



Starting a Business in Skowhegan, Maine

Contact List

Skowhegan Help

Jeff Hewett, Director of Economic and Community Dev., 207-474-6905 jhewett@skowhegan.org

Bryan Belliveau, Code Enforcement Officer, 207-474-6904 skowcode@skowhegan.org

Gail Pelotte, Town Clerk, Town Treasurer, 207-474-6900 gpelotte@skowhegan.org

Shawn Howard, Fire Chief, 207-474-3400 showard@skowhegan.org

Jason Gayne, Director of Skowhegan Area Chamber of Commerce, 207-474-3621
exdir@skowheganareachamber.com

Kristina Cannon, Executive Director of Main Street Skowhegan, 207-612-2571
executivedirector@mainstreetskwohegan.org

Regional Help

Christian Savage, Director of Somerset Economic Development Corp., 207-474-0166
csavage@somersetcounty-me.org

Laura Cyr, Executive Director, KVCOC 207-453-4258 lcyr@kvcog.org

Allison Watson, Small Business Advisor at CEI at Mid Maine Chamber of Commerce, 207-319-4316
allison.watson@ceimaine.org

State of Maine

Department of Economic and Community Development (DECD) website at www.maine.gov/decd

Business Plan

Updated 7/6/2018

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. Check out the SBA website on Starting a Business at 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 CEI at Mid Maine Chamber of Commerce located at 50 Elm Street Waterville Maine or call and talk with Allison Watson at 207-319-4316 or you can email her at allison.watson@ceimaine.org.

Fees for businesses by Town ordinances

Bowling, pool and shooting galleries	\$ 30
Circuses and Carnivals	\$ 30
Innkeepers and victualers, and lodging houses	\$ 30
Junkyards and auto graveyards	\$100
Pinball machines	\$ 30
Pawnbrokers	\$ 55
Special Amusement *	\$ 30
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. Applications 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 from the Town Manager Office at 207-

474-6907.

General Information for all businesses

- If you want to register your business name with the Town, not a requirement License of business name
Cost \$10
Where: Town Clerks office at 207-474-6900

All Businesses need the following

Occupying an existing space with no changes

Certificate of Occupancy

- No cost inspection from 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 lease.

Where: Code Enforcement office at 207-474-6904 or skowcode@skowhegan.org

Occupying a new space or making changes to an existing space

- Certificate of Occupancy see above
- Any required building/plumbing permits needed to make changes to the building and/or business space.

Where: Code Enforcement office at 207-474-6904 or skowcode@skowhegan.org

Financing Help

The Town of Skowhegan has loan funds available, if your business needs some help in starting or expanding please contact the Economic and Community Development office at 207-474-6905 or email at info@skowhegan.org.

Existing Programs in Skowhegan

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

- Up to \$5000
- 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
- No total funding of Projects

KVCOG – Revolving Loan Fund

In order to be eligible for the business loan program, the business must be located in Kennebec, Somerset, or western Waldo County. 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.

Loans up to \$150,000

Somerset Economic Development Corp

The Somerset Economic Development Corp has Revolving Loan Funds for any business in Somerset County. For more information contact Christian Savage at 207-474-0166 or check out Somerset Economic Development Corp website at www.somersetcountymaine.org

Business Organizations

Skowhegan Area Chamber of Commerce - The Chamber takes an active role in the community as well, 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 pleased to be at your service. For more information please check out our website at www.skowheganachamber.com or contact us at 207-474-3621 or by email exdir@skowheganareachamber.com.

Main Street Skowhegan-is a non-profit, 501(c)3 organization that relies on volunteer teams of committed people to improve Skowhegan's downtown in 4 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 or contact us at 207-612-2571 or by email 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 coordinates other downtown projects in the areas of physical activity, nutrition, and tobacco cessation.