

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



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License Number (Office Use Only)

1. APPLICATION DATE	3. FEDERAL EMPLOYER ID #	3A. If No FEI, Enter Applicant Soc. Sec. No. ▶	SOCIAL SECURITY NO.	4. License Applied For:
 	 		 	LICENSE TYPE CODE
				(SEE OTHER SIDE)

2. BUSINESS START DATE (IN CITY)	4A. SPECIFIC NATURE OF BUSINESS	5. STATE OF DE. LICENSE NO.

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	Additional Required Accounts Net Profit <input type="checkbox"/> Acct. # _____ 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	
TELEPHONE NUMBER	
CITY	STATE
	ZIP CODE
	TELEPHONE NUMBER

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

NAME OF BUSINESS	9. Type of Ownership: <input type="checkbox"/> Corporation <input type="checkbox"/> S – Corporation* <input type="checkbox"/> Partnership* <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Estate/Trust <input type="checkbox"/> Non-Profit (501C3 copy required) <input type="checkbox"/> Holding Company, (if exempt under DEL. 1902(B)(8), Title 30, do not complete this form) <input type="checkbox"/> LLC <input type="checkbox"/> Other
ADDRESS LINE 1	
ADDRESS LINE 2	
TELEPHONE NUMBER	
CITY	STATE
	ZIP CODE
	TELEPHONE NUMBER

Number of employees anticipated with 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) _____ **PLUMBING INSPECTOR APPROVAL

