



**THE TOWN OF ELSMERE**

**11 Poplar Avenue – Elsmere, DE 19805**

**Phone: 302-998-2215**

**Fax: 302-998-9920**

**APPLICATION FOR BUSINESS LICENSE**

Business Trade Name: \_\_\_\_\_

Business Corporate Name: \_\_\_\_\_

.....

Type of Business: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Owner's Phone: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Other phone numbers you wish to provide: \_\_\_\_\_

**Is the business located in the Town of Elsmere? Yes No**  
**If so, complete additional information on the back of this form**

Amount Due: *General Contractor \$150*      *Sub-contractor \$125*      *Other \$150*

- ❖ This application must be accompanied by a copy of any license required by either the State of Delaware or New Castle County, as well as, proof that he or she has valid business insurance.
- ❖ All licenses required hereunder shall be for the period of **November 1st** of one year to **October 31st** of the next ensuing year.

**In accordance with Ordinance 475 licensing fees are doubled if the applicant conducts business prior to obtaining license.**

*"I declare under penalty of making a false certificate that this return is made by me, that I am authorized to make such return and that to the best of my knowledge it is a true, correct and complete return, made in good faith for the years stated pursuant to the provisions of the License Code of the Town of Elsmere"*

*"I further acknowledge that I am aware that the Town of Elsmere is its own municipality and in addition to any Federal, State or County Laws it has its own laws, rules and regulations which I am responsible to check either by the Town of Elsmere website at townofelsmere.com or by speaking with a Code Enforcement Officer to ensure my compliance."*

**License application must be signed by the Business owner or authorized agent.**

Applicant's Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

.....

**Additional requirements on rear for businesses located in the Town of Elsmere**

**Complete this section if your business is located in the Town of Elsmere**  
**This is required before your license will be granted.**

Is the building or premises in which the business is located:

Owned                      Leased                      Rented

➤ If not owned by you, who is the owner of the property?

Owner's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

In accordance with the licensing provisions of *Chapter 131 Section 8 of The Town of Elsmere Code*, please list below, if applicable, the names, addresses and telephone numbers of any and all wholesalers delivering goods to your business. Not applicable for goods delivered by common carrier. **Please use a separate sheet of paper if additional space is needed.**

Name of Business: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_



**This section is for Official Use Only**

Amount Paid: \$\_\_\_\_\_ Penalties: \$\_\_\_\_\_ Total: \$\_\_\_\_\_

Method of Payment: *Cash* *Check* \_\_\_\_\_ Date Received: \_\_\_\_\_ By: \_\_\_\_\_

***Approved***    ***Denied***    ***Reason for Denial:*** \_\_\_\_\_

***Code Official:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_ ***Lic. No. Issued:*** \_\_\_\_\_

***Customer ID:*** \_\_\_\_\_





# The Town of Elsmere

11 Poplar Avenue, Elsmere, Delaware 19805

Phone (302) 998-2215 Fax (302) 998-9920

## Business Licenses

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If you will be conducting any type of business within the Town of Elsmere, you must first apply for and be issued an Elsmere business license. Business licenses are effective for the period November 1<sup>st</sup> – October 31<sup>st</sup> and must be renewed annually.

Businesses located within Elsmere must meet additional requirements. See below for further information relating to in-town and home-based businesses.

To apply for an Elsmere Business License, you must submit:

- Completed business license application
- Current State of Delaware Business License
- Additional business licenses required by your profession (E.g.: Contractor's license, New Castle County licenses, etc.)
- Current Certificate of Insurance. The Town of Elsmere must be shown as the certificate holder (not as an additional insured). See attached example.
- License fee

### **Businesses Located Within the Town**

For those businesses located within the Town of Elsmere, you must meet the following requirements prior to conducting business:

- Contact the Code Enforcement Office to schedule an appointment with the Building Inspector and/or Code Enforcement Officer for a plan review. At this meeting, your zoning, change of use and any variances which may be required will be discussed. If the Code Officer determines that you require a Planning Commission review or that you must apply for any variances, be advised that the process can take up to 8 weeks.
- Submit a completed application for a hearing before the Planning Commission and Board of Adjustment (if the Code Officer determines it is required) and submit applicable fees.
- Schedule an inspection with the Fire Marshal's office. (302) 323-5375
- Apply for an Elsmere Business License.
- Contact the Code Office to schedule the building inspection. The Code Enforcement office will not schedule this inspection until all other requirements have been met.

(Continued on reverse...)

## **Home Based Businesses**

In accordance with Town of Elsmere Code Section 225, all home-based businesses located in a residential district must apply for a Special Exception Use variance prior to conducting business.

Home based businesses must meet all other requirements outlined in the preceding sections.

## **Fee Schedule**

Business License – General Contractor .....	\$150.00
Business License – Sub-Contractor .....	\$125.00
Business License – All Others .....	\$150.00
Planning Commission / Board of Adjustment Hearing .....	\$200.00
Sign deposit (refundable – required for hearing) .....	\$50.00