



FINANCE  
Town of Chapel Hill  
405 Martin Luther King Jr. Blvd.  
Chapel Hill, NC 27514

phone (919) 968-2712 fax (919) 969-2017  
www.townofchapelhill.org

**Town of Chapel Hill Business License Application**

**Date of application** \_\_\_/\_\_\_/\_\_\_

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Type of Business: ( ) Sole Proprietor ( ) Partnership ( ) Corporation ( ) Home Based

Corporate Name of Business: \_\_\_\_\_

D/B/A (Doing Business As) Name: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Phone Number of Business: \_\_\_\_\_

Physical Location of Business (if different): \_\_\_\_\_

Are you buying an existing business? \_\_\_\_\_

Nature of the Business: \_\_\_\_\_

Date the Business is beginning in Chapel Hill: \_\_\_\_\_

Name of primary contact for the Business: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Relationship to business: \_\_\_\_\_

Store manager's name, if applicable: \_\_\_\_\_

**Emergency Contact Information (Used by 911 Communications)**

Name: \_\_\_\_\_ Relationship to Business: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

If selling Beer and Wine, please state your license number: \_\_\_\_\_

**FOR CONTRACTORS ONLY**

State License No. \_\_\_\_\_

Do you want to be invoiced every year? \_\_\_\_\_

**Each business must have a principal location. A business is considered to be Home Based if the principal location of the business is a residence. This includes businesses of a mobile nature such as construction companies, mobile car repair, power washing, repair services, etc.**

**If you are opening a Home Based business, you must obtain a Home Occupation Permit from the Planning Department before receiving a Business License. Any other business must obtain a Certificate of Business Occupancy from the Inspections Department before receiving a Business License.**

**Town of Chapel Hill  
Business License Fee Schedule**

7/6/2011

**Name of Business**

**Total Tax**  **Date**

Please indicate the nature of your business. Check all that apply:

Activity	Tax		
Auto Dealer	\$25.00		
Auto Supply-retail	\$25.00		
Auto Supply-wholesale	\$37.50		
Barber Shop-per operator	\$2.50	x #	\$ <input style="width: 50px;" type="text"/>
Beauty Salon-per operator	\$2.50	x #	\$ <input style="width: 50px;" type="text"/>
Bicycle Dealer	\$25.00		
Bowling Alley-per lane	\$10.00	x #	\$ <input style="width: 50px;" type="text"/>
Chain Store	\$50.00		
Check Cashing	\$100.00		
Circus/Animal Show-per day	\$25.00	x #	\$ <input style="width: 50px;" type="text"/>
Collection Agency	\$100.00		
Consultant	Gross receipts		
Dances	\$25.00		
Day Care Center	Exempt	**	
Dry Cleaner	\$50.00		
Dry Cleaner-solicits out of county	\$100.00		
Electrician & Mechanical	\$50.00		
Electronic Sales	\$5.00		
Employment Agency	\$100.00		
Entertainments-DJ, Club	\$25.00		
Escort Service	\$500.00		
Firearms Dealer	\$50.00		
Specialty Market Operator	\$200.00		
Specialty Market Vendor	\$25.00		
Fortune Teller	\$500.00		
Funeral Home	\$50.00		
General Contractor- not licensed w/State	\$50.00		
General Contractor-licensed w/State	\$10.00		
Heating/Air Contractor	\$50.00		
Hotel/Motel-per room (\$25 minimum)	\$1.00	x #	\$ <input style="width: 50px;" type="text"/>
Ice Cream Manufacturer (or \$1.25/gal/\$12.50 minimum)	\$50.00	x #	\$ <input style="width: 50px;" type="text"/>
Ice Cream Retailer	\$2.50		
Itinerant Merchant	\$100.00		
Laundromat	\$50.00		
Laundromat-solicits outside County	\$100.00		
Loan Agency/Mortgage Co.	\$100.00		

Activity	Tax		
Miscellaneous-see below	Gross receipts	*	
Miscellaneous contractor	\$50.00		
Motorcycle Dealer	\$12.50		
Movie Rentals/Sales	\$25.00		
Movie Theatre-per screen	\$200.00	x #	\$ <input style="width: 50px;" type="text"/>
Movies-Wholesale	Exempt	**	
Music Machine-per machine	\$5.00	x #	\$ <input style="width: 50px;" type="text"/>
Newspaper-based on advertising revenue	Gross receipts		
Outdoor Advertising-per sign	\$35.00	x #	\$ <input style="width: 50px;" type="text"/>
Outdoor Theatre	\$100.00		
Pawnbroker	\$100.00		
Peddler-by car	\$25.00		
Peddler-on foot	\$10.00		
Pest Controls Applicator	Exempt	**	
Piano Sales	\$5.00		
Pinball Machine-per machine	\$25.00	x #	\$ <input style="width: 50px;" type="text"/>
Plumber	\$50.00		
Pool Table-per location	\$25.00	x #	\$ <input style="width: 50px;" type="text"/>
Restaurant-> 4 seats	\$42.50		
Restaurant-up to 4 seats	\$25.00		
Securities Dealer	Gross receipts		
Service Station	\$12.50		
Sundries (includes tobacco)	\$4.00		
Taxicab-per vehicle	\$25.00	x #	\$ <input style="width: 50px;" type="text"/>
Trailer Park	\$12.50		
Video Games-per machine	\$5.00	x #	\$ <input style="width: 50px;" type="text"/>
Weapons Dealer	\$200.00		
Other (not listed)	\$		

<b>ABC Licensed Businesses</b>	
Beer- Off Site	\$5.00
Beer-On Site	\$15.00
Wine-Off Site	\$10.00
Wine-On Site	\$15.00

**Miscellaneous-not listed above**  
\* **Gross receipts fee per table (receipts per attached affidavit)** \$

Gross receipts equals the amount reported as such on the business's state income tax return. For businesses not located in Chapel Hill, include only those receipts generated in Chapel Hill.

For new businesses, estimate receipts based on those of comparable businesses.

\*\* Exempt professionals who sell product must pay a tax on gross receipts based on receipts from product sales.

<b>Gross Receipts per state income tax return</b>		<b>Tax</b>
\$0 to	\$25,000.00	\$25.00
\$25,000.01 to	\$50,000.00	\$50.00
\$50,000.01 to	\$100,000.00	\$75.00
\$100,000.01 to	\$500,000.00	\$100.00
\$500,000.01 to	\$1,000,000.00	\$125.00
\$1,000,000.01 to	\$2,000,000.00	\$150.00
\$2,000,000.01 to	\$3,000,000.00	\$225.00
> \$3,000,000.00		\$300.00