environment that contributes to the economic vitality of the Wiscasset area. The chamber provides networking and marketing opportunities for your business as well as support for ensuring your business and the area prosper. Contact them for more information about how they can help your business!

Phone: 207-882-9600

Website: <http://wiscassetchamber.com/>

Lincoln County Regional Planning Commission

LCRPC provides access to the right tools to successfully establish and grow local businesses. They can assist with zoning, land uses, and all review processes; provide assistance as you develop a business concept; connect you with experienced business counselors who can guide you in preparing a business plan; and can help you identify resources for market and related technical information. LCRPC is also available to review lending and gap financing opportunities, Pine Tree Zone, and tax increment financing, along with workforce training, energy efficiency and other programs that fit your business objectives and needs. Call or drop in and they'll be happy to share their knowledge of local public infrastructure, workforce training, and business assistance grants, and other resources that will support your business objectives.

Phone: 207-882-7552

Website: <http://lcrpc.org/>

Additional State & Federal Resources

Maine Department of Agriculture, Food and Rural Resources State House Station #28 Augusta, ME 04333 (207) 287-3871 http://www.maine.gov/agriculture/index.shtml	Maine Department of Labor State House Station #54 Augusta, ME 04333(207) 287-3788 http://www.maine.gov/labor/
Alcohol, Tobacco & Firearms US Department of Treasury 84 Preble Street Portland, ME 04101 (207) 780-3344 http://www.atf.gov/	Land Use Regulation Commission LURC, State of Maine State House Station #22 Augusta, ME 04333 (207) 287-2631 http://www.maine.gov/doc/lurc/

<p>Bureau of Alcoholic Beverages & Lottery Operations 8 State House Station, Augusta, ME 04333 (207) 287-3721 http://www.maine.gov/dafs/bablo/</p>	<p>Maine Career Center Bureau of Employment Services 55 State House Station Augusta, Maine 04333-0055 (207) 872-5516 1-888-457-8883 http://www.mainecareercenter.com</p>
<p>Maine Dept. of Environmental Protection State House Station #17 Augusta, ME 04333 (207) 287-2811 http://www.maine.gov/dep/</p>	<p>Bureau of Labor Standards State House Station #45 Augusta, ME 04333 (207) 287-6410 http://www.maine.gov/labor/bls/</p>
<p>Rural Development PO Box 405, 967 Illinois Ave., Suite 4 Bangor, ME 04402-0405 (207) 990-9174 www.rurdev.usda.gov</p>	<p>Maine Small Business Administration Edmund S. Muskie Federal Building, Room 512 68 Sewall Street Augusta, ME 04330 www.sba.gov</p>
<p>Finance Authority of Maine (FAME) 5 Community Drive, P.O. Box 949 Augusta, ME 04332-0949 (207) 623-3263 http://www.famemaine.com/</p>	<p>Unemployment Compensation Div. State House Station #54 Augusta, ME 04333 (207) 287-3176 http://www.maine.gov/labor/unemployment/index.html</p>
<p>Maine Dept. of Inland Fisheries and Wildlife 284 State St. State House Station #41 Augusta, ME 04333 (207) 287-2571 http://www.maine.gov/ifw/</p>	<p>US Department of Labor- Wage & Hour Division PO Box 211 DTS, 66 Pearl Street, Room 211 Portland, ME 04112 (207) 780-3344 http://www.dol.gov/index.htm</p>
<p>Internal Revenue Service 1-800-829-1040 (Federal Tax) 1-800-829-3676 (Federal Tax Forms) 1-800-322-9401 (Soc. Security Admin.) www.irs.gov/</p>	<p>OSHA 40 Western Avenue, Room 121 Augusta, ME 04333 (207) 622-8417 www.osha.gov</p>
<p>Maine Dept of Transportation (MDOT) PO Box 309 State House Station #6 Augusta, ME 04333 (207) 287-2551 http://www.maine.gov/mdot/</p>	<p>Maine Made: Maine Products' Marketing Program Office of Business Development State House Station #59 Augusta, ME 04333 (207) 287-3153 http://www.mainemade.com/</p>
<p>Maine Bureau of Corporations 101 State House Station Augusta, Maine 04333-0101 Tel: 207-624-7736 Fax: 207-287-5874 http://www.maine.gov/sos/cec/corp/</p>	

Town Office Hours

Monday: 8:00 a.m. - 6:00 p.m.

Tuesday: 8:00 a.m. - 4:00 p.m.

Wednesday: 11:30 a.m - 4:00 p.m.

Thursday: 8:00 a.m. - 5:00 p.m.

Friday: 8:00 a.m. - 4:00 p.m.

Board Meetings

Board of Selectmen: 1st & 3rd Tuesday of each month

Planning Board: 2nd & 4th Monday of each month

Board of Appeals: *As needed*

Held at the Wiscasset Town Office Meeting Room

51 Bath Rd, Wiscasset, ME

All meetings are held at the Wiscasset Town Office Meeting Room at 51 Bath Rd. Meeting agendas are posted on the municipal website: www.wiscasset.org

Call specific departments for deadlines. Meetings which fall on holidays may be rescheduled.

Key Municipal Offices

OFFICE	TELEPHONE	EMAIL
Municipal Office	207-882-8200	info@wiscasset.org
Town Manager	207-882-8200 ext 108	townmanager@wiscasset.org
Executive Assistant	207-882-8200 ext 103	admin@wiscasset.org
Town Clerk	207-882-8200 ext 104	clerk@wiscasset.org
Tax Assessor	207-882-8200 ext 101	assessor@wiscasset.org
Finance Department	207-882-8200 ext 107	treasurer@wiscasset.org
Town Planner	207-882-8200 ext 106	townplanner@wiscasset.org
Code Enforcement Officer	207-882-8200 ext 109	codes@wiscasset.org
Plumbing Inspector	207-882-8200 ext 109	codes@wiscasset.org
Planning Board	207-882-8200 ext 106	townplanner@wiscasset.org
Board of Appeals	207-882-8200 ext 109	codes@wiscasset.org
Economic Development	207-882-8200 ext 106	townplanner@wiscasset.org
Airport Manager	207-882-5475	airport@wiscasset.org
Public Works	207-882-8220	publicworks@wiscasset.org
Transfer Station	207-882-8231	transfer@wiscasset.org
Wiscasset Community Center	207-882-8230	info@wiscassetrec.com
Police Department	207-882-8202	patrol@wiscassetpd.org
EMS Department	207-882-8204	ems@wiscasset.org
Fire Department	207-882-8210	
Wiscasset Water District	207- 882-6402	wiscwater@myfairpoint.net
Wiscasset Sewer District	207 882-8222	wwtp@wiscasset.org