

Maine Enterprise Licensing System (MELS) Supporting User Guides

Submitting a Request for an Extension, Transfer, or Revision and Amendment



MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION

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Submitting a Request for an Extension, Transfer, or Revision and Amendment

Please note, you **must** have an **active Land License permit** associated with your site before you can access the extension, transfer, or revision and amendment forms.

Extension Request: Use this form to request an extension of the expiration date if your project will not be completed by the permit expiration date,

Transfer Request: Use this form to transfer an existing license.

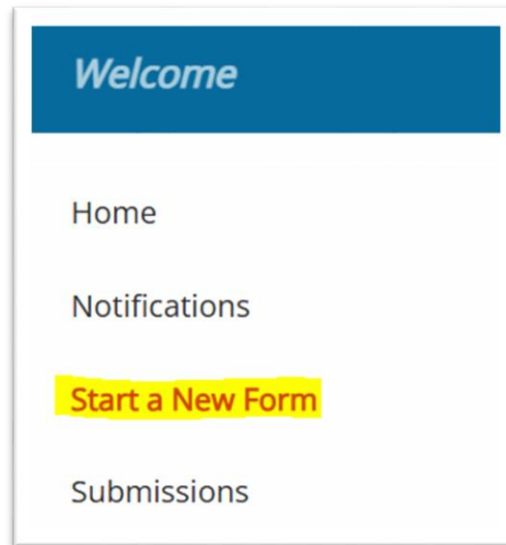
Revision and Amendment Application: Use this form to request a Minor Revision, Minor Amendment, or Major Amendment for an existing project.

Log in to MELS here: [Log in to MELS](#).

Note: For more information on logging in to MELS, see the “Creating an Account and Retrieving a Forgotten Password” user guide available on the MELS Hub here: [MELS Hub](#)

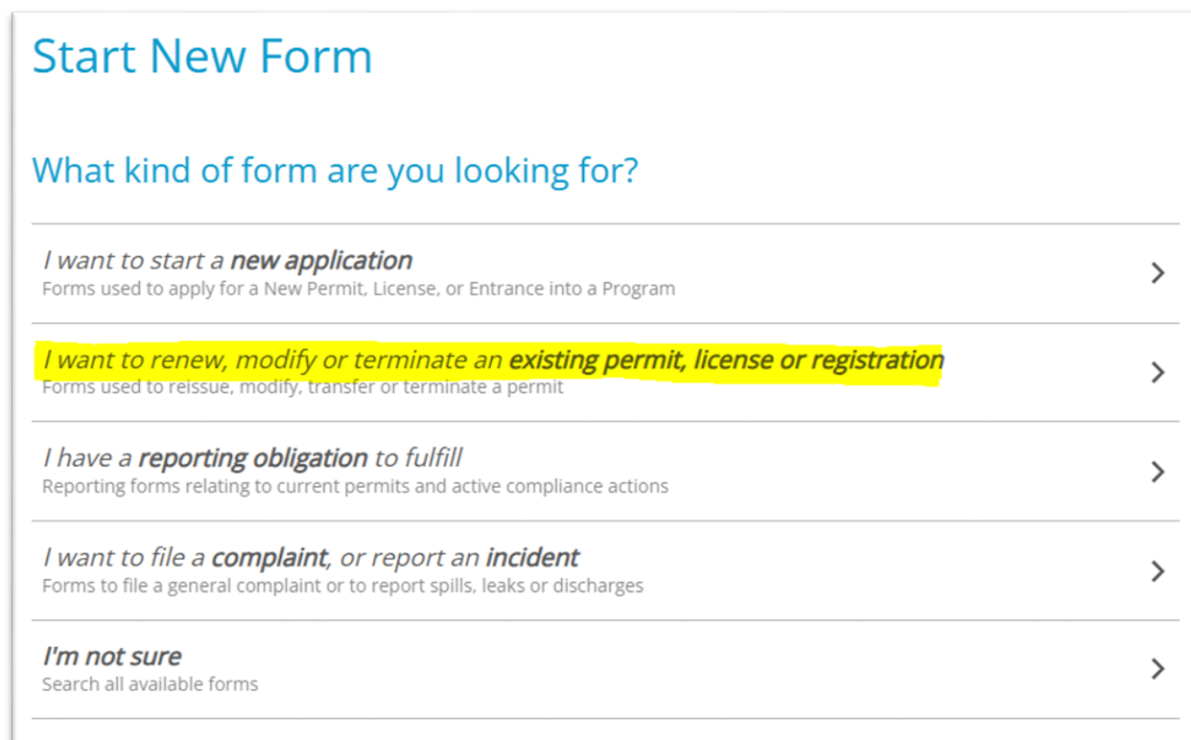
Select “Start a New Form”, as highlighted in Figure 1 below.

