

License # _____

___ New
___ Renewal

Check _____
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. Applicant _____
Name: If Corporation, name of officer

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) 736-4457

FAX # (302) 736-4217

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.

****Please contact the office for pro-rated license fees at (302) 736-4457.**

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		\$95.00
Amusement Operator		157.00
Architect		250.00
Attorney-at-Law		313.00
ATM machines (3 rd party/off bank premises)		50.50
Auctioneer		157.00
Automobile Race Operator		375.00
Bank, Loan & Trust		313.00
Barber		63.00
After 2 Chairs	Each	4.00
Beautician		63.00
After 2 Chairs	Each	4.00
Broadcasting Station		313.00
Broker		157.00
Car Wash		188.00
Certified Public Accountant		250.00
Cesspool Cleaner		125.00
Chiropractor		313.00
Clinical Social Worker		96.00
Coin Operated Amusement		
Machine Owner	Each	3.00
Coin Operated Electronic		
Video Machine Owner	Each	125.00
Coin Operated Vending *** (see below)		
Machine Owner	Each	3.00
Commercial Sign Business		125.00
Computer Related Services		125.00
Consultant		50.50
Contractor *** (see below)		125.00
Day Care Operator		50.50
Dentist		313.00
Distributor		63.00
Drayman or Mover		125.00
Eating Establishment and/or		
Eating Establishment Operator		125.00
Employment Agent		125.00
Entertainers		
1 to 3 Entertainers Per Group		50.50
4 to 9 Entertainers Per Group		95.00
10 or More Entertainers Per Group		125.00
Entertainment Agent		188.00
Finance or Small Loan Agency		250.00
Fitness Trainer		69.00
Funeral Director		250.00
Gaming Position *** (see below)		155.00
Gas, Light, Power, Cable T.V.		
& Telephone Company		938.00
General Repairman		63.00
Going Out of Business Sale		31.50
Health Spa or Health Club		188.00
Home Day Care Operator		26.00
Hotel		
Per Room		9.50
Per Suite		12.50
Income Tax Consultant		188.00
Incorporator		125.00
Insurance Adjuster Office		125.00
Itinerant Merchant		41.50
Janitorial & Cleaning Service		
1 to 3 Employees		50.50
4 to 9 Employees		95.00
10 or More Employees		125.00
Landscape Service Companies		
1 to 3 Employees		50.50
4 to 9 Employees		95.00
10 or More Employees		125.00
Laundry Service Operator		
Primary Facility		125.00
Addn. Drop Off Location		50.50
Linen Supplier		125.00
Manicurist		32.00
Manufacturer's Agent or Representative		125.00
Mercantile Agency or Collection Agency		125.00
Merchant *** (see below)		
Mobile Home Park	Per Space	7.00
Motel	Per Room	7.00
Motion Picture Theater		188.00
Motor Vehicle Serviceman		95.00
Nursing, Rest or Convalescent Home		188.00
Open Market Operator		
First 20 Spaces	Per Space	22.50
1 st to 50 th Space	Per Space	11.50
Over 51 Spaces	Per Space	6.00
Outdoor Tables	Per Space	6.00
Optometrist		313.00
Pawnbroker		188.00
Pest Control Services		95.00
Pharmacist		188.00
Photographer		125.00
Physical Therapist		188.00
Physician and/or Surgeon		313.00
Plant Nursery and/or Florist		95.00
Podiatrist		313.00

Front Office Forms 7/01/2010

Pool Table Operator Per Table	63.00
Maximum Table Fee	189.00
Printer	125.00
Private Detective Agency	188.00
Professional counselor	63.00
Professional Engineer	250.00
Professional Land Surveyor	250.00
Psychologist	313.00
Public Accountant	188.00
Public Stenographer	38.00
Publishers	313.00
Real Estate Brokers,	
Appraisers & Managers	157.00
Real Estate Development Corporation	344.00
Real Estate Property Manager	
1 to 3 Rental Properties	50.50
4 to 9 Rental Properties	125.00
10 to 50 Rental Properties	125.00
Real Estate Salesperson or Associate Broker	50.50
Rental Services	125.00
Sales Representative	50.50
Scientific Laboratory	250.00
Schools & Educational Services	
(Non-Vocational)	63.00
(Vocational)	125.00
Scrap & Waste Material Services	125.00
Security Services	188.00
Shoe Repairman	50.50
Sports Betting & Horse Racing *** (see below)	125.00
Sound Truck	32.00
Tailor & Garment Services	50.50
Taxicab or Bus Operator	
First	26.00
Each Additional	26.00
Tourist Home	
Per Room	7.00
Travel Agency	125.00
Undertaker	250.00
Veterinarian	313.00
Warehouseman	250.00
Wholesale News Agency	63.00
X-Ray Lab	157.00
All Business Not Listed	
1 to 3 Employees	50.50
3 to 9 Employees	95.00
10 to 50 Employees	125.00
51 to 100 Employees	313.00

***Contractors and Manufacturers 125.00

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-five dollars (\$125.00).

Merchants and Bottlers 63.00

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 three dollars (\$63.00).

Sports Betting and Horse Racing 125.00

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 \$125.00).

Gaming Position 155.00

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 than 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.