

License # _____

____ New
____ Renewal

Credit _____
Check # _____
Cash _____

**APPLICATION FOR BUSINESS LICENSE
CITY OF DOVER**

Date _____

The Undersigned applicant, being duly authorized by law to practice, conduct, pursue or carry on the business of: **(list license category found on reverse side)** ** If needed, describe type being conducted.

1. Owner Name _____

Address _____ **Home Phone #** _____ **Cell #** _____

2. Trade Name of Business _____

3. Location of Business _____

Business Phone # _____

4. Mailing Address for License _____

5. Taxicab/Bus Operator _____

State Number of Vehicles _____

6. Manufacturers and Contractors, list the amount of Gross Receipts for the business done in the City of Dover only, during the year ending on the 1st day of June preceding.

Only if you are renewing a license _____

7. Merchant and Bottlers, list the amount of aggregated cost value of all merchandise purchased for sale in the course of such business done in the City of Dover only, during the year ending on the 1st day of June preceding.

Only if you are renewing a license _____

Note: Any applicant qualifying under 6 or 7 of this application must furnish the figures requested under oath or affirmation.

8. The undersigned applicant further states that he/she has complied and will continue to comply with all the ordinances of the City of Dover. **Yes () No ()**

911 Emergency Contacts 1. _____ Phone# _____ Cell# _____

**** Other than Applicant**

2. _____ Phone# _____ Cell# _____

MAKE CHECK PAYABLE TO: CITY OF DOVER

MAIL TO: CITY OF DOVER, DEPARTMENT OF INSPECTIONS, P.O. BOX 475, DOVER, DE 19903-0475

OVERNIGHT MAIL: 15 LOOCKERMAN PLAZA, DOVER, DE 19901

PHONE # (302) 736-7010

FAX # (302) 736-4217

EMAIL: permitsandlicenses@dover.de.us

Signature of Applicant

E-Mail Address

Print Name

NOTE: Electrical/Plumbing Contractors must submit a copy of their State of Delaware professional license and a copy of the Certificate of Insurance for the business.

****License Fees are pro-rated quarterly. The first pro-ration begins on November 1st, the 2nd pro-ration begins on February 1st, and the 3rd pro-ration begins on May 1st of each year.**

INSTRUCTIONS ON REVERSE SIDE

Mail or present this application together with fee in the required amount to **City of Dover, Department of Inspections, P.O. Box 475, Dover, DE 19903-0475**

Section 1. On and after July 1, 1968, no person shall conduct or engage in any trade business or occupation within the City of Dover for which a license is required without first having obtained a license therefore and paid the license fee prescribed.

Advertising		\$96.00
Amusement Operator		160.00
Architect (each)		256.00
Attorney-at-Law (each)		320.00
ATM machines (3 rd party/off bank premises)		52.00
Auctioneer		160.00
Automobile Race Operator		380.00
Bank, Loan & Trust		320.00
Barber		64.00
After 2 Chairs	Each	4.00
Beautician		64.00
After 2 Chairs	Each	4.00
Broker		160.00
Car Wash		192.00
Certified Public Accountant		256.00
Cesspool Cleaner		128.00
Chiropractor (each)		320.00
Clinical Social Worker (each)		100.00
Coin Operated Amusement		
Machine Owner	Each	4.00
Coin Operated Electronic		
Video Machine Owner	Each	128.00
Coin Operated Vending *** (see below)		
Machine Owner	Each	4.00
Commercial Sign Business		128.00
Computer Related Services		128.00
Consultant		52.00
Contractor *** (see below)		128.00
Day Care Operator		52.00
Dentist (each)		320.00
Distributor		64.00
Drayman or Mover		128.00
Eating Establishment and/or		
Eating Establishment Operator		128.00
Employment Agent		128.00
Entertainers		
1 to 3 Entertainers Per Group		52.00
4 to 9 Entertainers Per Group		96.00
10 or More Entertainers Per Group		128.00
Entertainment Agent		192.00
Finance or Small Loan Agency		256.00
Fitness Trainer		72.00
Food Truck		180.00
Funeral Director		256.00
Gaming Position *** (see below)		160.00
Gas, Light, Power, Cable T.V.		
& Telephone Company		960.00
General Repairman		64.00
Health Spa or Health Club		192.00
Home Day Care Operator		28.00
Hotel		
Per Room		12.00
Per Suite		12.00
Income Tax Consultant		192.00
Incorporator		128.00
Insurance Adjuster Office		128.00
Itinerant Merchant		100.00
Janitorial & Cleaning Service		
1 to 3 Employees		52.00
4 to 9 Employees		96.00
10 or More Employees		128.00
Land Lease Community Operator	Per Site	24.00
Landscape Service Companies		
1 to 3 Employees		52.00
4 to 9 Employees		96.00
10 or More Employees		128.00
Laundry Service Operator		
Primary Facility		128.00
Addn. Drop Off Location		52.00
Linen Supplier		128.00
Manicurist (each)		32.00
Manufacturer's Agent or Representative		128.00
Massage & Bodywork Therapist		60.00
Mercantile Agency or Collection Agency		128.00
Merchant *** (see below)		
Motel	Per Room	8.00
Motion Picture Theater		192.00
Motor Vehicle Serviceman		96.00
Nursing, Rest or Convalescent Home		192.00
Open Market Operator		
First 20 Spaces	Per Space	24.00
21 st to 50 th Spaces	Per Space	12.00
Over 51 Spaces	Per Space	8.00
Outdoor Tables	Per Space	8.00
Optometrist (each)		320.00
Pawnbroker		192.00
Pest Control Services		96.00
Pharmacist (each)		192.00
Photographer		128.00
Physical Therapist (each)		192.00
Physician and/or Surgeon (each)		320.00

Plant Nursery and/or Florist	96.00
Podiatrist (each)	320.00
Pool Table Operator Per Table	64.00
Maximum Table Fee	192.00
Printer	128.00
Professional counselor (each)	64.00
Professional Engineer (each)	256.00
Professional Land Surveyor (each)	256.00
Psychologist (each)	320.00
Public Accountant (each)	192.00
Publishers	320.00
Real Estate Broker, Appraiser & Manager	160.00
Real Estate Development Corporation	352.00
Real Estate Property Manager	
1 to 3 Rental Properties	52.00
4 to 9 Rental Properties	128.00
10 to 50 Rental Properties	128.00
Real Estate Salesperson	52.00
Rental Services	128.00
Sales Representative	52.00
Scientific Laboratory	128.00
Schools & Educational Services	
(Non-Vocational)	64.00
(Vocational)	128.00
Scrap & Waste Material Services	128.00
Security Services	192.00
Shoe Repairman	52.00
Sports Betting & Horse Racing *** (see below)	128.00
Tailor & Garment Services	52.00
Taxicab or Bus Operator	
First	28.00
Each Additional	28.00
Tourist Home	
Per Room	8.00
Travel Agency	128.00
Veterinarian (each)	320.00
Warehouse Operator	256.00
All Business Not Listed	
1 to 3 Employees	52.00
3 to 9 Employees	96.00
10 to 50 Employees	128.00
51 to 100 Employees	320.00

***Contractors and Manufacturers 128.00

When renewing a Contractors/Manufacturers license, the licensee shall pay a license fee at the rate of .00046 of the aggregated gross receipts; provided, however, that the minimum license fee shall be one hundred and twenty-eight dollars (\$128.00).

Merchants and Bottlers 64.00

When renewing a Merchant/Bottlers license, the licensee shall pay a license fee at the rate of .00046 of the aggregated gross purchases for resale; provided, however, that the minimum license fee shall be sixty four dollars (\$64.00).

Sports Betting and Horse Racing 128.00

When renewing a Sports Betting/Horse Racing license, the licensee shall pay a license fee the rate of .00046 of the aggregated gross receipts (defined as commission) for the activity; provided, however, that the minimum license fee shall \$128.00).

Gaming Position 160.00

Gaming position means every individual space or seat, whether standing or sitting, authorized to conduct gaming activities as identified on an approved floor plan.

Coin Operated Vending Machines

A list of the location for each vending machine located within city limits of Dover will need to be provided each year.

Section 2. Licenses shall be required for the following trades, businesses, and occupations in the City of Dover, and the license fee shall be set forth beside the names of said trades, businesses and occupations in the City of Dover.

Section 4. Each license granted under this ordinance shall not be transferable.

Section 5. License shall be displayed in a conspicuous manner in the principle office in the place of business in the City of Dover.

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 shall be imposed, shall be imprisoned for not more thirty days.

Section 7. The premises of every license shall be open to inspection of the Fire Marshal and the Executive Officer of the Board of Health 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. In the event that the license fee is not paid on or before August 1st of each year, then the license fee shall incur a penalty of the amount of ten (10%) percent per month of the amount of license fee until the same is paid. Each day the license fee is delinquent and not paid 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.