

OCCUPATIONAL, PROFESSIONAL OR REGULATORY CERTIFICATE

BUSINESS LICENSE INFORMATION SHEET FOR WORTH COUNTY

- Zoning classification is a vital part of acquiring a business license. Get your property's tax map and parcel number to check your zone classification.
- Define the nature of your proposed business in detail. *For example*, what is the proposed name, the storage of any materials or stock items, are you bonded or insured for your type of business (NOTE: Worth County *recommends* \$100,000.00 liability insurance but not required), number of employees, deliveries to and from if a residence (if applicable) etc.?
- When you have the above information, complete an application for a license and submit to the Licensing Department along with the supporting affidavits.
- Provide a copy of your driver's license.
- The entire process will take about 3 to 5 business days from the time you turn in the application, provided we have all the necessary information.
- If approved, you will be notified to pick up your license and pay the prescribed fee for your type of business.
- The fees are described as follows:

Occupational Tax Certificate (Service type businesses)	\$80.00 plus \$5.00 for each employee not including owner (Not to exceed \$250.00)
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Professional License (Doctors, Lawyers, Veterinarians, etc.)	\$250.00
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Regulatory License (Contractors/Subcontractors, Peddlers, etc.)	\$125.00
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- Renewals will be mailed out each year in December and due by January 1st.
(A 10% late fee will be added on April 1st)