

Candace B. Hollingsworth
Mayor



Tracey E. Nicholson
City Administrator

APPLICATION FOR BUSINESS LICENSE FY 2016/2017

CITY COUNCIL

WARD 1

Bart Lawrence, Vice President
Kevin Ward

WARD 2

Robert S. Croslin
Shani N. Warner

WARD 3

Patrick A. Paschall
Thomas Wright

WARD 4

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Edouard N. Haba, President

WARD 5

Clayton R. Williams
Joseph Solomon

POLICE DEPARTMENT

Non-Emergency
301/985-5060
Emergency
301/985-5050

PUBLIC WORKS

301/985-5032

COMMUNITY & ECONOMIC

DEVELOPMENT
301/985-5013

COMMUNITY SERVICES

301/985-5021

Business Identification Information (REQUIRED)

Business Name: _____

Corporate Name: _____
(If different from business)

Business Address: _____

Business Phone: _____

Business licensing email: _____

Total number of employees: FULL TIME: _____ PART TIME: _____

Business Owner Information (REQUIRED)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (home) _____ (cell) _____

Email: _____

Corporate/Regional Manager phone: _____

Corporate/Regional Manager email: _____

*******CONTINUED ON REVERSE*******

Licensing Information (MUST BE FILLED OUT)

Prince Georges Co. Certificate of Occupancy permit # (REQUIRED) _____

State Trader's License Number: (REQUIRED, IF APPLICABLE) _____

Md. Business Personal Property/Department Tax ID Number (REQUIRED) _____

Refer Use & Occupancy (U&O) questions to Prince Georges County Permits @ 301-883-3820

Refer State Traders License questions to License Bureau of the Comptroller's Office @ 410-260-6240

Refer Maryland Department Identification number questions to Md. Dept. of Taxation @ 410-767-1350

Emergency Contact Information (REQUIRED)

Name: _____

Address: _____

City: _____ State _____ Zip: _____

Cell: _____ Email: _____

Applicant's Signature: _____ **Date:** _____

*****APPLICATIONS MUST BE FILLED OUT COMPLETELY WITH FEE AND SIGNED IN ORDER TO BE PROCESSED*****

*If you are renewing your business license, it is due by June 30th of each year. Applications received after this date will be considered delinquent under Ch. 48 of the City of Hyattsville Charter and Code. In accordance with Chapter 48-7, this offense carries a fine of **\$500.00 per day.***

IF YOU HAVE ANY QUESTIONS REGARDING YOUR APPLICATION, PLEASE CONTACT CHRISTINE REDMAN AT 301-985-5014

FOR OFFICIAL USE ONLY

Date Application Received: _____

Date of Approval: _____