



**CITY OF NEW CASTLE
220 DELAWARE STREET
NEW CASTLE, DE 19720
302-322-9801**

2025 BUSINESS LICENSE APPLICATION

A new City of New Castle Business License is required each year. Please complete the information below and return with payment to the above address. Checks made payable to the City of New Castle or cash are accepted at 220 Delaware Street. You may also complete the application online at www.newcastlecity.delaware.gov with multiple payment options.

If your business is within the city limits and this application is received after February 1st, a late will be assessed at 10% per month. A Surety Bond may be required per City Code § 156-2 and § 156-3, attached for your reference.

Annual License Fees are as follows

1-3 employees	\$ 50.00 per year
4-8 employees	\$ 90.00 per year
9-20 employees	\$210.00 per year
21+ employees	\$360.00 per year

This includes all employees, not just employees working the job or located in the State of Delaware.

Name of Business: _____ CUSTOMER ID: _____

Name of Business Owner or Contact Name: _____ 2024 LIC#: _____

Mailing Address of Business: _____

Business Phone Number: _____ Business Fax
Number: «Business Fax»

Location of Business (if different from mailing address): _____

Parcel Number of Business (if located in New Castle City limits): _____

Number of Employees (including owner): _____

State of Delaware Business License No.: _____

Delaware Skilled Trade No. _____ (Required of all trades licensed by DE)

Federal Tax ID (E.I.N. or S.S.#): _____

Type of Business: _____

Business E-MAIL Address: _____

License fee due (from chart above): _____

Applicant Signature and Date: **(REQUIRED)** _____



**CITY OF NEW CASTLE
220 DELAWARE STREET
NEW CASTLE, DE 19720
302-322-9801**

BOND WAIVER FORM

BOND WAIVER: A waiver of the bonding requirement may be granted by the Building Official, upon written application, when, in the opinion of the Building Official, 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.

Name of Applicant: _____

The applicant listed above request a waiver of the bonding requirement as a condition of a 2024 Business License Application for the following reason:

- The particular business activity itself does not have a reasonable potential for danger to the health and safety of the community.
- The value of the particular business activity is so small as to pose an insignificant risk to the health and safety of the community.

Authorized Signature: _____ Date: _____

*Ordinance No. 156 can also be viewed <http://newcastlecity.delaware.gov/city-code/>