

# City of Wilmington

## Application for Business License

Thank you for applying for the City of Wilmington Business License.

**Please note that for those applying for Air Conditioning Contractor; Boiler Installation Contractor; Heating, Plumbing and Mechanical Refrigeration Contractor Licenses - these are tested licenses. You must see the Chief Plumbing Inspector in the Department of Licenses and Inspections and take the Trade Test before obtaining a City of Wilmington Business License.**

**For a Retailers Edible and Restaurant License, you must supply a copy of the Board of Health Certificate.**

**In addition to your City of Wilmington business license, Title 24, Chapter 23 of the Delaware Code requires all pawnbrokers, secondhand dealers and/or scrap metal processors to be licensed by the Delaware State Police. Chapter 5, section 5-35 of the Wilmington City Code requires a business owner to obtain all applicable State licenses and/or permits for the conduct of said business as a prerequisite of the issuance of a City of Wilmington license. Please attach a copy of your Delaware State Police Certificate of License to you application.**

**All applicants for a City of Wilmington Business License must attach a copy of their current State of Delaware Business License.**

Thank you.

Application For Business License  
City of Wilmington, Delaware  
Department of Finance  
Wage/Business License Division  
800 N. French Street 19801-3537  
(302) 576-2415



License Number (Office Use Only)

1. APPLICATION DATE	3. FEDERAL EMPLOYERS ID #

3A. If No FEI, Enter Applicant  
Soc Sec. No. ►

SOCIAL SECURITY NO.	4. License Applied For:
	LICENSE TYPE CODE

(SEE OTHER SEE)

2. BUSINESS START DATE (IN CITY)	4A. SPECIFIC NATURE OF BUSINESS

5. STATE OF DE. LIC. NO.	FOR OFFICE USE ONLY

6. Applicant's Business Location: Actual Physical Location. P.O. Box is not acceptable.

NAME OF BUSINESS (No more than 30 characters including spaces)		E-MAIL ADDRESS		Acct # _____  Net Profit <input type="checkbox"/>  Wage/head <input type="checkbox"/>  Acct # _____  Date Added _____  By _____
ADDRESS LINE 1		FAX #		
ADDRESS LINE 2				
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
				CONTACT PERSON

7. Business Owner Information: Actual Physical Location Required. P.O. Box Address is not acceptable.

NAME OF BUSINESS' OWNER(S)		FIRST NAME		
ADDRESS LINE 1				
ADDRESS LINE 2				
		LAST NAME		
CITY		STATE	ZIP CODE	TELEPHONE NUMBER

8. Mailing Address (address applicant desires license information & tax forms to be mailed):

NAME OF BUSINESS		CITY	STATE	ZIP CODE	TELEPHONE NUMBER
ADDRESS LINE 1					
ADDRESS LINE 2					

9. Type of Ownership:

- ☐ Corporation ☐ S - Corporation \*
- ☐ Partnership\* ☐ Sole Proprietor
- ☐ Estate/Trust ☐ Non-Profit (501C3 copy required)
- ☐ Holding Company, (if exempt under DEL. 1902(B)(8), Title 30 do not complete this form)
- ☐ LLC
- ☐ Other

Number of employees anticipated within City of Wilmington per month: \_\_\_\_\_

\*Attach a list of all partners' names, addresses, and Social Security (or Federal Identification) Numbers

For purpose of Disadvantaged Business Program, please check here if you are a Disadvantaged Business Enterprise: ☐