Figure 1: Start a New Form



Select “I want to renew, modify, or terminate an existing permit, license, or registration,” as highlighted in Figure 2 below.

Figure 2: Renew, Modify, or Terminate an Existing, License, or Registration Form



The screenshot shows a web interface titled "Start New Form". Below the title is the question "What kind of form are you looking for?". There are five options listed, each with a description and a right-pointing arrow. The second option, "I want to renew, modify or terminate an existing permit, license or registration", is highlighted with a yellow background. The options are:

- I want to start a **new application***
Forms used to apply for a New Permit, License, or Entrance into a Program
- I want to renew, modify or terminate an **existing permit, license or registration***
Forms used to reissue, modify, transfer or terminate a permit
- I have a **reporting obligation** to fulfill*
Reporting forms relating to current permits and active compliance actions
- I want to file a **complaint**, or report an **incident***
Forms to file a general complaint or to report spills, leaks or discharges
- I'm not sure*
Search all available forms

Select the relevant permit change form: Extension, Transfer, or Revision and Amendment.

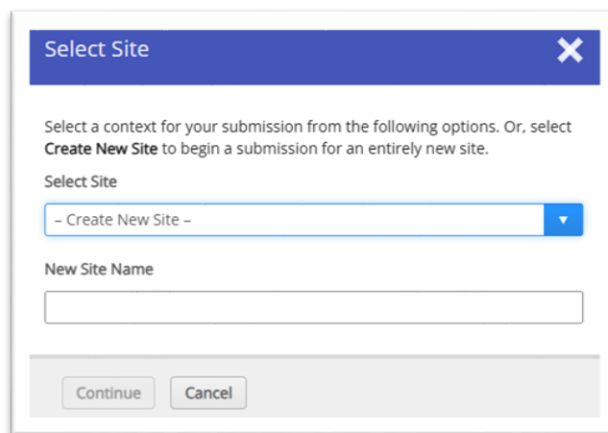
Figure 3: Permit Change Forms

The screenshot shows a web interface titled "Permit Change Forms" in blue text. Below the title is a section labeled "Desk Guides" with a "Filter" button. A message "Showing 3 of 3" is displayed. Three permit change forms are listed, each with a "Begin" button:

- Land License Extension Request**
Site Name: Desk Guides
Permit Number: L-1000 v1.0
Form Description: If your project will not be completed by the permit expiration date, use this form to request an extension of the expiration date.
Program Area: Land - Land Licensing
- Land License Transfer Request**
Site Name: Desk Guides
Permit Number: L-1000 v1.0
Form Description:
Program Area: Land - Land Licensing
- Revision and Amendment Application**
Site Name: Desk Guides
Permit Number: L-1000 v1.0
Form Description: Minor Revision, Minor Amendment, or Major Amendment for an existing project.
Program Area: Land - Land Licensing

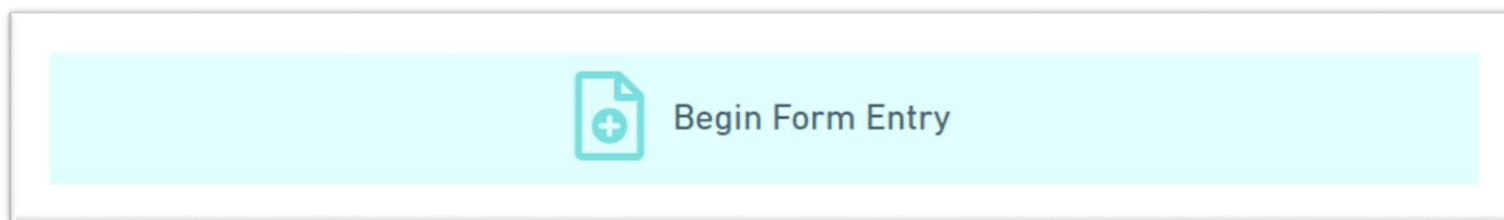
If you have multiple Sites connected to your account, you will be prompted to select the relevant site or create a new site, as demonstrated in Figure 4 below.

Figure 4: Select Site

A dialog box titled "Select Site" with a close button (X) in the top right corner. The text inside reads: "Select a context for your submission from the following options. Or, select **Create New Site** to begin a submission for an entirely new site." Below this is a section labeled "Select Site" containing a dropdown menu with the text "- Create New Site -" and a blue downward arrow. Underneath the dropdown is a text input field labeled "New Site Name". At the bottom of the dialog are two buttons: "Continue" and "Cancel".

Select "Begin Form Entry", as demonstrated in Figure 5 below.

Figure 5: Begin Form Entry

A light blue rectangular button with a white border. On the left side of the button is a teal icon of a document with a plus sign. To the right of the icon, the text "Begin Form Entry" is displayed in a dark teal font.

Complete the information required in the form and submit.