



# Town of Townsend

## Contractor License Application

### Terms & Conditions

Contractors Licenses are *required* for any out-of-Town businesses looking to work within Town limits. If your business address is located within the Municipality, please apply for a Business License; any contractor holding a Business License with the Town of Townsend is exempt from obtaining a Contractor License. A Contractor License issued by the Town is only valid with current insurance and State Licenses.

### Section One - Business Information

Business Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ | State: \_\_\_\_\_ | ZIP Code: \_\_\_\_\_

Preferred Contact (Name & Title): \_\_\_\_\_

Email: \_\_\_\_\_ | Phone No. \_\_\_\_\_

Is the business's mailing address different from the address above? **Yes** ☐ **No** ☐

Mailing Address (if applicable): \_\_\_\_\_

### Contractor Type

☐ General ☐ Roofer ☐ HVAC ☐ Other (please describe): \_\_\_\_\_

☐ Electrical (Prof. License #: \_\_\_\_\_) ☐ Plumbing (Prof. License #: \_\_\_\_\_)

### Section Two - Supporting Document Checklist

**Please provide the following items to support your application.**

☐ Current Delaware State Business License

*Temporary Licenses are acceptable if they are valid; if a temporary license is submitted, please provide the official license once issued by the Division of Revenue.*

☐ Current Certificate of Liability Insurance

*The Town of Townsend should be listed as the Certificate Holder on submitted COLs.*

### \$125 Licensing Fee

☐ Provided in cash, check, or money order alongside this application

☐ Requesting invoice from the Town to pay online

*The undersigned applicant, being duly qualified and authorized by law to conduct this business, confirms that all above information is correct to the best of their knowledge and agrees to comply with all applicable Town Ordinances.*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Send completed applications to:**

townhall@townsend.delaware.gov | Town of Townsend | P.O. Box 223, Townsend DE 19734