



Application for Business License Renewal

Town of Townsend
141 Main Street, PO Box 223, Townsend, Delaware 19734

The undersigned applicant, being duly authorized by law to practice, conduct, pursue or carry on the business of _____ hereby makes application in accordance with an Ordinance of the Town of Townsend, DE for a business license for the period ending **December 31, 2025**, and submits herein the following information:

1. Applicant's Name & Title _____

2. Trade Name of Business _____

3. Mailing Address for License _____
Street P.O. Box # City State Zip Code

4. Business Phone & Fax Numbers: _____
Phone Fax

5. Physical Address of Business _____
Street P.O. Box # City State Zip Code

6. Nature of Business _____

7. State Business License Nos. _____
(If Applicable) State # Electrical # Plumbing #

*** * * THIS SECTION APPLIES TO MANUFACTURERS, MERCHANTS & BOTTLERS ONLY * * ***

NOTE: Any applicant qualifying under #8 or #9 of this application must furnish the figures requested under oath or affirmation.

8. Manufacturers: Gross receipts in connection with or from the business during the year ending on the 31st day of December preceding.

Aggregate Gross Receipts \$ _____

Aggregate Gross Receipts Less \$400,000 = \$ _____

9. Merchants and Bottlers aggregate cost value of all merchandise purchased for sale in the course of such business during the year ending on the 31st day of December preceding.

Aggregate Gross Purchases for Resale \$ _____

Aggregate Gross Purchases for Resale Less \$400,000 = \$ _____

EXEMPTION: Any manufacturer that has aggregate gross receipts or any merchant or bottler that has aggregate gross purchases for resale under \$100,000 will pay a license fee of \$125.00. However, the licensing office must receive a letter stating this by January 31 of the subject year.

10. Type of Business/ Occupation in accordance with the schedule on page 3: _____

11. The undersigned applicant further states that he has complied and will continue to comply with all the Ordinances of the Town of Townsend. ___Yes ___No

Signature of Applicant or Corporate Officer

Home Address of Applicant or Corporate Officer

Print Name Plainly Here

Cell Phone Number

Title

E-Mail Address

MAKE CHECK PAYABLE TO: Town of Townsend

MAIL TO OR DROP IN TOWNHALL DROP BOX: Town of Townsend Town Clerk 141 Main Street, PO Box 223, Townsend, DE 19734

INSTRUCTIONS ON REVERSE SIDE

Mail or drop off this completed application, a copy of your State of Delaware business license, a copy of your Certificate of Liability Insurance, naming the Town of Townsend as the certificate holder, and the fee in the required amount to the Town of Townsend, Town Clerk, 141 Main Street, PO Box 223, Townsend, DE 19734

- Section 1.** No person shall conduct or engage in any trade, business or occupation within the Town of Townsend for which a license is required without first having obtained a license therefore and paid the license fee prescribed as listed below.
- Section 2.** Licenses shall be required for the following trades, businesses and occupations in the Town of Townsend and the license fee shall be set forth beside the names of said trades, businesses and occupations in the Town of Townsend.
- Section 3.** Manufacturers shall pay a license fee at the rate of .00046 of the aggregate gross receipts over \$400,000; provided, however, that the minimum license fee shall be one hundred and twenty-five dollars (\$125.00). Merchants and bottlers shall pay a license fee at the rate of .00046 of the aggregate gross purchases for resale over \$400,000; provided, however, that the minimum license fee shall be seven hundred and fifty dollars (\$750.00). Businesses will sign an affidavit stating their aggregate gross receipts or aggregate gross purchases for resale. Exemption: Any manufacturer that has aggregate gross receipts or any merchant or bottler that has aggregate gross purchases for resale under \$100,000 will pay a license fee of \$125.00. However, the licensing office must receive a letter stating this by January 31st. Please reference attachment.
- Section 4.** Each license granted under this Ordinance shall not be transferable.
- Section 5.** License shall be displayed in a conspicuous manner in the principal office in the place of business in the Town of Townsend.
- Section 6.** Any person convicted of a violation of the provisions of this Ordinance shall be fined not less than ten dollars (\$10.00) nor more than one hundred dollars (\$100.00), or upon failure to pay such fine as imposed, shall be imprisoned for not more than thirty (30) days.
- Section 7.** The premises of every licensee shall be open to the inspection of the Fire Marshal, Board of Health and all applicable Town Officers during all business hours.
- Section 8.** All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.
- Section 9.** There is a penalty If the license fee is not paid by February 15 of each year, then a penalty in the amount of ten (10%) percent per month of the amount of license fee will accrue until payment is received. Each day the license fee is delinquent shall constitute a separate violation and a summons may be issued to initiate a criminal prosecution for each day that the license fee goes unpaid.

