



## CITY OF GARY – DEPARTMENT OF COMMERCE

### General Business License Renewal

For businesses with existing licenses and no changes in address or ownership.

GBL - \_\_\_\_\_ - \_\_\_\_\_  
CURRENT GENERAL BUSINESS LICENSE NUMBER

#### BUSINESS INFORMATION

\_\_\_\_\_  
BUSINESS NAME (DBA)

\_\_\_\_\_  
FEDERAL EMPLOYMENT I.D. NUMBER (EIN)

\_\_\_\_\_  
PHYSICAL BUSINESS ADDRESS (FOR GARY-BASED BUSINESSES, OTHERWISE LEAVE BLANK)

**Gary, IN**

\_\_\_\_\_  
CITY, STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
BUSINESS PHONE

\_\_\_\_\_  
BUSINESS WEBSITE (URL)

#### BILLING PARTY INFORMATION (Where license renewals and other official notices will be sent, if different from above)

\_\_\_\_\_  
OWNER/CORPORATION NAME

\_\_\_\_\_  
OWNER/CORPORATION PHONE

\_\_\_\_\_  
OWNER/CORPORATION MAILING ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
CONTACT NAME

\_\_\_\_\_  
CONTACT EMAIL

#### EMERGENCY CONTACT INFORMATION

\_\_\_\_\_  
PRIMARY KEYHOLDER NAME

\_\_\_\_\_  
24 HOUR PHONE

**FEES** – General Business License fees are charged annually. Licenses are valid for one year from the time of payment. No fees are charged for nonprofit organizations with valid 501(c)(3) paperwork.

RENEWAL FEE: \$100

LATE FEES: \$35 (30-120 days delinquent)

\$50 (121-240 days delinquent)

\$75 (241 or more days delinquent)

**SIGNATURE**

I certify to the best of my knowledge that all the forgoing information is true and correct as provided.

\_\_\_\_\_

NAME

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE (MM/DD/YYYY)

**FOR INTERNAL USE ONLY:**

REVIEWED BY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE REVIEWED: \_\_\_\_\_

GBL - \_\_\_\_\_ - \_\_\_\_\_ AMOUNT PAID: \_\_\_\_\_ PAYMENT METHOD: \_\_\_\_\_

FINANCE REVIEWED BY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE PAID: \_\_\_\_\_