



TOWN OF BERLIN
 10 William Street
 Berlin, MD 21811

APPLICATION FOR BUSINESS LICENSE

Under the provisions of Town of Berlin Code, Chapter 39, all persons who operate retail, service, rental or professional businesses must obtain an annual Business License from the Town of Berlin. The annual licensing period is from July 1 to June 30; license fees will be pro-rated according to the business opening date within that period (see schedule below).

Today's Date: _____ Opening Date: _____

Business Name: _____ Phone: _____

Proprietor/Manager: _____ EIN/SSN: _____

Legal Entity Name: _____ Federal ID # _____

State ID #(for personal property) _____ Email: _____

Mailing Address: _____ Physical Address: _____
 (if different than mailing)

City, State, Zip: _____

Type of Business: _____

I, the undersigned, acknowledge that the above information is correct and that it is my responsibility to contact the Town of Berlin Department of Planning and Zoning to obtain any applicable sign permits, building permits, and information regarding any other restrictions/permitting as required (including Historic District as applicable).

 Printed Name Date

 Signature Position/Title

| | | |
|---|------------|---|
| Office Use Only: | | |
| Clerk: | Fee: | Period Covered: From _____ to _____ |
| Invoice # | Date Sent: | |
| Planning & Zoning Review: _____ Initials | | Economic & Community Development: _____ Initials |
| Date: _____ | | Date: _____ |

Fee Pro-ration Schedule (covers from opening date to June 30 of following year)

| Opening Date: | Business: | Financial | Rental (per unit) | |
|------------------|-----------|-----------|-------------------|-------------|
| Jun 16 - Jul 15 | \$75.00 | \$150.00 | \$10.00 | (12 months) |
| Jul 16 - Aug 15 | \$68.75 | \$137.50 | \$ 9.24 | (11 months) |
| Aug 16 - Sep 15 | \$62.50 | \$125.00 | \$8.40 | (10 months) |
| Sep 16 - Oct 15 | \$56.25 | \$112.50 | \$7.56 | (9 months) |
| Oct 16 - Nov 15 | \$50.00 | \$100.00 | \$6.72 | (8 months) |
| Nov 16 - Dec 15 | \$43.75 | \$87.50 | \$5.88 | (7 months) |
| Dec 16 - Jan 15 | \$37.50 | \$75.00 | \$5.04 | (6 months) |
| Jan 16 - Feb 15 | \$31.25 | \$62.50 | \$4.20 | (5 months) |
| *Feb 16 - Mar 15 | \$100.00 | \$200.00 | \$13.44 | (16 months) |
| *Mar 16 - Apr 15 | \$93.75 | \$187.50 | \$12.60 | (15 months) |
| *Apr 16 - May 15 | \$87.50 | \$175.00 | \$11.75 | (14 months) |
| *May 16 - Jun 15 | \$81.25 | \$162.00 | \$10.92 | (13 months) |