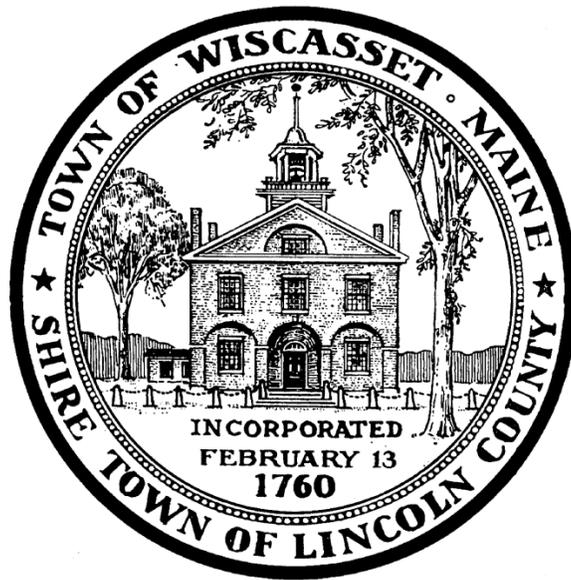


A Guide to Doing Business in Wiscasset, Maine





Greetings!

It is with great pleasure that I 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 an affordable cost of living, and a skilled and productive workforce with an attractive wage base. Our exceptional staff stands ready 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,

Dennis Simmons
Town Manager



Greetings and Welcome:

On behalf of the Wiscasset Area Chamber of Commerce, I 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 Town 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 with each other to provide a positive business environment and to 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 to 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,

Chip Davison
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 and popular 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
- ✓ Home of clean energy innovation award-winning Peregrine Turbine Technologies (2021)
- ✓ Expansive public infrastructure systems
- ✓ Seasonal tourist population and host of annual Schoonerfest
- ✓ 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
- ✓ Diversified businesses
- ✓ Railroad
- ✓ Sheepscot River and deep-water ports

This reference is intended as a helpful resource for anyone contemplating establishing, purchasing, or expanding a business in the Town of Wiscasset. This guide is an *informational resource* only and 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 has 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 look forward to having you as part of our community—thank you for choosing Wiscasset!

GETTING STARTED

Once you have an idea for a business and a location identified, take the following steps:

A. Meet with the Code Enforcement Office: Determine what steps you will actually need to complete to get your businesses started. The Code Enforcement Officer can help you determine if your business:

- 1) conforms to current Zoning Ordinance
- 2) will require a Sign Permit
- 3) will require a Site Plan or Subdivision Review
- 4) will require a Building Permit for new construction or renovation
- 5) will require Historic District Code Enforcement Officer oversight

CONTACT: Code Enforcement Officer (207) 882-8200 ext 7 or codes@wiscasset.org

B. Wiscasset Business License: All businesses must 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.

CONTACT:

- Town Clerk (207) 882-8200 ext 4 or townclerk@wiscasset.org.
- Code Enforcement Officer (207) 882-8200 ext 7 or codes@wiscasset.org

C. Maine State License Transfer or Application: Many businesses must be licensed by the State. If you already have a license you may need only to transfer that license to include your new location. If you decide to incorporate or become a limited partnership or a limited liability company, you will need to register your entity with the Bureau of Corporations at the Office of the Secretary of State. If you form a sole proprietorship or a general partnership, you need to register with the Town Clerk.

CONTACT: Maine Bureau of Corporations (207) 624-7736

The Maine Department of Economic & Community Development provides helpful information on the licensing process as well as other helpful information on starting a business in Maine.

<http://www.maine.gov/portal/business/starting.html>

The Maine Department of Health & Human Services provides information on the types of businesses that must receive a license from Maine Center for Disease Control (Maine CDC) prior to operation.

<http://www.maine.gov/dhhs/mecdc/environmental-health/el/business-answers.htm>

D. Additional Permits that may apply: Depending on the nature of your business in Wiscasset other permits may apply. The Code Enforcement Officer or Town Clerk should be able to inform you if any of these additional permits apply:

- 1) Creamery Pier Vendor Permit
- 2) Home Occupation Permit
- 3) Special Amusement Permit

CONTACT:

- Town Clerk (207) 882-8200 ext 4 or townclerk@wiscasset.org
- Code Enforcement Officer (207) 882-8200 ext 7 or codes@wiscasset.org

E. Additional Town Departments: Contact the Wiscasset Water District or the Wiscasset Sewer District to get set up accounts. Contact the Road Commissioner if an entrance permit is required for businesses on town roads.

