



TOWN OF BERWYN HEIGHTS

Code Compliance

5700 Berwyn Road
Berwyn Heights, MD 20740
(301) 301-513-9331 FAX: (301) 474-5002

BUSINESS & OPERATING LICENSE APPLICATION

BUSINESS LICENSE PERIOD 7/1/2019 to 6/30/2020 BUSINESS LIC #

FEDERAL TAX ID # _____ DATE _____

MARYLAND STATE ASSESSMENT TAX ID# _____

FIRM NAME _____

SITE ADDRESS _____

SITE TEL. NO./ EMAIL: _____

MAILING ADDRESS (if different) _____

BUSINESS TYPE _____ PHONE _____

FAX _____ E-MAIL _____

EMERGENCY CONTACT _____

BUSINESS ENTITY CONTACT/OWNER _____

NUMBER OF COIN-OPERATED VENDING MACHINES (x \$10.00) = _____

OWNER'S SIGNATURE

OWNER'S NAME (PRINTED)

1. **FILL IN ALL INFORMATION INCLUDING STATE & FEDERAL ID NUMBERS**
2. **PAY TO: TOWN OF BERWYN HEIGHTS**
3. **MAIL TO: 5700 BERWYN ROAD, BERWYN HEIGHTS, MD 20740**
4. **PAY BY CASH, CHECK, MONEY ORDER OR CREDIT CARD, (ON SITE ONLY)**
5. **FILING AND PAYMENT OF BUSINESS LICENSE APPLICATION IS DUE UPON RECEIPT**
6. **YOUR ACCOUNT WILL BE CHARGED 'LATE FILING' OR 'PAYMENT PENALTY OR BOTH OF \$50.00 AFTER 30 DAYS AND \$25.00 PER MONTH OR PORTION OF A MONTH THEREAFTER.**

ANNUAL CHARGE
LICENSE FEE
PENALTY
AMOUNT PAID
TOTAL AMOUNT DUE
AMOUNT DUE AFTER 6/30/2019
\$0.00
LT# -

**TOWN OF BERWYN HEIGHTS
BUSINESS AND OPERATING LICENSE FEE SCHEDULE**

The annual business and operating license fee for any association, business entity or establishment, commercial or residential property management association, corporation, entity or partnership, industrial, institutional, retail or service establishment, limited liability association, corporation or partnership including professional associations, corporations or partnerships operating within the corporate limits of the Town of Berwyn Heights is based on the following Gross Receipt Fee Schedule.

GROSS RECEIPT BRACKET	
Gross Receipts	License Fee*
Under \$25,000	\$40.00
\$25,001 - \$100,000	\$75.00
\$100,001 - \$500,00	\$125.00
\$500,001 - \$750,000	\$185.00
\$750,001 or greater	\$250.00
*Banks & Financial Institutions - \$250.00	
BUSINESS LICENSE FEE IS BASED ON ABOVE "GROSS RECEIPTS BRACKET". IF YOU DISAGREE WITH THIS AMOUNT, SEND SUPPORTING STATEMENT OF INCOME AND EXPENSES FOR YOUR MOST RECENT TAX YEAR.	

- ***Business & Operating License NOT transferable to new owner or operator of existing business.***
- *The license fee for businesses whose first day of operating within the Town of Berwyn Heights falls between January 1st – June 30th shall be one-half of the above gross receipts fee for that year.*
- *Business and Operating License Ordinance 105 is available online at*
<https://www.berwynheightsmd.gov/>
- *For further information please call 301.513.9331 or e-mail:*
code@berwynheightsmd.gov