

2017 BUSINESS LICENSE RENEWAL APPLICATION

THE CITY OF NEW CASTLE
220 DELAWARE STREET
NEW CASTLE, DE 19720-3638



GREETINGS FOR THE NEW YEAR!

December 2016

Please fill in all information fields below. Skilled trade numbers are required of all trades licensed by the State of Delaware (e.g. plumbers, electricians, etc.). Please also provide a copy of your current State of Delaware Business License. Incomplete and/or unsigned applications will delay processing and may cause late fees. The annual license fees are as follows:

\$ 40.00 per year for	1 - 3	employees
\$ 75.00 per year for	4 - 8	employees
\$ 175.00 per year for	9 - 20	employees
\$ 300.00 per year for	21 or more	employees

NOTE: Add 10% penalty per month on the initial license fee for applications mailed on or after February 1, 2017.

A surety bond may be required as condition of licensing, and copies of the applicable regulations are included on the page following this application. Any questions about the operation of your business in the City, or with other permit requirements, please call (302) 322-9801, Ext. 4531, or stop by the Building Department which is now located at 220 Delaware Street.

PLEASE MAKE CHECK MADE PAYABLE TO: **THE CITY OF NEW CASTLE**, 220 Delaware St. Attn: Business Licenses
New Castle DE 19720

Name of Business: **(REQUIRED)**

Name of business owner: *(requested)*

Type of business: **(REQUIRED)**

Mailing address of business: **(REQUIRED)**

State of Delaware business license no. **(REQUIRED)**

Fed Tax ID No. or Social Security No. **(REQUIRED)**

Business phone number: **(REQUIRED)**

Business fax number:

Business E-MAIL address: *(requested)*

Delaware Skilled Trade No. (if applicable):

Number of employees: **(REQUIRED)**

Applicant Signature: **(REQUIRED)**

Date:

BOND REQUIREMENT INFORMATION
CITY OF NEW CASTLE ORDINANCE NO. * 156 § 2 - Licenses

“BONDED OCCUPATION”: Any occupation which has a reasonable potential for danger to the health and safety of the community, by virtue of regulation/licensing by the State of Delaware and/or the nature of the business activity occurring in the City. Each application for a business license will be reviewed for potential risks to the health and safety of the community.

Bonded occupations shall include, but are not limited to: Cesspool or Septic Tank installation or maintenance Contractor, Drain layer, Electrical Contractor, Excavation Contractor, Fire Sprinkler/Fire Alarm Installation/maintenance Contractor, Fumigator, Pipe Fitter, Gas Appliance Installation, Refrigeration/HVAC Contractor, General Contractor, Demolition Contractor, Roofing – Siding and/or Insulation Contractor, Sheet Metal Contractor, Painting Contractor, Plumber/Sewer/Water and other Utility Contractor, Cement/Masonry Contractor, Highway Permit / Street Obstruction, Sign Contractors, Tree Removal/Trimming Contractor, Well Drilling Contractor. Other occupations also determined to require bonding include: Solicitor/Lawyer, Transient Merchant, Insurance Claim Adjustor or Investigator, Auctioneer, Junk/Second-Hand/Salvage Dealer, Peddler, Pawnbroker, Garbage /Waste Disposal, Public Mover, Insurance Broker.

CITY OF NEW CASTLE ORDINANCE NO. * 156 § 3 - Licenses

Business License Applications for bonded occupations shall be accompanied by a bond in the amount of TEN THOUSAND DOLLARS (\$10,000.00) and shall be executed by a surety company authorized to transact business in the State of Delaware, including surety with the Applicant as Principal Obligor, and the City of New Castle as the Obligee, with conditions that the applicant shall faithfully perform the duties and in all ways comply with the Code of the City of New Castle.

BOND WAIVER

A waiver of the bonding requirement may be granted by the Building & Code Department, upon written application, when, in the opinion of the Building & Code Department, the nature of the particular business activity itself does not pose a danger to the health and safety of the community, or the value of the particular business activity is so small as to pose an insignificant risk to the health and safety of the community.

When a waiver is granted for any construction activity, each subsequent building permit applied for will require approval of an additional written application for a waiver of bonding requirement or the submission of an acceptable bond. *Do not sign this waiver if you are required to submit a bond.*

Name of Bond Waiver Applicant: _____
(Please print)

Please check all that apply:

Applicant’s business does not have a reasonable potential of danger to the health/safety of the community.

Applicant’s business activity poses insignificant risk to the health/safety of the community.

Applicant’s Signature

Date

***Ordinance No. 156 may be viewed in its entirety at:**
<http://newcastlecity.delaware.gov/city-code/>