



## Starting a Business in Skowhegan, Maine

### Contact List

#### **Skowhegan Help**

Jeff Hewett, Director of Economic & Community Development, 207-474-6905 [jhewett@skowhegan.org](mailto:jhewett@skowhegan.org)

Randy Gray, Code Enforcement Officer, 207-474-6904 [skowcode@skowhegan.org](mailto:skowcode@skowhegan.org)

Gail Pelotte, Town Clerk/Treasurer, 207-474-6900 [gpelotte@skowhegan.org](mailto:gpelotte@skowhegan.org)

Shawn Howard, Fire Chief, 207-474-3400 [showard@skowhegan.org](mailto:showard@skowhegan.org)

Jason Gayne, Director of the Skowhegan Area Chamber of Commerce, 207-474-3621 [exdir@skowheganareachamber.com](mailto:exdir@skowheganareachamber.com)

Kristina Cannon, Executive Director of Main Street Skowhegan, 207-612-2571 [executivedirector@mainstreetskowhegan.org](mailto:executivedirector@mainstreetskowhegan.org)

#### **Regional Help**

Heather Johnson, Director of Somerset Economic Development Corp., 207-474-0166 [Heather.Johnson@somersetcounty-me.org](mailto:Heather.Johnson@somersetcounty-me.org)

Janet Roderick, SBDC Counselor, 207-453-4258 ext 215 [jmr@ceimaine.org](mailto:jmr@ceimaine.org)

Sarah Ross, Executive Assistant KVCOG, 207-453-4258 [sross@kvkog.org](mailto:sross@kvkog.org)

#### **State of Maine**

Department of Economic and Community Development (DECD) [www.main.gov/decdd](http://www.main.gov/decdd)

#### **Business Plan**

A business plan is an essential roadmap for business success. This living Document generally projects 3-5 years ahead and outlines the route a company intends to take to grow revenues. For more information please check out the SBA website on Starting a Business at [www.sba.gov/category/navigation-structure/starting-managing-business/starting-business](http://www.sba.gov/category/navigation-structure/starting-managing-business/starting-business).

There is free help in putting together a business plan at the Small Business Development Center at Kennebec Valley Council of Government (KVCOG) at 17 Main Street, Fairfield Maine or contact Janet Roderick at 207-453-4258 ext 215 or by email at [jmr@ceimaine.org](mailto:jmr@ceimaine.org).

#### **Fees for Business by Town Ordinances**

Bowling, Pool and Shooting galleries	\$30.00
Circuses and Carnivals	\$30.00
Innkeepers, Victualers, and Lodging Houses	\$30.00
Junkyard and Auto Graveyards	\$100.00
Pinball Machines	\$30.00
Pawnbrokers	\$55.00
Special Amusement*	\$30.00
Taxi Cabs	Check with Police Department

\*Special Amusement- The purpose of this ordinance is to control the issuance of special permits for music, dancing, or entertainment in facilities licensed by the State of Maine to sell liquor as required by Title 28-A M.R.S.A.1054.

#### **Businesses that serve food or drink**

Licenses for Victualer:

No person shall operate as a victualer within the Town of Skowhegan unless licensed to do so by the Town, unless specifically waived by the Town. Applicants for victualers' licenses shall be made in writing upon forms supplied by the Skowhegan Town Clerk and shall state the name of the applicant; his residence and mailing addresses; the name of

the business to be conducted; his business address; the location(s) to be used; residence and business telephone numbers; and the date of the application. Upon receipt of the application, the Town Clerk shall refer the same to the Code Enforcement Officer for a determination to assure compliance with the ordinances, statutes and regulations of the Town of Skowhegan and the State of Maine.

“Victualer” means a person who serves food or drink prepared for consumption on the premises by the public.

Applications for Victualer License are available in the Town Manager Office at 225 Water Street, Skowhegan Maine 207-474-6905.

### **General Information for all Businesses**

- If you want to register your business name with the Town, not a requirement.  
License of Business Name                      \$10.00

Applications for License of Business Name are available in the Town Clerk Office at 225 Water Street, Skowhegan Maine 207-474-6900.