CONTACT:

- Wiscasset Water District (207) 882-6402
- Wiscasset Sewer District (207) 882-8222
- Road Commissioner (207) 882-8220

F. Additional State Departments: Depending on the type of business you are starting, other inspections or permits may be required. 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 roadway entrance permits and other requirements. For electrical services at your business, contact Central Maine Power.

CONTACT:

- State Fire Marshal Office (207) 626-3870
- Maine DOT (207) 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 estate and personal property. 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 (207) 882-8200 ext 1 or assessor@wiscasset.org
- Bureau of Taxation (207) 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 (individual, corporation, partnership, etc.) other than on wages paid to a nonresident alien (reported on separate Form 1042).

CONTACT: Internal Revenue Service 1-800-829-3676

I. Insurance: General liability and 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 for 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!

CONTACT: Business Answers website: <http://www.maine.gov/online/businessanswers/>
 Business Answers toll free lines: In Maine: 1-800-872-3838 – Outside of Maine: 1-800-541-5872

Maine’s Coastal Enterprises Inc. & CEI Women’s Business Center

Coastal Enterprises, Inc. (CEI) is a 501(c)3 nonprofit and leading community development financial institution (CDFI). CEI uses its combined economic development tools to provide loans and investments for small- and medium-sized businesses in Maine. No cost, one-on-one assistance is provided to potential and existing business owners and managers in Maine by the Maine by CEI’s Maine Small Business Development Center (Maine SBDC). The nearest CEI office is at 30 Federal Street, Brunswick, (207) 504-5900 or ceimaine.org/advising/business/small-business-development-center/

The CEI Women’s Business Center (CEI WBC/Northeast, serving Lincoln County, 7 Ames Way, Machias, ME) provides confidential business counseling and practical workshops for female entrepreneurs throughout Maine who want to start, maintain or grow their businesses. In addition, the Center provides free one-on-one personalized business advising, workshops and events and advance entrepreneurs looking to start, manage, grow, or finance a business. (207) 241-5592 or ceimaine.org/advising/business/women’s-business-center/

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

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

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.

A building permit must be obtained for:

- New Construction and Additions
- Renovations*
- Moving Buildings
- Mobile Homes
- Modular Homes

*[Including changing the use of any room, such as finishing a basement and adding rooms, etc.]

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 shown.

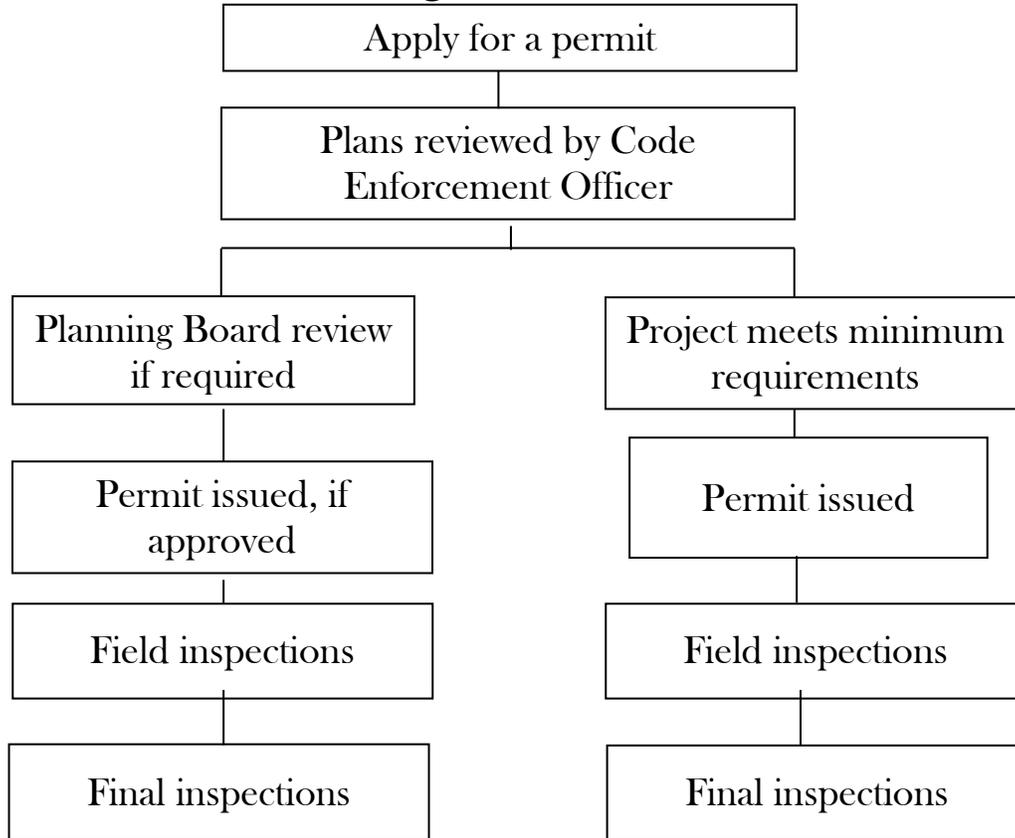
No building permit is required for repairs and/or maintenance on existing buildings or structures such as but not limited to: painting; replacement of rotten or weak wood or stonework, brickwork or masonry; replacement of doors or windows (if a direct replacement and not changing size or structure); 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.

