

Synopsis of proposed changes to License Applications and Ordinances

Timeline:

- | | |
|------------|---|
| 11/12/16 | Town Council Meeting. Review current license application forms and current code. Discuss areas for modification |
| 12/10/16 | Town Council Meeting. Review mark-up of application form and ordinances. |
| 1/12/16 | Review draft of application forms and ordinances. Possibly vote to approve. |
| 1/14 -1/15 | Make final changes to forms and ordinances, publish online. Begin mailing license applications. |

RESIDENTIAL RENTAL LICENSES

- Require property owners who rent to complete and sign a Safety Certification Affidavit. The affidavit must be received prior to the issuance of a Residential Rental License. The
- Eliminate the "Non-Rental Declaration"
- Ask whether the rental is long-term and therefore exempt from accommodation tax, and if it is, a copy of the lease must be provided
- Change the due date for applications to March 15 (formerly March 31). This will ensure that applications and payments can be processed prior to the end of the fiscal year.
- The application form includes minor modifications and includes a check box to indicate that sublets are allowed, and has also been modified for formatting.

BUSINESS LICENSES

- Changes to the fee schedule:
 - Package Store: Removed. We have been accepting the large in-town retail fee from the packages store.
 - Landscaper: Removed. Landscaping businesses are charged the same rate, based on number of employees, as any other out-of-town service business

- Transportation Network Company Driver: The State of Delaware passed an amendment that disallows a municipality to require a license for a Transportation Network Company driver.
- Added the option of a one-day business license
- Clarify the code related to due dates.
 - There had been some confusion about whether license fees for in-town businesses are due at the beginning of the license year, or paid prior to opening for business for the season.
 - Clarified that a real estate professional must have a license when they accept a listing vs. at settlement or at the start of a rental period.
- Allow for other verifiable methods of notice delivery in addition to registered mail
- Attachments "A" and "B" for restaurants, bars, and eateries have been removed. These attachments repeated sections of the code and required applicant signatures certifying that they are and will continue to be in compliance.
- Additional minor modifications were made to the application form and it was reformatted for clarity.
- Changes were made to the list of holidays to allow non-disruptive (e.g., painting, cleaning) construction activities on certain off-season holidays (MLK Birthday, President's Day, Columbus Day, Veterans' Day)

COMMERCIAL RENTAL LICENSES

- Modified application form to remove text that refers to rooms, cabins, private houses, etc. as this type of business should use either the residential rental application or the business license application, not the commercial rental application.

**TOWN OF DEWEY BEACH
APPLICATION FOR BUSINESS LICENSE
License Year- March 1 to February 28**

Every entity doing business in Dewey Beach must complete and return this form by March 14, 2016 if an ongoing business¹ or prior to the start of business if a business that is new to Dewey Beach in 2016.

REMITTANCE ENCLOSED: \$ _____

RETURN TO: Town of Dewey Beach
105 Rodney Avenue
Dewey Beach, DE. 19971
Phone: (302) 227-6363
Fax: (302) 227-8319

<u>TOWN USE ONLY</u>	
PERMIT NO.	_____
ISSUED:	_____
LICENSE TYPE:	_____
FEE:	_____
CERTIFIED BY:	_____

The penalty for conducting business in Dewey Beach without a Town Business License is a late fee of 10% of the fee owed, plus a fine of \$500.00, in addition to the cost of the appropriate Business License.

BUSINESS NAME: _____

MAILING ADDRESS: _____

TELEPHONE: _____

**LIST ANY AND ALL CORPORATE ENTITIES, LIMITED LIABILITY COMPANIES
AND/OR LIMITED PARTNERSHIPS THAT HAVE AN INTEREST IN THIS BUSINESS:**

IS THIS LOCATION LEASED?: _____ **IF YES, PLEASE PROVIDE:**

NAME OF THE PROPERTY OWNER: _____

PROPERTY OWNER ADDRESS: _____

PROPERTY OWNER PHONE NUMBER: _____

*PLEASE COMPLETE PAGE 2 (reverse side)

¹By Town Code Business License Fees are due March 1st of each year.

STATE OF INCORPORATION: _____ STATE BUSINESS LICENSE NUMBER: _____

TAX ID NO: _____

SPECIFIC TYPE OF BUSINESS, TRADE, OR SERVICE FOR WHICH A LICENSE IS BEING REQUIRED
(i.e. Contractor, Vendor, Restaurant, Hotel, Retail Shop, Etc.): _____

RESTAURANT, BAR, AND EATERY USE ONLY:

FIRE MARSHAL OCCUPANCY: _____ DEPARTMENT OF HEALTH CERTIFICATE NO: _____

*YOU MUST SUBMIT "ATTACHMENT A"- IF YOU ARE AN EATERY OR RESTAURANT LICENSED TO SERVE ALCOHOL.

*YOU MUST SUBMIT "ATTACHMENT B"- IF YOU ARE AN EATERY OR RESTAURANT THAT DOES NOT SERVE ALCOHOL.