### **All Business need the following**

#### Occupying an existing space with no changes

Certificate of Occupancy

- No cost
- Inspection from either Code Enforcement and/or Skowhegan Fire Department. They will review for any code or life safety violations.
- This is best to have done before signing a lease.

Certificate of Occupancy are issued in the Code Enforcement Office at 225 Water Street, Skowhegan Maine 207-474-6904.

#### Occupying a new space or making changes to an existing space

Certificate of Occupancy

- No cost
- Inspection from either Code Enforcement and/or Skowhegan Fire Department. They will review for any code or life safety violations.
- This is best to have done before signing a lease.

- Any required building/plumbing permits needed to make changes to the building and/ or business space.

Applications for Building/Plumbing Permits and an Certificate of Occupancy are available in the Code Enforcement Office at 225 Water Street, Skowhegan Maine 207-474-6904.

### **Financing Help**

#### Town of Skowhegan

The Town of Skowhegan has loan funds available to business based in Skowhegan or will be located in Town. If your business needs some help in starting or expanding please contact the Economic and Community Development office at 207-474-6905 or by email at [info@skowhegan.org](mailto:info@skowhegan.org).

Micro Loan Program – Business based or will be located in Skowhegan

- Up to \$5,000.00
- Primarily small businesses with a gross income of less than One Hundred Thousand dollars (\$100,000.00)

RLF Program – Business based or will be located in Skowhegan

- Up to \$100,000.00
- Not for total funding of projects

### KVCOG – Revolving Loan Fund

In order to be eligible for the business loan program through KVCOG, the business must be located in Kennebec, Somerset or western Waldo counties. The business must be unable to finance the proposed project from its own resources or through commercial credit or other Federal, State or Local programs at reasonable rates and terms. For more information please check out KVCOG's website at [www.kvcog.org/finance.htm](http://www.kvcog.org/finance.htm).

Loan Funds up to \$150,000.00

### Somerset Economic Development Corp

The Somerset Economic Development Corp has Revolving Loan Funds available for any business in Somerset County. For more information contact Heather Johnson at 207-474-0166 or check out Somerset Economic Development Corp website at [www.somseteconomicdevelopment.org](http://www.somseteconomicdevelopment.org).

### **Business Organizations**

#### Skowhegan Area Chamber of Commerce

The Chamber takes an active role in the community as well as promoting events, planning activities and coordinating the talents of local business people with issues from economic development to tourism. Whether you're here to visit or here to stay, the Skowhegan Area Chamber of Commerce is please to be at your service. For more information please check out our website at [www.skowheganachamber.com](http://www.skowheganachamber.com) or contact us at 207-474-3621 or by email at [exdir@skowheganareachamber.com](mailto:exdir@skowheganareachamber.com).

#### Main Street Skowhegan

Maine Street Skowhegan is a non-profit, 501(c)3 organization that relies on volunteer teams of committed people to improve Skowhegan's Downtown in five ways below. If one of these areas interests you, contact us. There are also many smaller ways you can help out. We love talking to people who care about Downtown! For more information please check out our website at [mainstreetskowhegan.org](http://mainstreetskowhegan.org) or contact us at 207-612-2571 or by email at [info@mainstreetskowhegan.org](mailto:info@mainstreetskowhegan.org).

1. Design: works on the shared space of downtown to create an attractive, coordinated, and quality image of Skowhegan by capitalizing on its unique assets and heritage.
2. Organization: develops relationships with key stakeholders, leads the fundraising effort, and cultivates volunteerism.
3. Promotions: produces special events and retail happenings that promote downtown as the center of commerce, culture and community life.
4. Economic Restructuring: offers business support, opportunities, and intentional planning to enhance the business climate of Downtown Skowhegan.
5. Wellness: implements our Worksite Wellness program for downtown businesses and coordinate other downtown projects in the areas of physical activity, nutrition and tobacco cessation.