***Note:** For any work within the Historic District, additional oversight is required by the Code Enforcement Officer or the Planning Board even if a building permit is not required. Within the Historic District, all work is required to be compatible with the predominant architectural style. [Article VI - Zoning.]*

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

- For new non-commercial structures containing one or more residential dwelling units, and for mobile homes containing a dwelling unit, \$100 for the first \$1,000 of fair market value or part thereof, and \$3 for each additional \$1,000 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 for the first \$1,000 of fair market value or part thereof, and \$3 for each additional \$1,000 of fair market value.
- For new commercial structures, and for the expansion of existing commercial structures, \$200 for the first \$1,000 of fair market value or part thereof, and \$3 for each additional \$1,000 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.
- 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 \$40.

Building Permit Process



Site Plan & Subdivision Review

Site plan and subdivision review may be applicable to your project.-The Code Enforcement Officer is available to assist you in determining if your project may need Planning Board approval through site plan or subdivision review and the application process to ensure the Planning Board is receiving all the necessary information for a timely review process.

The Planning Board reviews applications for subdivisions and 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 Code Enforcement Officer prior to submitting an application in order to understand the contents of the application and timeline for review.

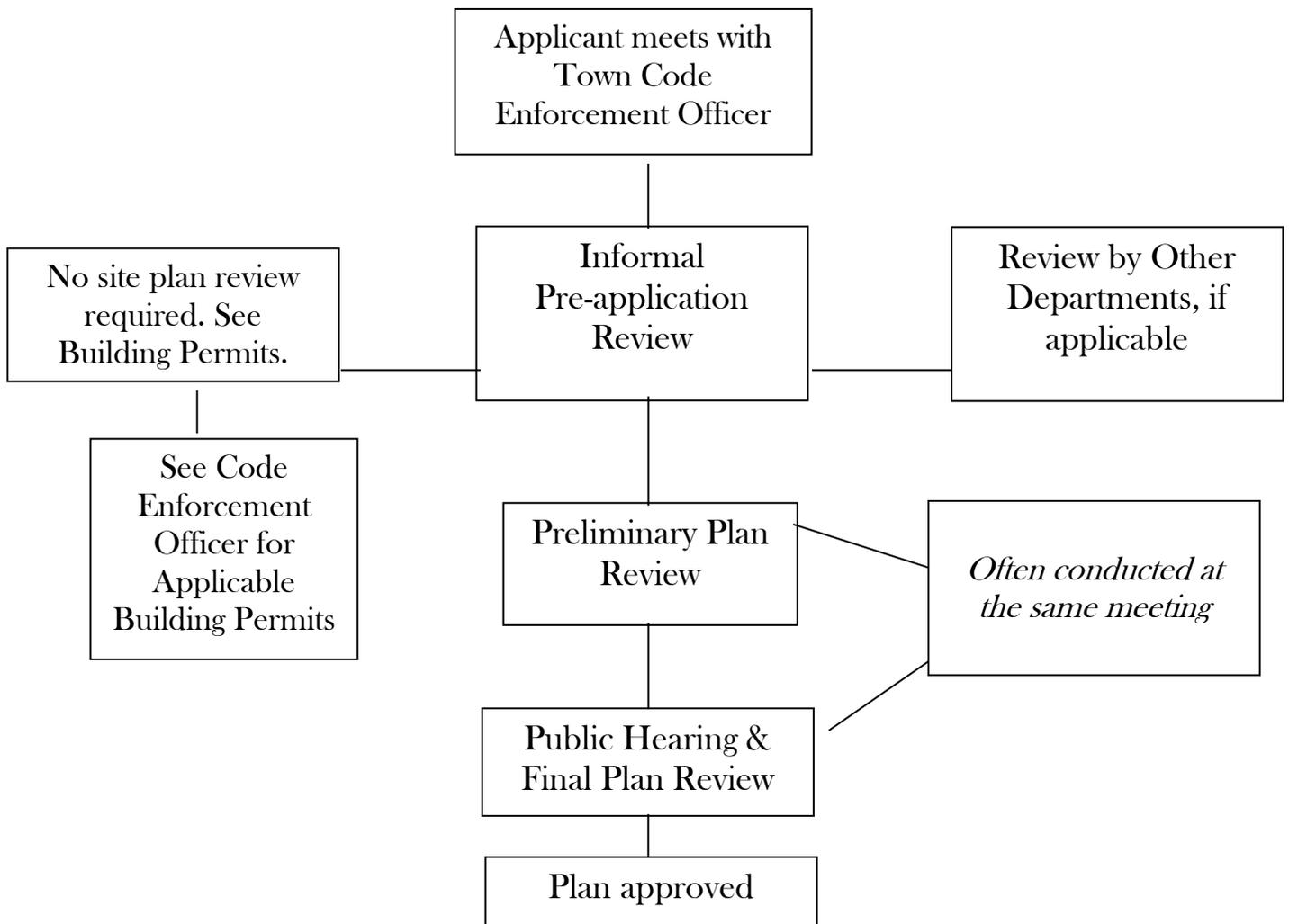
Some Planning Board projects can be complicated and approval may be required by other departments, so be sure to contact the Code Enforcement Officer for assistance (207) 882-8200 ext. 7. Large sites and subdivisions may require Maine Department of Environmental Protection (DEP) review. Please call (207) 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.

