# Town of Townsend

## Business License Application

## 2027

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

## Terms & Conditions

**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 .0005 of the aggregate gross receipts over $400,000; provided, however, that the minimum license fee shall be one hundred and thirty dollars ($130.00). 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 $130.00. 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.

_____

*Business Name*

_____ _____ _____

*Signature* *Title* *Date*

# Town of Townsend

## Business License Application

## **Section One -** Business Information

Business Name: _____

Home Address of Applicant: _____

Type of Business (in accordance with Page 3 of this application): _____

Physical Address: _____, Townsend, DE 19734

Preferred Contact (Name & Title): _____

Email: _____ | Phone No. _____

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

Mailing Address (if applicable): _____

**State Business License Numbers (if applicable)**

Delaware State:_____ Electrical:_____ Plumbing: _____

## **Section Two -** Supporting Document Checklist

**Applicants MUST complete the following checklists 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.*

### Licensing Fee

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

☐ Requesting invoice from the Town to pay online

*See Page 3 of this application for the appropriate licensing fee based on your business type.*

*The undersigned applicant, being duly qualified and authorized by law to conduct this business, hereby makes application in accordance with an Ordinance of the Town for a business license for the calendar year of 2026 and states that they will comply with all ordinances of the Town of Townsend.*

_____
*Printed Name*

_____ _____ _____
*Signature* *Title* *Date*

**Send completed applications to:**

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

# Fee Schedule

Advertising Agency - $ 130.00
Amusement Operator - $ 130.00
Architect (Per Architect) - $ 255.00
Attorney-at-Law (Per Attorney) - $ 255.00
Auctioneer - $ 130.00
Bank, Trust, Loan & Credit Union - $ 255.00
Barber:
2 or fewer - $ 130.00, 3 or more - $ 255.00
Beautician - First 2 $ 130.00, 3 or more $ 255.00
Bowling Alley - $ 130.00
Broadcasting Station - $ 130.00
Broker (Per Broker) - $ 130.00
Car Wash - $ 130.00
Certified Public Accountant (Per Accountant) - $ 255.00
Cesspool Cleaner - $ 130.00
Chiropractor (Per Chiropractor) - $ 255.00
Coin Operated Amusement Machine Owner - $ 130.00
Coin Operated Electronic Video Machine Owner - $ 130.00
Coin Operated Vending Machine Owner - $ 130.00
Commercial Sign Business - $ 130.00
Computer Related Services - $ 130.00
Contractor - $ 130.00
Day Care Operator:
6 or fewer children - $ 130.00, 7 or more children $ 255.00
Dental Lab - $ 130.00
Dentist (Per Dentist) - $ 255.00
Distributor - $ 130.00
Drayman or Mover - $ 130.00
Eating Establishment - $ 130.00
Employment Agent - $ 130.00
Entertainers - $ 130.00
Entertainment Agent or Operator - $ 130.00
Finance or Small Loan Agency - $ 255.00
Gas, Light, Power, Cable TV & Telephone Company - $ 830.00
General Repairman - $ 130.00
Health Spa or Health Club - $ 130.00
Income Tax Consultant - $ 255.00
Incorporator - $ 130.00
Insurance Adjustor Office - $ 130.00
Insurance Agent - $ 130.00
Janitorial & Cleaning Service - $ 130.00
Laundry Service Operator - $ 130.00
Linen Supplier - $ 130.00
Manicurist - $ 130.00
Manufactured Home Park (Per Space) - $ 11.00
Manufacturer's Agent or Representative - $ 130.00
Merchant: see formula chart below
Mercantile Agency or Collection Agency - $ 130.00
Motel/Hotel (5 rooms - $5.00/Room) - $ 130.00
Motion Picture Theater - $ 130.00
Motor Vehicle Serviceman - $ 130.00
Nursing, Rest or Convalescent Home - $ 130.00
Open Market Operator - $ 130.00
Optometrist (Per Optometrist) - $ 255.00
Outdoor Music Festival Promoter - $ 255.00
Parking Lot or Garage Operator - $ 130.00
Pawnbroker - $ 130.00
Pest Control Services - $ 130.00
Pharmacist (Per Pharmacist) - $ 255.00
Photographer - $ 130.00
Physical Therapist (Per Therapist) - $ 255.00
Physician and/or Surgeon (Per Doctor) - $ 255.00
Plant Nursery and/or Florist - $ 130.00
Podiatrist (Per Podiatrist) - $ 255.00
Pool Table Operator - $ 130.00
Printer - $ 130.00
Private Detective Agency - $ 130.00
Professional Engineer (Per Engineer) - $ 255.00
Professional Land Surveyor (Per License) - $ 255.00
Psychologist (Per Psychologist) - $ 255.00
Public Accountant (Per Accountant) - $ 255.00
Public Stenographer - $ 130.00
Publishers - $ 130.00
Real Estate Brokers, Appraisers & Managers - $ 130.00
Real Estate Property Manager - $ 130.00
Real Estate Salesperson or Associate Broker - $ 130.00
Rental Services - $ 130.00
Refuse Haulers - $ 310.00 + $ 75.00 per truck
Sales Representative - $ 130.00
Schools & Education Services - $ 130.00
Scientific Laboratory - $ 130.00
Scrap & Waste Material Services - $ 130.00
Secondhand Dealer of Precious Metals - $ 130.00
Security Services - $ 130.00
Shoe Repairman - $ 130.00
Sub-Contractor - $ 130.00
Tailor & Garment Services - $ 130.00
Taxicab or Bus Operator - $ 130.00
Taxidermist - $ 130.00
Telephone Answering Service - $ 130.00
Television Repairman - $ 130.00
Tourist Home - $ 130.00
Travel Agency - $ 130.00
Undertaker - $ 130.00
Veterinarian (Per Veterinarian) - $ 255.00
Warehouseman - $ 130.00
Wholesale News Agency - $ 130.00
All Businesses Not Listed - $ 130.00

*** * * 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.