



APPLICATION FOR A GENERAL BUSINESS LICENSE **RENEWAL** WITH THE CITY OF GARY

CURRENT LICENSE # : GBL - _____ - _____

BUSINESS INFORMATION

BUSINESS NAME (DBA)

FEDERAL EMPLOYMENT I.D. NUMBER (EIN)

PHYSICAL BUSINESS ADDRESS

CITY

STATE

ZIP

BUSINESS PHONE

BUSINESS WEBSITE (URL)

HOURS OF OPERATION

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
OPEN TO CLOSE							

DESCRIBE THE TYPE OF BUSINESS ENTITY, THE NATURE, INTENSITY, AND SCALE OF BUSINESS ACTIVITIES

BUSINESS OWNER INFORMATION

OWNER NAME OR COMPANY NAME IF LLC

OWNER PHONE

OWNER HOME ADDRESS (NO P.O. BOX)

CITY

STATE

ZIP

OWNER DATE OF BIRTH (MM/DD/YYYY)

CONTACT EMAIL

BILLING PARTY INFORMATION (If different from above)

NAME

PHONE

HOME ADDRESS

CITY

STATE

ZIP

EMERGENCY CONTACT INFORMATION

NAME

24 HOUR PHONE

FEES – General Business Licenses are valid until the end of the calendar year and are renewed annually. The general business license renewal fee is \$100. No fees are charged for nonprofit organizations with valid 501(c)(3) paperwork.

Late fee schedule (if applicable)

	Business starting with first letter A-K	Business starting with first letter L-Z	Itemized license fee	Total license fee
Renewal due date	Jan. 31	Feb 28(29)	\$100	\$100
Late 1-120 days	Feb. 1 - May. 31	Mar. 1 - Jun. 28	\$35	\$135
Late 121-240 days	Jun. 1 - Sept. 28	Jun. 29 - Oct. 26	\$50	\$150
Late 241-365 days	Sept. 29 - Jan. 30	Oct. 27 - Feb 27(28)	\$75	\$175
over 1 year			\$115	\$215
each additional year over 1 year			\$40 per year over 1 year	\$215 + \$40 per year over 1 year

<p>Submit a supplementary license if you:</p> <ul style="list-style-type: none"> - Work as a Contractor - Run a dry cleaning business - Operate a fireworks stand - Work as a junk dealer - Operate a kennel - Run a hotel/motel - Sell beverages and/or food - Sell automotive vehicles - Run a business from a residential property 	<p>Supplementary application with GBL:</p> <ul style="list-style-type: none"> - Contractor - Dry cleaner certificate - Fireworks stand application - Junk dealer license - Kennel license - Hotel application - Health license/food handler card - New and used car dealer application - Home occupation addendum
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SIGNATURES

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)

I confirm that the business use of the property has not changed in nature or intensity since the previous year.

NAME SIGNATURE DATE (MM/DD/YYYY)

FOR INTERNAL USE ONLY:	PARCEL # _____	ZONING CODE _____
ZONING REVIEW COMPLETE AND READY TO ISSUE LICENSE _____	DATE _____	
GBL - _____	AMOUNT PAID: _____	PAYMENT METHOD: _____
FINANCE REVIEWED BY: _____	SIGNATURE: _____	DATE _____