

# 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.middletown.delaware.gov](http://www.middletown.delaware.gov)  
[permits&inspections@middletown.delaware.gov](mailto:permits&inspections@middletown.delaware.gov)

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 # Hvac #

8. NAICS Code: \_\_\_\_\_  
(2-6 Digit Code found on your IRS Tax Return. You may also find your NAICS Code by visiting <http://www.census.gov/naics/>)

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

9. **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 = \$ \_\_\_\_\_

10. **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>.

11. 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