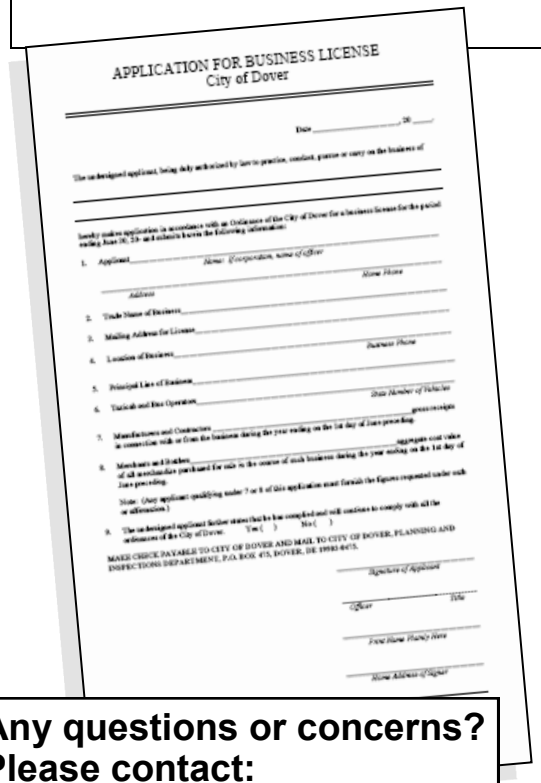
Everyone with a license is to conspicuously display the license in the principal office of their place of business.



APPLICATION FOR BUSINESS LICENSE
City of Dover

Any questions or concerns? Please contact:

City of Dover

15 Loockerman Plaza
Dover, DE 19901

Phone - (302) 736-7010
Fax # - (302) 736-4217
Email - permitsandlicenses@doverde.gov
www.cityofdover.gov

Updated 10-21-25

Business Licenses

Department of Inspections & Planning

When do I need a City of Dover business license?

A City license is needed if you are working within the City limits.

How long is it active?

A license is good from August 1st– to July 31st of the following year.
If you purchase a license in November then your license is active for eight months, until the next July 31st.

How much does it cost?

Cost is based on:

1. What type of license?
2. What month is it purchased?

If your business is located in Kent County and it is after July, your license fee is prorated.

The original license fee is pro-rated by dividing the full amount by twelve (12) months and then multiplying that amount by the number of months that remain in the license period.

Manufacturers and Contractors

Manufacturers and contractors pay a license fee at the rate of $0.00046 of the aggregate gross receipts; however, there is a minimum fee of $128.00.

Contractors from outside Kent County.

Contractors from outside Kent County who do not regularly operate in the city have the option of taking out an annual contractor's license or a license for the duration of the job. The per job contractors license is valid for the job and the license fee is based on 0.00046 of the aggregate gross receipts of the job; with a minimum fee of $128.00.

Merchants and Bottlers

Merchants and bottlers pay a license fee at the rate of $0.00046 of the aggregate gross purchases for resale; however, there is a minimum fee of $64.00.

Amusement Park Operators

Every amusement ride or amusement park operator has the option of getting a license for an amusement park or licenses for each amusement within the park or open space.

Late Fees for Renewals

If a license to be renewed is not paid on or before Aug 31, there will be a penalty fee of ten percent (10%) of the total license fee added every month until the fee is paid.

Applications

An application can be picked up from the office, or found as one of the printable forms on the City Home Page. (*www.cityofdover.gov*)

We need the following information:

- Name and business address
- The trade, business or occupation for which a license is requested
- Affirmation that the applicant has complied and will comply with all the ordinances of the city.
- A signature at the bottom of the application.