Class A - over 1,000 occupants

Class B - 300 to 1,000 occupants

Class C - 50 to 299 occupants

- 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.

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.

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.

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 provides networking and marketing opportunities for your business as well as support for ensuring your business and the area prosper.

CONTACT: Phone: 207-882-9600 Website: <http://wiscassetchamber.com/>

Lincoln County Regional Planning Commission

LCRPC can assist with zoning, land uses, and all review processes and connect you with experienced business counselors who can guide you in preparing a business plan. 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.

CONTACT: Phone: 207-882-7552 Website: <http://lcrpc.org/>

Additional State & Federal Resources

<p>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</p>	<p>Maine Department of Labor State House Station #54 Augusta, ME 04333(207) 287-3788 http://www.maine.gov/labor/</p>
<p>Alcohol, Tobacco & Firearms US Department of Treasury 84 Preble Street Portland, ME 04101 (207) 780-3344 http://www.atf.gov/</p>	<p>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>
<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</p>	<p>Maine Small Business Administration</p>

<p>PO Box 405, 967 Illinois Ave., Suite 4 Bangor, ME 04402-0405 (207) 990-9174 www.rurdev.usda.gov</p>	<p>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 Division State House Station #54 Augusta, ME 04333 (207) 287-3176 https://www.maine.gov/unemployment/</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: 7:00 a.m. - 5:00 p.m.
Tuesday: 7:00 a.m. - 5:00 p.m.
Wednesday: 7:00 a.m. - 5:00 p.m.
Thursday: 7:00 a.m. - 5:00 p.m.
Friday: Closed

Board Meetings

Board of Selectmen: 1st & 3rd Tuesday of each month
Planning Board: 2nd & 4th Monday of each month
Board of Appeals: *As needed*

All meetings are held at the Wiscasset Town Office Meeting Room at 51 Bath Road.

Meeting agendas are posted on the municipal website: www.wiscasset.org

Call specific departments for deadlines.

Meetings that 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 6	manager@wiscasset.org
Finance/ Human Resources	207-882-8200 ext 5	admin@wiscasset.org
Town Clerk	207-882-8200 ext 4	clerk@wiscasset.org
Tax Collector	207-882-8200 ext 1	taxcollector@wiscasset.org
Tax Assessor	207-882-8200	assessor@wiscasset.org
Code Enforcement Officer	207-882-8200 ext 7	codes@wiscasset.org
Building Inspector	207-882-8200 ext 7	codes@wiscasset.org
Plumbing Inspector	207-882-8200 ext 7	codes@wiscasset.org
Planning Board	207-882-4271	erabbe@lcrpc.org
Planner (Contracted w/ LCRPC)	207-882-4271	erabbe@lcrpc.org
Economic Development	207-882-8200 ext 8	economicdeveloper@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
Wastewater Treatment Plant	207 882-8222	wwtp@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	firechief@wiscasset.org
Wiscasset Water District	207-882-6402	wiscwater@myfairpoint.net