

Town of Greenwood  
Business License Checklist for Applicants  
Ordinance C-11

1. Applicant must complete a Business License Application (avail. at Town Hall during lobby hours or online at [www.greenwood.delaware.gov](http://www.greenwood.delaware.gov) under Government/Forms). Cannot submit on-line at this time.
2. Need a copy of current State of Delaware Business License.
3. Need a copy of a current Certificate of Liability Insurance (insurance company can fax to Town Hall at 302-349-9533, if preferred).
4. Need the applicable fee as follows. Payable by check or money order. You can also pay online at our website [www.greenwood.delaware.gov](http://www.greenwood.delaware.gov) under Online Payments; drop down to "Miscellaneous"; type "Business License" as the invoice number and description:
  - \$125 for businesses/general contractors located out of town.
  - \$75 for businesses located within the town limits of Greenwood.
  - \$25 for peddlers/solicitors.
5. Documents listed in # 1 – 4 above can either be dropped off at Town Hall during lobby hours or in the drop box on the east side of the Town Hall building.
6. Applicant/resident cannot owe any outstanding monies to the Town prior to issuing a business license.
7. Once all submitted paperwork is verified and fees paid, Town Hall will prepare a current Business License to be mailed to the applicant. Said license should be posted in plain view at business location.

**NOTE:**

- **Business Licenses are valid for one (1) calendar year, no matter the date initially issued. Town Hall will send a letter and application at each year end to current license holders advising of the upcoming renewal for the following year.**