



The Town of Forest Heights Code Enforcement Division Town Business License

PG County Use and Occupancy Permit	Date Issued: _____ Description of use permitted: _____ <small>(Please attach a copy of the U&O Permit for the business premises)</small> <i>Note: You must have all required County and State permits and licenses and tax exemption letter &/or articles, if applicable, as required by law for operation of your business, and you must be in compliance with all applicable County, State and Town Laws and Regulation.</i>	
Licensee Information	Legal Name of business: _____ Trade Name(s): _____ Contact: _____ Phone: _____ Federal EIN: _____ Email: _____ Describe business activities on site: _____	
Annual License Fees	Total Business License Fee(s) <i>(Circle all that apply on site)</i> Car Wash Charitable Org./Nonprofit/Church (Onetime fee) Convenience Store Day care (in dwelling) Day Care/Educational Facility Dry Cleaners/Laundromat Garage/Tire Sales Gas Station Home Occupation (low impact) Liquor License (failure to obtain Town liquor license will result in revocation of Town business license and \$1,000.00 fine) Lottery Sales Med/Dental Professional Offices Restaurant/bar: Vending Machines (per unit) Warehouse/ Manufacturing All other business uses Late Fee (After July 1)	\$ _____ \$300.00 \$300.00 \$300.00 \$0.00 \$200.00 \$300.00 \$300.00 \$300.00 \$300.00 \$0.00 20% of County License fee \$100.00 \$200.00 \$200.00 \$300.00 \$25.00 \$300.00 (\$25/500 sq. ft) Max \$300.00 (Plus 10% after July 15 for each 30 days overdue)\$10.00

I certify and swear under the penalties of perjury that the statements in this application are true and complete to the best of my knowledge and that all real property taxes and personal property taxes on business property and other monies or fees due and payable to the Town have been paid. I have made arrangements with a private contractor or entered into a trash collection contract and understand that if my agent does not that I will cause to be remove the trash from the premises and dispose of it properly I further understand that this license is subject to revocation by the Town of Forest Heights due to existing violations or nuisances. I agree to keep the area immediately surrounding my business neat and clean at all times in accordance with the law. IF THIS IS A RENEWAL application, I certify and swear that I have not omitted information that has changed from the previous application. **A permit will not be approved unless all outstanding fees have been paid and the business is inspected and passes inspection pursuant to Article 3 of the Town Code.**

By: _____
Signature

_____ Date

Town of Forest Heights Ordinance Code Section 3.2 (Town permits, business licenses and certificates of referral required.) This License shall be displayed in a prominent place on the business premises per Town Code, § 3.2 D(13).



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DO NOT WRITE BELOW THIS LINE

Permit Fee _____
Penalty Fee: _____
Total Permit Fee: _____
Prior Year Permit Number: _____
Expiration Date: _____
Inspector Name: _____

1st Inspection Date: _____
2nd Inspection Date: _____
3rd Inspection Date: _____
New Permit Number: _____
New Expiration Date: _____

- US Census Bureau Business NAICS No. (6 digits): _____
- Owner or manager must apply for Town license before July 1 or prior to conducting business to avoid late charges.
- The Town Business License is not transferable to a new owner or operator of an existing business.
- If site contains multiple business establishments or uses, each use is considered a separate license with separate fee.
- Please make check, money order payable to the Town of Forest Heights.

- Copy to Business Property Owner
- Copy to Town Treasurer's Office

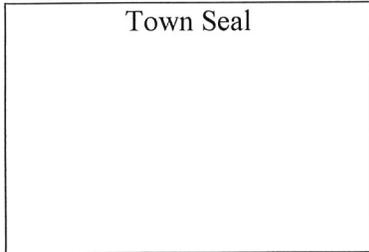
- Copy to Code Enforcement
- Copy to Town Clerk

Town Taxes Current	
<input type="checkbox"/> YES	<input type="checkbox"/> NO

For new Business License, the following attachments must be provided before an application is processed and a current permit is issued.

Code Enforcement will certify that all documentation has been submitted.

1. Copy of the Prince George's County issued sign permit.
2. One (1) copy of all business licenses issued by the state or county. (For all beauty and barber shops, a copy of the Department of Labor, Licensing and Regulations (DLLR) permit should be submitted with the application; day care providers should submit a copy of their current license issued from the Maryland Department of Education).
3. One (1) copy of the Prince George's County Use and Occupancy (U&O) permit.
4. One (1) copy of the Prince George's County Health Department Inspection Certificate for all commercial businesses that prepare food on-site (this is an annual inspection).



Authorized Town Official: _____

Date: _____

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