Businesses or Occupations

Advertising Agency	\$ 125.00	Motel/Hotel (5 rooms - \$5.00/Room)	\$ 125.00
Amusement Operator	\$ 125.00	Motion Picture Theater	\$ 125.00
Architect (Per Architect)	\$ 250.00	Motor Vehicle Serviceman	\$ 125.00
Attorney-at-Law (Per Attorney)	\$ 250.00	Nursing, Rest or Convalescent Home	\$ 125.00
Auctioneer	\$ 125.00	Open Market Operator	\$ 125.00
Bank, Trust, Loan & Credit Union	\$ 250.00	Optometrist (Per Optometrist)	\$ 250.00
Barber		Outdoor Music Festival Promoter	\$ 250.00
- First 2	\$ 125.00	Parking Lot or Garage Operator	\$ 125.00
- 3 or more	\$ 250.00	Pawnbroker	\$ 125.00
Beautician		Pest Control Services	\$ 125.00
- First 2	\$ 125.00	Pharmacist (Per Pharmacist)	\$ 250.00
- 3 or more	\$ 250.00	Photographer	\$ 125.00
Bowling Alley	\$ 125.00	Physical Therapist (Per Therapist)	\$ 250.00
Broadcasting Station	\$ 125.00	Physician and/or Surgeon (Per Doctor)	\$ 250.00
Broker (Per Broker)	\$ 125.00	Plant Nursery and/or Florist	\$ 125.00
Car Wash	\$ 125.00	Podiatrist (Per Podiatrist)	\$ 250.00
Certified Public Accountant (Per Accountant)	\$ 250.00	Pool Table Operator	\$ 125.00
Cesspool Cleaner	\$ 125.00	Printer	\$ 125.00
Chiropractor (Per Chiropractor)	\$ 250.00	Private Detective Agency	\$ 125.00
Coin Operated Amusement Machine Owner	\$ 125.00	Professional Engineer (Per Engineer)	\$ 250.00
Coin Operated Electronic Video Machine Owner	\$ 125.00	Professional Land Surveyor (Per License)	\$ 250.00
Coin Operated Vending Machine Owner	\$ 125.00	Psychologist (Per Psychologist)	\$ 250.00
Commercial Sign Business	\$ 125.00	Public Accountant (Per Accountant)	\$ 250.00
Computer Related Services	\$ 125.00	Public Stenographer	\$ 125.00
Contractor	\$ 125.00	Publishers	\$ 125.00
Day Care Operator		Real Estate Brokers, Appraisers & Managers	\$ 125.00
- 6 Children and under	\$ 125.00	Real Estate Property Manager	\$ 125.00
- 7 Children and above	\$ 250.00	Real Estate Salesperson or Associate Broker	\$ 125.00
Dental Lab	\$ 125.00	Rental Services	\$ 125.00
Dentist (Per Dentist)	\$ 250.00	Refuse Haulers	\$300.00
Distributor	\$ 125.00		+\$75 p.t.
Drayman or Mover	\$ 125.00	Sales Representative	\$ 125.00
Eating Establishment	\$ 125.00	Schools & Education Services	\$ 125.00
Employment Agent	\$ 125.00	Scientific Laboratory	\$ 125.00
Entertainers	\$ 125.00	Scrap & Waste Material Services	\$ 125.00
Entertainment Agent or Operator	\$ 125.00	Secondhand Dealer of Precious Metals	\$ 125.00
Finance or Small Loan Agency	\$ 250.00	Security Services	\$ 125.00
Gas, Light, Power, Cable TV & Telephone Company	\$ 825.00	Shoe Repairman	\$ 125.00
General Repairman	\$ 125.00	Sub-Contractor	\$ 125.00
Health Spa or Health Club	\$ 125.00	Tailor & Garment Services	\$ 125.00
Income Tax Consultant	\$ 250.00	Taxicab or Bus Operator	\$ 125.00
Incorporator	\$ 125.00	Taxidermist	\$ 125.00
Insurance Adjustor Office	\$ 125.00	Telephone Answering Service	\$ 125.00
Insurance Agent	\$ 125.00	Television Repairman	\$ 125.00
Janitorial & Cleaning Service	\$ 125.00	Tourist Home	\$ 125.00
Laundry Service Operator	\$ 125.00	Travel Agency	\$ 125.00
Linen Supplier	\$ 125.00	Undertaker	\$ 125.00
Manicurist	\$ 125.00	Veterinarian (Per Veterinarian)	\$ 250.00
Manufactured Home Park (Per Space)	\$ 6.00	Warehouseman	\$ 125.00
Manufacturer's Agent or Representative	\$ 125.00	Wholesale News Agency	\$ 125.00
Merchant	*see formula	All Businesses Not Listed	\$ 125.00
Mercantile Agency or Collection Agency	\$ 125.00		