**REQUIRED SIGNATURE FOR TESTED LICENSES

FEE INCREASE EFFECTIVE 1/1/2024

CODE	DESCRIPTION	FEE	CODE	DESCRIPTION	FEE
CONSTRUCTION			PROFESSIONAL SERVICES		
1000**	<input type="checkbox"/> Air Conditioning Contractor	200.00	5000	<input type="checkbox"/> Accountants	300.00
1001**	<input type="checkbox"/> Boiler Installation Contractor	200.00	5001	<input type="checkbox"/> Architects	300.00
1002	<input type="checkbox"/> Cement-Concrete-Stone-Masonry Contractor	200.00	5002	<input type="checkbox"/> Chiropractic Physicians	300.00
1003	<input type="checkbox"/> Construction Manager	200.00	5003	<input type="checkbox"/> Consultants	300.00
1004	<input type="checkbox"/> Contractor/Subcontractor	200.00	5004	<input type="checkbox"/> Court Reporter	300.00
1005	<input type="checkbox"/> Electrician-Electrical Contractor	200.00	5005	<input type="checkbox"/> Dentists	300.00
1006**	<input type="checkbox"/> Heating Contractor	200.00	5006	<input type="checkbox"/> Laboratories	300.00
1007	<input type="checkbox"/> Plumbing Contractor	200.00	5007	<input type="checkbox"/> Lawyers	300.00
1008	<input type="checkbox"/> Sign-Billboard Erectors	200.00	5008	<input type="checkbox"/> Nursing homes	300.00
1009**	<input type="checkbox"/> Mechanical Contractor	200.00	5009	<input type="checkbox"/> Opticians	300.00
1010	<input type="checkbox"/> Satellite Television Installer	200.00	5010	<input type="checkbox"/> Optometrists	300.00
1011	<input type="checkbox"/> Asbestos Abatement Contractor	200.00	5011	<input type="checkbox"/> Physicians-Surgeons	300.00
1012	<input type="checkbox"/> Dish Antenna Installer	274.00	5012	<input type="checkbox"/> Physiotherapists	300.00
1102**	<input type="checkbox"/> Refrigeration	200.00	5013	<input type="checkbox"/> Podiatrists	300.00
ENTERTAINMENT/RECREATION			5014	<input type="checkbox"/> Professional Engineers	300.00
2000	<input type="checkbox"/> Billiard/Bowling Alley	300.00	5015	<input type="checkbox"/> Psychiatrist	300.00
2001	<input type="checkbox"/> Circuses/Carnivals	300.00	5016	<input type="checkbox"/> Psychologist	300.00
2002	<input type="checkbox"/> Coin-Operated Amusement Game Machines (owning and distributing)	1200.00	5017	<input type="checkbox"/> Surveyors	300.00
2003	<input type="checkbox"/> Coin-Operated Amusement Game Machines (operating 1-4 machines) [per machine]	50.00	5018	<input type="checkbox"/> Undertakers	300.00
2004	<input type="checkbox"/> Coin-Operated Amusement Game Arcade (operating 5 or more machines) per machine	300.00 plus 30.00	5019	<input type="checkbox"/> Veterinarians	300.00
2005	<input type="checkbox"/> Dance Halls--Studios	300.00	5020	<input type="checkbox"/> Miscellaneous Professional Service	300.00
2006	<input type="checkbox"/> Disk Jockeys	300.00	5030	<input type="checkbox"/> Non Profit Shelter	0.00
2007	<input type="checkbox"/> Health Spa/Club	300.00	5099	<input type="checkbox"/> Manager Homeless Emergency Shelter	275.00
2008	<input type="checkbox"/> Promoters of Sporting Events	300.00	RETAILERS		
2009***	<input type="checkbox"/> Restaurants	300.00	6000	<input type="checkbox"/> Coin Operated Merchandise	250.00
2010	<input type="checkbox"/> Theaters	300.00	6001****	<input type="checkbox"/> Precious Metals	250.00
2011	<input type="checkbox"/> Theatrical Booking Agency	300.00	6002***	<input type="checkbox"/> Retailers Edible	250.00
2012	<input type="checkbox"/> Ticket Agent	300.00	6003	<input type="checkbox"/> Retailers Firearms	250.00
2013	<input type="checkbox"/> Miscellaneous Entertainment/Recreation	300.00	6004	<input type="checkbox"/> Retailers Non-Edible	250.00
FINANCIAL/REAL ESTATE SERVICES			6005	<input type="checkbox"/> Taverns-Package Stores	250.00
3001	<input type="checkbox"/> Banks/Trust Company	1200.00	6006***	<input type="checkbox"/> Retailer Mobile Food Vendor	151.00
3002	<input type="checkbox"/> Building and Loan Association	600.00	TRAVEL/LODGING/AUTOMOTIVE SERVICES		
3003	<input type="checkbox"/> Collection Agency	300.00	7000	<input type="checkbox"/> Auto Garage-Parking Lot	300.00
3004	<input type="checkbox"/> Condo--Conversion [per unit]	60.00	7001	<input type="checkbox"/> Auto Service Clubs-Associations	200.00
3005	<input type="checkbox"/> Credit Rating, Reporting Bureaus	300.00	7002	<input type="checkbox"/> Auto Washing Establishments	300.00
3006	<input type="checkbox"/> Finance Company	300.00	7003	<input type="checkbox"/> Buses, Taxis, Vehicles for Hire [per vehicle]	100.00
3007	<input type="checkbox"/> Holding Company	200.00	7004	<input type="checkbox"/> Gas Station/Auto Repair	300.00
3007E	<input type="checkbox"/> Holding Company Exempt	0.00	7005	<input type="checkbox"/> Hotels-Motels	3000.00
3008	<input type="checkbox"/> Investment Brokerage Firm	1200.00	7006	<input type="checkbox"/> New-Used Auto Sales	300.00
3010	<input type="checkbox"/> Office/Commercial Building	600.00	7007	<input type="checkbox"/> Towing Establishments	300.00