DATE PRINT NAME SIGNATURE TITLE ZONING

FEE (Return Application with Fee) \_\_\_\_\_

\*\*REQUIRED SIGNATURE FOR TESTED LICENSES

\*\*PLUMBING INSPECTOR APPROVAL

# FEE INCREASE EFFECTIVE 1/1/94

CODE	DESCRIPTION	FEE	CODE	DESCRIPTION	FEE
CONSTRUCTION			PROFESSIONAL SERVICES		
1000**	<input type="checkbox"/> Air Conditioning Contractor	120.00	5000	<input type="checkbox"/> Accountants	181.00
1001**	<input type="checkbox"/> Boiler Installation Contractor	120.00	5001	<input type="checkbox"/> Architects	181.00
1002	<input type="checkbox"/> Cement-Concrete-Stone-Masonry Contractor	120.00	5002	<input type="checkbox"/> Chiropractic Physicians	181.00
1003	<input type="checkbox"/> Construction Manager	120.00	5003	<input type="checkbox"/> Consultants	181.00
1004	<input type="checkbox"/> Contractor/Subcontractor	120.00	5004	<input type="checkbox"/> Court Reporter	181.00
1005	<input type="checkbox"/> Electrician-Electrical Contractor	120.00	5005	<input type="checkbox"/> Dentists	181.00
1006**	<input type="checkbox"/> Heating Contractor	120.00	5006	<input type="checkbox"/> Laboratories	181.00
1007**	<input type="checkbox"/> Plumbing Contractor	120.00	5007	<input type="checkbox"/> Lawyers	181.00
1008	<input type="checkbox"/> Sign-Billboard Erectors	120.00	5008	<input type="checkbox"/> Nursing homes	181.00
1009**	<input type="checkbox"/> Mechanical Contractor	120.00	5009	<input type="checkbox"/> Opticians	181.00
1010	<input type="checkbox"/> Satellite Television Installer	301.00	5010	<input type="checkbox"/> Optometrists	181.00
1011	<input type="checkbox"/> Asbestos Abatement Contractor	120.00	5011	<input type="checkbox"/> Physicians-Surgeons	181.00
1102**	<input type="checkbox"/> Refrigeration	120.00	5012	<input type="checkbox"/> Physiotherapists	181.00
ENTERTAINMENT/RECREATION			5013	<input type="checkbox"/> Podiatrists	181.00
2000	<input type="checkbox"/> Billiard/Bowling Alley	181.00	5014	<input type="checkbox"/> Professional Engineers	181.00
2001	<input type="checkbox"/> Circuses/Carnivals	181.00	5015	<input type="checkbox"/> Psychiatrist	181.00
2002	<input type="checkbox"/> Coin-Operated Amusement Game Machines (owning and distributing)	723.00	5016	<input type="checkbox"/> Psychologist	181.00
2003	<input type="checkbox"/> Coin-Operated Amusement Game Machine (operating 1-4 machines) [per machine]	30.00	5017	<input type="checkbox"/> Surveyors	181.00
2004	<input type="checkbox"/> Coin-Operated Amusement Game Arcade (operating 5 or more machines)	181.00 plus 30.00 per machine	5018	<input type="checkbox"/> Undertakers	181.00
2005	<input type="checkbox"/> Dance Halls--Studios	181.00	5019	<input type="checkbox"/> Veterinarians	181.00
2006	<input type="checkbox"/> Disk Jockeys	181.00	5020	<input type="checkbox"/> Miscellaneous Professional Service	181.00
2007	<input type="checkbox"/> Health Spa/Club	181.00	5099	<input type="checkbox"/> Manager/Homeless Emergency Shelter	164.00
2008	<input type="checkbox"/> Promoters of Sporting Events	181.00	5099E	<input type="checkbox"/> Non Profit Shelter	0.00
2009***	<input type="checkbox"/> Restaurants	181.00	RETAILERS		
2010	<input type="checkbox"/> Theaters	181.00	6000	<input type="checkbox"/> Coin Operated Merchandise	151.00
2011	<input type="checkbox"/> Theatrical Booking Agency	181.00	6001****	<input type="checkbox"/> Precious Metals	151.00
2012	<input type="checkbox"/> Ticket Agent	181.00	6002***	<input type="checkbox"/> Retailers Edible	151.00
2013	<input type="checkbox"/> Miscellaneous Entertainment/Recreation	181.00	6003	<input type="checkbox"/> Retailers Firearms	151.00
FINANCIAL/REAL ESTATE SERVICES			6004	<input type="checkbox"/> Retailers Non-Edible	151.00
3001	<input type="checkbox"/> Banks/Trust Company	723.00	6005	<input type="checkbox"/> Taverns-Package Stores	151.00
3002	<input type="checkbox"/> Building and Loan Association	361.00	TRAVEL/LODGING/AUTOMOTIVE SERVICES		
3003	<input type="checkbox"/> Collection Agency	181.00	7000	<input type="checkbox"/> Auto Garage-Parking Lot	181.00
3004	<input type="checkbox"/> Condo--Conversion [per unit]	60.00	7001	<input type="checkbox"/> Auto Service Clubs-Associations	181.00
3005	<input type="checkbox"/> Credit Rating, Reporting Bureaus	181.00	7002	<input type="checkbox"/> Auto Washing Establishments	181.00
3006	<input type="checkbox"/> Finance Company	181.00	7003	<input type="checkbox"/> Buses, Taxis, Vehicles for Hire [per vehicle]	60.00
3007	<input type="checkbox"/> Holding Company	120.00	7004	<input type="checkbox"/> Gas Station/Auto Repair	181.00
3007E	<input type="checkbox"/> Holding Company Exempt	0.00	7005	<input type="checkbox"/> Hotels-Motels	1807.00
3008	<input type="checkbox"/> Investment Brokerage Firm	723.00	7006	<input type="checkbox"/> New-Used Auto Sales	181.00
3010	<input type="checkbox"/> Office/Commercial Building	361.00	7007	<input type="checkbox"/> Towing Establishments	181.00
3011	<input type="checkbox"/> Real Estate Agency	241.00	7008	<input type="checkbox"/> Travel Ticket Agency	181.00