HOTEL AND/OR MOTEL USE ONLY:

NUMBER OF ROOMS: _____

TAXI, LIMOUSINE, PEDI-CAB AND TRANSPORTATION NETWORKING COMPANY USE ONLY:

YOU MUST PROVIDE EVIDENCE OF VALID VEHICLE REGISTRATION AND INSURANCE FOR THE VEHICLE BEING LICENSED TO PICK UP AND/OR DISCHARGE PASSENGERS IN THE TOWN OF DEWEY BEACH.

APPLICANT NAME (Please Print): _____

MAILING ADDRESS: _____

PHONE: (home) _____ (cell) _____ (work) _____

EMAIL: _____

APPLICANT SIGNATURE: _____ DATE: _____

DRAFT 1/5 (NEW VERSION)

TOWN OF DEWEY BEACH APPLICATION FOR BUSINESS LICENSE
License Year- March 1, 2017 to February 28, 2018

BUSINESS NAME (DBA): _____
MAILING ADDRESS: _____

TELEPHONE: (cell) _____ (business): _____

TOWN USE ONLY
PERMIT NO. _____
DATE ISSUED: _____
ISSUED BY: _____

IF APPLICABLE, LIST ANY AND ALL CORPORATE ENTITIES, LIMITED LIABILITY COMPANIES AND/OR LIMITED PARTNERSHIPS THAT HAVE AN INTEREST IN THIS BUSINESS: _____

IS THIS LOCATION LEASED?: _____ IF YES, PLEASE PROVIDE:
NAME OF THE PROPERTY OWNER: _____
PROPERTY OWNER ADDRESS: _____

PROPERTY OWNER PHONE NUMBER: _____

STATE OF INCORPORATION: _____ STATE BUSINESS LICENSE NUMBER: _____
TAX ID NO: _____ NUMBER OF EMPLOYEES (check one): 1-4 5 or more

SPECIFIC TYPE OF BUSINESS, TRADE, OR SERVICE FOR WHICH A LICENSE IS BEING REQUIRED:
(i.e. Contractor, Vendor, Restaurant, Hotel, Retail, etc.): _____

RESTAURANT, BAR, AND EATERY USE ONLY: FIRE MARSHAL OCCUPANCY: _____ DEPT OF HEALTH CERT. NO: _____

HOTEL AND/OR MOTEL USE ONLY: NUMBER OF ROOMS: _____

TAXI, LIMOUSINE, PEDI-CAB USE ONLY: YOU MUST PROVIDE EVIDENCE OF VALID VEHICLE REGISTRATION AND INSURANCE FOR THE VEHICLE BEING LICENSED TO PICK UP AND/OR DISCHARGE PASSENGERS IN THE TOWN OF DEWEY BEACH.

APPLICANT NAME (Please Print): _____
MAILING ADDRESS: _____
PHONE: (home) _____ (cell) _____ (work) _____
EMAIL: _____

APPLICANT SIGNATURE: _____ DATE: _____

Every entity doing business in Dewey Beach must complete and return this form by February 28, 2017 if an ongoing business, or prior to the start of business if a business that is new to Dewey Beach in 2017. The penalty for conducting business in Dewey Beach without a Town Business License is a late fee of 10% of the fee owed, plus a fine of \$500.00, in addition to the cost of the appropriate Business License.

Please return to: Town of Dewey Beach
105 Rodney Avenue
Dewey Beach, DE. 19971

Fax: (302)227-8319

BUSINESS LICENSE FEES:

Small in-town business (4 or fewer employees) , other than listed in numbers below: \$109.00

Large in-town business (5 or more employees), other than listed in numbers below: \$382.00

Small out of town business (4 or fewer employees), other than listed in numbers below: \$109.00

Large out of town business (5 or more employees), other than listed in numbers below: \$382.00

Motel/Hotel: \$382.00 base, plus \$22.00 per room

Commercial Property Rental:

- \$164.00 per unit with gross square footage up to 1,000 sq. ft.
- \$218.00 per unit with gross square footage greater than 1,000 sq. ft. and not in excess of 2,000 sq. ft.
- \$327.00 per unit with gross square footage greater than 2,000 sq. ft.

Real Estate Broker: \$382.00

Real Estate Agent: \$109.00

ABCC licensed establishment and non-ABCC licensed establishments, including conforming or non-conforming restaurants, eateries, bars and/or taverns serving alcoholic beverages or not:

- \$273.00 base fee plus \$6.00 per person based on the occupancy limit as determined and posted by the State of Delaware Fire Marshal's office. This would include any decks and outdoor seating. For those facilities that do not have Fire Marshal rated capacity, we will use existing seating capacity and this would also include any decks or outdoor seating.

Convention Center: \$2,180.00

Taxi/Limousine: \$109.00 base fee, plus \$109.00 per company vehicle licensed to pick passengers up in Dewey Beach.

Pedi-Cab Company: \$109.00 base fee, plus \$28 per pedi-cab licensed to pick passengers up in Dewey Beach.

Landscaping Business: \$382.00

Vending Machine: \$28.00 per vending machine