



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

Applicants MUST complete the following checklist as a guide to ensure all supporting documentation is submitted alongside the 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 COIs.

\$130 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