

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: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Physical Address: \_\_\_\_\_  
(if different than mailing)

City, State Zip: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Email: \_\_\_\_\_

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).

\_\_\_\_\_  
Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Position/Title \_\_\_\_\_

Office Use Only:

Clerk: \_\_\_\_\_ Fee: \_\_\_\_\_ Period Covered From: \_\_\_\_\_  
To: \_\_\_\_\_

Invoice #: \_\_\_\_\_ Date sent: \_\_\_\_\_

Planning & Zoning Review \_\_\_\_\_ Date \_\_\_\_\_  
Initials \_\_\_\_\_

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	\$11.76	(14 months)
* May 16 - Jun. 15	\$81.25	\$162.50	\$10.92	(13 months)

\*covers from opening date to June 30 of following year