

Maine Enterprise Licensing System (MELS) Supporting User Guides

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

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MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION

17 State House Station | Augusta, Maine 04333-0017

[www.maine.gov/dep](http://www.maine.gov/dep)

## 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.

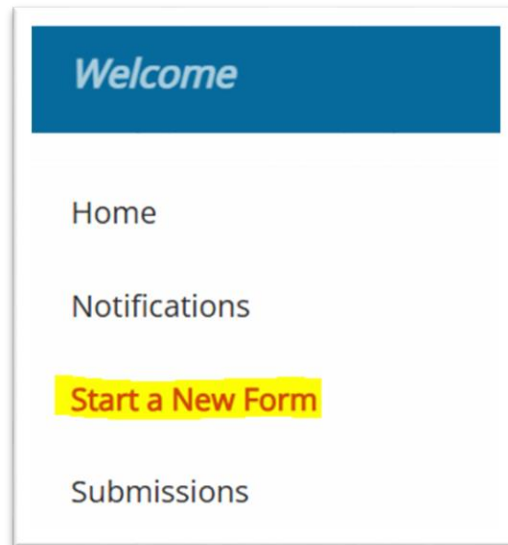
**Revision and Amendment Application:** Use this form to request a Minor Revision, Minor Amendment, or Major Amendment for an existing project.

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

**Start New Form**

What kind of form are you looking for?

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*I want to start a **new application*** >  
Forms used to apply for a New Permit, License, or Entrance into a Program

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*I want to renew, modify or terminate an **existing permit, license or registration*** >  
Forms used to reissue, modify, transfer or terminate a permit

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*I have a **reporting obligation** to fulfill* >  
Reporting forms relating to current permits and active compliance actions

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*I want to file a **complaint**, or report an **incident*** >  
Forms to file a general complaint or to report spills, leaks or discharges

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*I'm not sure* >  
Search all available forms

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

Figure 3: Permit Change Forms

## Permit Change Forms

### Desk Guides

[Filter](#)

Showing 3 of 3

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#### 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

[Begin](#)

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#### Land License Transfer Request

Site Name: Desk Guides  
Permit Number: L-1000 v1.0  
Form Description:  
Program Area: Land - Land Licensing

[Begin](#)

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#### Revision and Amendment Application

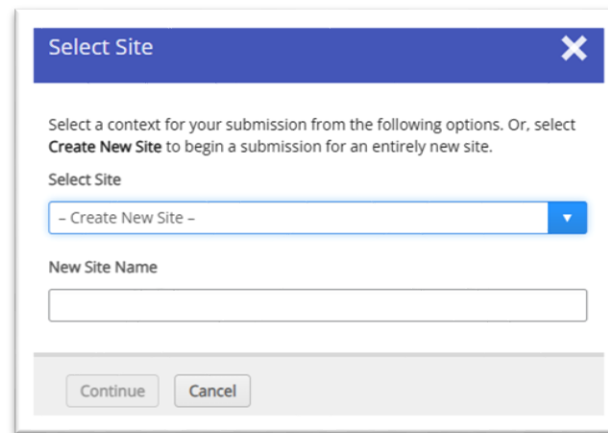
Site Name: Desk Guides  
Permit Number: L-1000 v1.0  
Form Description: Minor Revision, Minor Amendment, or Major Amendment for an existing project.  
Program Area: Land - Land Licensing

[Begin](#)

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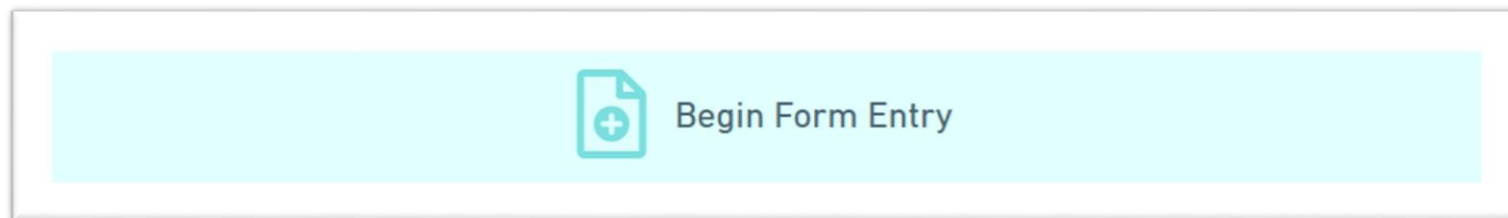
If you have multiple Sites connected to your account, you will be prompted to select the relevant site or create a new site, as demonstrated in Figure 4 below.

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.