

# Application for Business License



The Mayor & Council of Middletown  
19 West Green Street  
Middletown, DE 19709-1315  
Phone: (302) 378-3587  
Fax: (302) 378-5675  
www.middletownde.org

The undersigned applicant, being duly authorized by law to practice, conduct, pursue or carry on the business of \_\_\_\_\_

hereby makes application in accordance with an Ordinance of the Town of Middletown for a business license for the period ending December 31, 20 \_\_\_\_\_ and submits herein the following information:

1. Applicant's Name & Title \_\_\_\_\_
2. Trade Name of Business \_\_\_\_\_
3. Mailing Address for License \_\_\_\_\_  
Street \_\_\_\_\_ P.O. Box # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
4. Business Phone & Fax Numbers: \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_
5. Physical Address of Business \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
6. Nature of Business \_\_\_\_\_
7. State Business License Nos. \_\_\_\_\_  
(If Applicable) State # \_\_\_\_\_ Electrical # \_\_\_\_\_ Plumbing # \_\_\_\_\_

**\*\*\* THIS SECTION APPLIES TO MANUFACTURERS, MERCHANTS & BOTTLERS ONLY \*\*\***

8. **Manufacturers** gross receipts in connection with or from the business during the year ending on the 31<sup>st</sup> 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 31<sup>st</sup> day of December preceding.  
Aggregate Gross Purchases for Resale \$ \_\_\_\_\_  
Aggregate Gross Purchases for Resale Less \$400,000 = \$ \_\_\_\_\_

**NOTE:** Any applicant qualifying under #8 or #9 of this application must furnish the figures requested under oath or affirmation.

**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 \$50.00. However, the licensing office must receive a letter stating this by February 15<sup>th</sup>.

10. The undersigned applicant further states that he has complied and will continue to comply with all the Ordinances of the Town of Middletown.  Yes  No

\_\_\_\_\_  
Signature of Applicant or Corporate Officer

\_\_\_\_\_  
Home Address of Applicant or Corporate Officer

\_\_\_\_\_  
Print Name Plainly Here

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-Mail Address

**MAKE CHECK PAYABLE TO:** TOWN OF MIDDLETOWN

**MAIL TO:** Town of Middletown  
Department of Licensing  
19 West Green Street  
Middletown, DE 19709-1315

**INSTRUCTIONS ON REVERSE SIDE**

Mail or present this completed application with fee in the required amount to the Town of Middletown, Department of Licensing, 19 West Green Street, Middletown, DE 19709-1315.

**Section 1.** On and after January 1, 2004, no person shall conduct or engage in any trade, business or occupation within the Town of Middletown for which a license is required without first having obtained a license therefore and paid the license fee prescribed.

Advertising Agency	\$125.00	Motion Picture Theater	125.00
Amusement Operator	125.00	Motor Vehicle Serviceman	125.00
Architect (Per Architect)	250.00	Nursing, Rest or Convalescent Home	125.00
Attorney-at-Law (Per Attorney)	250.00	Open Market Operator	125.00
Auctioneer	125.00	Optometrist (Per Optometrist)	250.00
Bank, Trust, Loan & Credit Union	250.00	Outdoor Music Festival Promoter	250.00
Barber - First 2	125.00	Parking Lot or Garage Operator	125.00
- 3 or more	250.00	Pawnbroker	125.00
Beautician - First 2	125.00	Pest Control Services	125.00
- 3 or more	250.00	Pharmacist (Per Pharmacist)	250.00
Bowling Alley	125.00	Photographer	125.00
Broadcasting Station	125.00	Physical Therapist (Per Therapist)	250.00
Broker (Per Broker)	125.00	Physician and/or Surgeon (Per Doctor)	250.00
Car Wash	125.00	Plant Nursery and/or Florist	125.00
Certified Public Accountant (Per Accountant)	250.00	Podiatrist (Per Podiatrist)	250.00
Cesspool Cleaner	125.00	Pool Table Operator	125.00
Chiropractor (Per Chiropractor)	250.00	Printer	125.00
Coin Operated Amusement Machine Owner	125.00	Private Detective Agency	125.00
Coin Operated Electronic Video Machine Owner	125.00	Professional Engineer (Per Engineer)	250.00
Coin Operated Vending Machine Owner	125.00	Professional Land Surveyor (Per License)	250.00
Commercial Sign Business	125.00	Psychologist (Per Psychologist)	250.00
Computer Related Services	125.00	Public Accountant (Per Accountant)	250.00
Contractor	125.00	Public Stenographer	125.00
Day Care Operator - 6 Children and under	125.00	Publishers	125.00
- 7 Children and above	250.00	Real Estate Brokers, Appraisers & Managers	125.00
Dental Lab	125.00	Real Estate Property Manager	125.00
Dentist (Per Dentist)	250.00	Real Estate Salesperson or Associate Broker	125.00
Distributor	125.00	Rental Services	125.00
Drayman or Mover	125.00	Sales Representative	125.00
Eating Establishment	125.00	Schools & Education Services	125.00
Employment Agent	125.00	Scientific Laboratory	125.00
Entertainers	125.00	Scrap & Waste Material Services	125.00
Entertainment Agent or Operator	125.00	Secondhand Dealer of Precious Metals	125.00
Finance or Small Loan Agency	250.00	Security Services	125.00
Gas, Light, Power, Cable TV & Telephone Company	825.00	Shoe Repairman	125.00
General Repairman	125.00	Sub-Contractor	125.00
Health Spa or Health Club	125.00	Tailor & Garment Services	125.00
Income Tax Consultant	250.00	Taxicab or Bus Operator	125.00
Incorporator	125.00	Taxidermist	125.00
Insurance Adjustor Office	125.00	Telephone Answering Service	125.00
Insurance Agent	125.00	Television Repairman	125.00
Janitorial & Cleaning Service	125.00	Tourist Home	125.00
Laundry Service Operator	125.00	Travel Agency	125.00
Linen Supplier	125.00	Undertaker	125.00
Manicurist	125.00	Veterinarian (Per Veterinarian)	250.00
Manufactured Home Park (Per Space)	6.00	Warehouseman	125.00
Manufacturer's Agent or Representative	125.00	Wholesale News Agency	125.00
Mercantile Agency or Collection Agency	125.00	All Businesses Not Listed	125.00
Motel/Hotel (5 rooms - \$5.00/Room)	125.00		

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

**Section 3.** Manufacturers shall pay a license fee at the rate of .00046 of the aggregate gross receipts over \$400,000; provided, however, that the minimum license fee shall be one hundred and twenty-five dollars (\$125.00).

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 one hundred twenty-five dollars (\$125.00).

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 \$50.00. However, the licensing office must receive a letter stating this by February 15th.

**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 Middletown.

**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.** Date when license fee must be paid and penalty for non-payment. In the event that the license fee is not paid on or before February 15 of each year, then the license fee shall incur a penalty in 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.