

Steps for completing and submitting a fillable form.

1. To complete the form online
 - a. Open the form you wish to submit
 - b. Complete the required fields (highlighted in red)
 - c. Electronically sign the form. Follow the instructions in your email once you have completed the form to confirm the signature.
 - d. Once you sign the form, it will be emailed to the appropriate staff member. They will sign that they received the form. You will receive email notification of this step, at which point in time you can choose to download the completed form for your reference.
 - e. Once reviewed, you will be advised the application has either been accepted or rejected.
 - i. if accepted, you will be emailed an invoice to pay.
 1. If you wish to pay online, please follow the instructions in the email. As a reminder, all online payments have a 4% convenience fee added.
 2. If you wish to pay by check, you can either mail the invoice and your check to the address on the invoice or drop the invoice and check off at City Hall.
 - ii. if rejected, you may contact City Hall via email or by calling 302-398-3530 and ask to speak to the person in charge of the department to whom you submitted the request.
2. To complete the form manually
 - a. Download the form you wish to submit
 - b. Complete the required fields (highlighted in red). **All required fields must be completed to process the form.**
 - c. Sign the form.
 - d. Return the completed and signed form to City Hall. You can either mail the form or drop it off at the reception desk.
 - e. Once reviewed, you will be advised the application has either been accepted or rejected.
 - i. if accepted, you will be mailed an invoice to pay.
 1. If you wish to pay online, please follow the instructions on the invoice. As a reminder, all online payments have a 4%convenience fee added.
 2. If you wish to pay by check, you can either mail the invoice and your check to the address on the invoice or drop the invoice and check off at City Hall.
 - ii. if rejected, you may contact City Hall via email or by calling 302-398-3530 and ask to speak to the person in charge of the department to whom you submitted the request.
3. Once all steps have been completed successfully, the appropriate permit/license will be emailed/mailed to the address provided.



CITY HALL
106 DORMAN STREET
HARRINGTON, DE 19952

302-398-3530 PHONE
302-398-4477 FAX
HARRINGTONDELAWARE.GOV

Where Delaware Comes Together

APPLICATION FOR BUSINESS LICENSE

Date of Submission: License year is July 1 to June 30.
 Business Name
 Physical Address:
 Mailing Address (if different):
 City, State, Zip:
 Business Phone: Alternate Phone:
 Contact Person: Title:
 Email:
 Date Business Opened in Harrington: Number of Employees
 Type of Business: Sole Proprietorship Partnership Corporation LLC

I declare under penalty of false statement that, to the best of my knowledge and belief, the information included in this application is true and correct. I am knowledgeable of, have complied with, and will continue to comply with all ordinances of the City of Harrington.

Signature	Name	Title
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Items that must accompany this form: (1) a copy of Delaware business license and (2) license fee*. If applicant is not the property owner, a copy of the lease agreement or letter from the property owner stating that the applicant has permission to operate a business on his/her property is required. Regulations can be found in the Code of the City of Harrington [Chapter 120, Business Licenses](#).

***Business License Fees (select one)**

All other trades, business, or occupations - indicate type:
 Distributors and manufacturers, 1-49 employees \$250
 Distributors and manufacturers, 50 or more employees \$500
 Gas, light, power, cable TV, telephone, satellite companies \$825
 Hotels and motels (# of rooms X \$15) + (# of suites X \$20) = total fee \$
 Mobile home park# of spaces X \$25 = total fee \$
 Railroads \$825

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For City Use Only

Reviewed by :

License #:

Approved

Approval Date:

Denied

Reason: