



City of Seat Pleasant
Neighborhood & Commercial Compliance
6011 Addison Rd, Seat Pleasant, MD 20743
Phone: (301) 499-8700 Fax: (301)499-8702
www.seatpleasantmd.gov

"A Smart City of Excellence"

Business Occupancy License Application

20____

DISCLOSURE: The annual business license fee is calculated by the total gross square footage for each address. If you utilize the lot for the storage of vehicles/equipment your business license rate will be based on the square footage of that lot. **Please fill out application in its entirety if something doesn't apply, please write N/A, incomplete applications will result in denial of application and delay your business license.** Licenses will be issued after inspection is completed and passed. *Applications can be submitted online via the city website, mailed, or delivered to 6011 Addison Road, Seat Pleasant, Md 20743*

APPLICATION FOR BUSINESS LICENSE

Please fill out application in its entirety if something doesn't apply, please write N/A. Incomplete applications will result in denial of application and delay your business license.

BUSINESS INFORMATION

New Renewal

If this is a renewal application, has the ownership of the business changed since the last application? _____

Registered Business Name: _____ **EIN/DUNS #** _____

Trade name: _____

Business owner's name: _____ Owner's phone: _____

Business owner's Email _____

Owner's Address: _____

Business Address: _____

Business Phone: _____ Cell Phone: _____

Email _____

Emergency Contact: Name _____ Telephone _____

Business Hours: Monday: _____ Tuesday _____ Wednesday _____ Thursday _____

Friday: _____ Saturday: _____ Sunday: _____

Business Type: Retail Restaurant Bar Grocery/Convenience Real Estate Hair/Nail

Insurance Marketing/Advertising Printing Liquor Medical/Healthcare Tax Service Day Care Pest control Retail Laundromat Arts Related Automotive Bakery Pet Care

Hardware Dry Cleaners Other _____

Number of Employees: _____ Year Business established: _____

Business website: _____

Social Media: Facebook: _____ Twitter: _____

Instagram: _____ LinkedIn: _____

Other _____

IDENTIFICATION

Property Owner Name _____ Company _____

Mailing Address _____

Phone _____ Email _____

Person responsible for upkeep and maintenance of the interior of the property: Owner Tenant

Person responsible for upkeep and maintenance of the exterior of the property: Owner Tenant

Person responsible for utilities (water/electric): Owner Tenant

Person responsible for snow removal: Owner Tenant

Person responsible for trash removal: Owner Tenant

APPLICATION CHECKLIST

All applicable items **MUST** be provided at application submission for **New and Renewal applications**. Failure to include proper documentation will result in a delay of your license and possible fines. No licenses will be issued until after all documents are submitted, approved, and inspection has been completed and passed. **Please review as some items may have changed.** *Inspection checklist available upon request.*

- Business Trash Collection – (submit contract or current invoice)
- Prince George’s County Sign Permit (if new sign is installed)
- Maryland State Licenses: *(if applicable)*
 - Day care- **must provide childcare license for center**
 - Beauty salons, Barber shops, & Nail Salons -**must provide license for the facility and every employee.**
 - Liquor Stores- **must provide valid Alcoholic Beverage License & all other acquired Maryland state licenses**
 - Stores- *Convenience, Grocery, and General* -**must Provide all acquired Maryland state licenses**
- Current Prince George’s County Health Department Inspection certificate for all commercial businesses that prepare food on-site (**HIGH HACCP or LOW HACCP**)
- Copy of Prince George’s County Use and Occupancy (U & O) permit
- No unpaid real or personal property taxes

**Must be and remain in good standing or active with the State of Maryland.
Compliant with all Maryland State laws, Prince Georges County and City of Seat Pleasant Codes and Ordinances. Failure to do so will result in suspension of Business License.**

FEE CALCULATIONS

1. Business Occupancy Fee: \$ _____
 (Enter number, not range) Actual Gross Square Feet of Space _____

2. Late Fees: \$ _____
 Renewal after Deadline (June 30th) - \$100.00
 Operating without valid license – \$1000.00

0 - 1,000	\$285.00	16,001 - 17,000	\$1,245.00
1,001 - 2,000	\$345.00	17,001 - 18,000	\$1,305.00
2,001 - 3,000	\$405.00	18,001 - 19,000	\$1,365.00
3,001 - 4,000	\$465.00	19,001 - 20,000	\$1,425.00
4,001 - 5,000	\$525.00	20,001 - 50,000	\$1,485.00
5,001 - 6,000	\$585.00	50,001 - 75,000	\$1,725.00
6,001 - 7,000	\$645.00	75,001 - 100,000	\$1,965.00
7,001 - 8,000	\$705.00	101,000 - 125,000	\$2,205.00
8,001 - 9,000	\$765.00	125,001 - 150,000	\$2,445.00
9,001 - 10,000	\$825.00	150,001 - 200,000	\$2,685.00
10,001 - 11,000	\$885.00	200,000 & up	\$2,925.00
11,001 - 12,000	\$945.00	Day Care Facility	\$100.00
12,001 - 13,000	\$1,005.00	Hotel/Motels	\$2,925.00
13,001 - 14,000	\$1,065.00	Shopping Malls	\$2,925.00
14,001 - 15,000	\$1,125.00		
15,001 - 16,000	\$1,185.00		

TOTAL FEE:
 \$ _____

APPLICANT SIGNATURE

I hereby certify that the information on this application is true and correct. I hereby certify that I am the business of the subject property and have received permission through a lease or have ownership to conduct business at the property. I am familiar with the applicable codes, requirements, and fines of the City of Seat Pleasant. Therefore, I take full responsibility for all code compliance issues as it relates to the upkeep of the building. Further, I agree to conform to all applicable laws and ordinances of jurisdiction to the City of Seat Pleasant.

_____/_____/_____
 Owner/Representative's Printed Name Title Signature Date

PLEASE ALLOW TWO WEEKS FOR PROCESSING ALL PERMITS AND LICENSE REQUEST.

For Official Use Only

Code Officer

Inspection: Passed Failed

Date: _____

Re inspection: Passed Failed

Date: _____

License Issued:

Date_____

Signature_____

Neighborhood Commercial Compliance Supervisor: *Copied.*

Finance Department: *Copied.*

Economic Development Director: *Copied*