3011	<input type="checkbox"/> Real Estate Agency	400.00	7008	<input type="checkbox"/> Travel Ticket Agency	300.00
3012	<input type="checkbox"/> Real Estate Agent/Broker/Exempt	0.00	7009	<input type="checkbox"/> Vehicle Renting	300.00
3013	<input type="checkbox"/> Rooming House	200.00	7010	<input type="checkbox"/> Miscellaneous Travel/Lodging/Automotive	300.00
3015	<input type="checkbox"/> Miscellaneous Financial/Real Estate Service	300.00	UTILITIES/PUBLIC SERVICES		
3016	<input type="checkbox"/> Mobile Home Park Operator	602.00	8000	<input type="checkbox"/> Distributor Newspapers/Magazines	900.00
NON-PROFESSIONAL SERVICES			8001	<input type="checkbox"/> Publishing-(Less than daily)	300.00
4001	<input type="checkbox"/> Advertising Agencies	200.00	8002	<input type="checkbox"/> Publishing-Newspaper/Magazine (Daily)	1500.00
4002	<input type="checkbox"/> Auctioneers	200.00	8003	<input type="checkbox"/> Radio/Television Broadcasting	1000.00
4003	<input type="checkbox"/> Awnings/Sales and Installation	200.00	8004	<input type="checkbox"/> Telegraph Company	1000.00
4004	<input type="checkbox"/> Bath-Massage-Tanning Salons	200.00	8005	<input type="checkbox"/> Telephone Company-Local Operator	3000.00
4005	<input type="checkbox"/> Beauty Parlors-Barber Shop	200.00	8006	<input type="checkbox"/> Telephone Company Sales and Service	700.00
4006	<input type="checkbox"/> Carpet Cleaners	200.00	8007	<input type="checkbox"/> Utilities Gas/Electric	5000.00
4007	<input type="checkbox"/> Carpet Installers	200.00	8008	<input type="checkbox"/> Miscellaneous Utilities/Public Service	602.00
4008	<input type="checkbox"/> Cleaners-Dyers-Pressers-Laundries	200.00	WHOLESALE/MANUFACTURER/RELATED SERVICES		
4009	<input type="checkbox"/> Commercial Sign Business	200.00	9000	<input type="checkbox"/> Cold Storage and Refrigeration	300.00
4010	<input type="checkbox"/> Computer Services	200.00	9001	<input type="checkbox"/> Importer/Distributor	300.00
4011	<input type="checkbox"/> Courier/Delivery Service	200.00	9002****	<input type="checkbox"/> Junk/Scrap Processors	300.00
4012	<input type="checkbox"/> Day Care Centers	200.00	9003	<input type="checkbox"/> Manufacturer	300.00
4013	<input type="checkbox"/> Direct Mail Advertising Service	200.00	9004	<input type="checkbox"/> Prefabricated Structure Manufacture/Supplier	300.00
4014	<input type="checkbox"/> Employment Agencies/Contractors	200.00	9005	<input type="checkbox"/> Sanitation	300.00
4015	<input type="checkbox"/> Equipment Rent/Lease	200.00	9006	<input type="checkbox"/> Storage Warehouses	300.00
4016	<input type="checkbox"/> Furniture Movers/Furniture Deliveries	200.00	9007	<input type="checkbox"/> Wholesaler Edible	300.00
4017	<input type="checkbox"/> Furniture Upholsterer and Cleaners	200.00	9008	<input type="checkbox"/> Wholesaler Non-Edible	300.00
4018	<input type="checkbox"/> Insurance Adjuster	200.00	9009	<input type="checkbox"/> Wholesaler via Vehicles	300.00
4019	<input type="checkbox"/> Interior Designers	200.00	9010	<input type="checkbox"/> Miscellaneous Wholesaler/Manufacturer/Related Services	300.00
4020	<input type="checkbox"/> Janitorial Companies	200.00	9011	<input type="checkbox"/> Ship Chandler	300.00
4021	<input type="checkbox"/> Locksmiths	200.00	MISCELLANEOUS		
4022	<input type="checkbox"/> Newspaper/Magazine Subscriptions	200.00	1111	<input type="checkbox"/> Branch License	50.00
4023**	<input type="checkbox"/> Pawn Broker	200.00	2222	<input type="checkbox"/> Duplicate License	30.00
4024	<input type="checkbox"/> Pest Control-Exterminators	200.00	9999	<input type="checkbox"/> Miscellaneous	300.00
4025	<input type="checkbox"/> Photographers/Film Processing	200.00			
4026	<input type="checkbox"/> Printers	200.00			
4027	<input type="checkbox"/> Reducing Salons	200.00			
4028	<input type="checkbox"/> Repair Shop/Service	200.00			
4029	<input type="checkbox"/> Shutters/Sales and Installation	200.00			
4030	<input type="checkbox"/> Tailors	200.00			
4031	<input type="checkbox"/> Tax Preparation	200.00			
4032	<input type="checkbox"/> Telephone Answering Service	200.00			
4033	<input type="checkbox"/> Tutors/Training Academies/Trade Schools	200.00			
4034	<input type="checkbox"/> Video Film Companies	200.00			
4035	<input type="checkbox"/> Miscellaneous Non-Professional Service	200.00			
4036	<input type="checkbox"/> Security Guards	200.00			
4037	<input type="checkbox"/> Beautician/Cosmetologist	200.00			
4038	<input type="checkbox"/> Landscaping/Tree Services	200.00			
4039	<input type="checkbox"/> Bail Bonds	200.00			

Copy of current State of Delaware Business License must accompany all applications.

**** Please Note: All Air Conditioning, Plumbing, Heating and Mechanical Contractors must 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**