3012	<input type="checkbox"/> Real Estate Agent/Broker/Appraiser	120.00	7009	<input type="checkbox"/> Vehicle Renting	181.00
3013	<input type="checkbox"/> Rooming House	120.00	7010	<input type="checkbox"/> Miscellaneous Travel/Lodging/Automotive	181.00
3015	<input type="checkbox"/> Miscellaneous Financial/Real Estate Service	181.00	UTILITIES/PUBLIC SERVICES		
3016	<input type="checkbox"/> Mobile Home Park Operator	602.00	8000	<input type="checkbox"/> Distributor Newspapers/Magazines	542.00
NON-PROFESSIONAL SERVICES			8001	<input type="checkbox"/> Publishing-(Less than daily)	181.00
4001	<input type="checkbox"/> Advertising Agencies	120.00	8002	<input type="checkbox"/> Publishing-Newspaper/Magazine (Daily)	903.00
4002	<input type="checkbox"/> Auctioneers	120.00	8003	<input type="checkbox"/> Radio/Television Broadcasting	602.00
4003	<input type="checkbox"/> Awnings/Sales and Installation	120.00	8004	<input type="checkbox"/> Telegraph Company	602.00
4004	<input type="checkbox"/> Bath-Massage-Tanning Salons	120.00	8005	<input type="checkbox"/> Telephone Company-Local Operator	1807.00
4005	<input type="checkbox"/> Beauty Parlors-Barber Shop	120.00	8006	<input type="checkbox"/> Telephone Company Sales and Service	422.00
4006	<input type="checkbox"/> Carpet Cleaners	120.00	8007	<input type="checkbox"/> Utilities Gas/Electric	3011.00
4007	<input type="checkbox"/> Carpet Installers	120.00	8008	<input type="checkbox"/> Miscellaneous Utilities/Public Service	602.00
4008	<input type="checkbox"/> Cleaners-Dyers-Pressers-Laundries	120.00	WHOLESALE/MANUFACTURER/RELATED SERVICES		
4009	<input type="checkbox"/> Commercial Sign Business	120.00	9000	<input type="checkbox"/> Cold Storage and Refrigeration	181.00
4010	<input type="checkbox"/> Computer Services	120.00	9001	<input type="checkbox"/> Importer/Distributor	181.00
4011	<input type="checkbox"/> Courier/Delivery Service	120.00	9002****	<input type="checkbox"/> Junk/Scrap Processors	181.00
4012	<input type="checkbox"/> Day Care Centers	120.00	9003	<input type="checkbox"/> Manufacturer	181.00
4013	<input type="checkbox"/> Direct Mail Advertising Service	120.00	9004	<input type="checkbox"/> Prefabricated Structure Manufacture/Supplier	181.00
4014	<input type="checkbox"/> Employment Agencies/Contractors	120.00	9005	<input type="checkbox"/> Sanitation	181.00
4015	<input type="checkbox"/> Equipment Rent/Lease	120.00	9006	<input type="checkbox"/> Storage Warehouses	181.00
4016	<input type="checkbox"/> Furniture Movers/Furniture Deliveries	120.00	9007	<input type="checkbox"/> Wholesaler Edible	181.00
4017	<input type="checkbox"/> Furniture Upholsterer and Cleaners	120.00	9008	<input type="checkbox"/> Wholesaler Non-Edible	181.00
4018	<input type="checkbox"/> Insurance Adjuster	120.00	9009	<input type="checkbox"/> Wholesaler via Vehicles	181.00
4019	<input type="checkbox"/> Interior Designers	120.00	9010	<input type="checkbox"/> Miscellaneous Wholesaler/Manufacturer/Related Services	181.00
4020	<input type="checkbox"/> Janitorial Companies	120.00	9011	<input type="checkbox"/> Ship Chandler	181.00
4021	<input type="checkbox"/> Locksmiths	120.00	MISCELLANEOUS		
4022	<input type="checkbox"/> Newspaper/Magazine Subscriptions	120.00	1111	<input type="checkbox"/> Branch License	30.00
4023****	<input type="checkbox"/> Pawn Broker	120.00	2222	<input type="checkbox"/> Duplicate License	30.00
4024	<input type="checkbox"/> Pest Control-Exterminators	120.00	9999	<input type="checkbox"/> Miscellaneous	181.00
4025	<input type="checkbox"/> Photographers/Film Processing	120.00	<div>Copy of current State of Delaware Business License must accompany all applications.  ** Please Note: All Air Conditioning, Plumbing, Heating and Mechanical Contractors <b>must</b> take the required tests and receive a Trade License from the Licenses and Inspections Department before a City of Wilmington Business License will be issued.  *** Must provide copy of Board of Health approval.  **** Please attach a copy of your Delaware State Police Certificate of License to your application.</div>		
4026	<input type="checkbox"/> Printers	120.00			
4027	<input type="checkbox"/> Reducing Salons	120.00			
4028	<input type="checkbox"/> Repair Shop/Service	120.00			
4029	<input type="checkbox"/> Shutters/Sales and Installation	120.00			
4030	<input type="checkbox"/> Tailors	120.00			
4031	<input type="checkbox"/> Tax Preparation	120.00			
4032	<input type="checkbox"/> Telephone Answering Service	120.00			
4033	<input type="checkbox"/> Tutors/Training Academies/Trade Schools	120.00			
4034	<input type="checkbox"/> Video Film Companies	120.00			
4035	<input type="checkbox"/> Miscellaneous Non-Professional Service	120.00			
4036	<input type="checkbox"/> Security Guards	120.00			
4037	<input type="checkbox"/> Beautician/Cosmetologist	120.00			
4038	<input type="checkbox"/> Landscaping/Tree Services	120.00			
4039	<input type="checkbox"/> Bail Bonds	120.00			