



Receipt No. _____
Total Amount _____
Date _____

APPLICATION FOR General Business Registration

Town of Delavan, Wisconsin

Original Application

Renewal

Change in Business

FILL IN ALL BLANKS COMPLETELY, INCOMPLETE APPLICATIONS ARE REJECTED
\$25 FEE IS DUE UPON APPLICATION, LICENSE EXPIRES DECEMBER 31 EACH YEAR.
(ADDITIONAL \$5 LATE FEE AFTER MARCH 1)

APPLICANT (Please print clearly)

Owner's Name

Business Name

Business Address

City, State, Zip

Mailing Address

City

State

Zip

Drvs Lic or FEIN #

Phone

E-mail

BUILDING OWNER (Please print clearly)

Building Owner's Name

Address

City

State

Zip

Phone

Is this a home based business?
list the basic services offered.

YES

NO What type of business? Please

If you have Cigarettes, pinball machines, video games, mechanical or electronic games and amusements, games of chance or skill and related machines, or equipment designed to provide amusement, entertainment, or recreational activities, there are other license required if over four (4). Excluding any establishment that holds a valid fermented malt beverage license.

Please contact the Town Clerk's Office

SIGNATURE _____ DATE: _____

For Office Use Only

Date Filed: _____ **Copy:** Building Inspector _____, Fire Inspector _____, Assessor _____

Original license Building Inspector Approval

ORDINANCE

11.14 BUSINESS REGISTRATION REQUIRED

- 1) **DEFINITIONS** as used in this section, the following words have the following meanings:
 - (a) **TRADE or BUSINESS** has the meaning provided in section 77.92(5), Wis., Stat. When used with reference to self-employment income or net earnings from self-employment. There shall be allowed as a deduction all the ordinary and necessary expenses paid or occurred during the taxable year in carrying on any trade or business.
 - (b) **PERSON** has the meaning provided in Section 183.0102(18) Wis., Stat. Person includes an individual, a partnership, domestic or foreign limited liability company, a trust, an estate, an association, a corporation or any other legal or commercial entity.
 - (c) **PRIMARY PLACE OF BUSINESS** means the location where the largest amount of trade or business activity occurs
- 2) **REGISTRATION REQUIRED**
 - (a) **GENERAL REQUIREMENTS**
 - i. No person shall establish or continue any trade or business in the Town of Delavan whose primary place of doing business is located within the Town of Delavan unless such person has first register the trade or business with the Town of Delavan in the manner provided in this Chapter
 - (b) **REGISTRATION PROCEDURE**
 - i. The owner, controlling partner, or other representative of a trade or business shall complete a registration form provided by the Town of Delavan Clerk, and shall return the completed form to the Town of Delavan Clerk, together with a registration fee of \$25.00. The registration form shall contain at a minimum the physical location description of the type of trade or business activity conducted therein. The registration fee stated herein shall not be pro-rated.
 - (c) **RENEWAL OF REGISTRATION**
 - i. Every trade or business subject to this ordinance must renew its registration on a yearly basis on or before March 1 of that year in accordance with the procedure in Subsection (2) above.
- 3) **NOTICE OF CHANGE TO TRADE OR BUSINESS**
 - (a) In addition to the requirements stated above, every trade or business subject to this ordinance must notify the Town of Delavan Clerk whenever the trade or business:
 - i. Ceases to operate;
 - ii. Ownership is partially or completely transferred;
 - iii. Is relocated, or
 - iv. The trade or business activities change substantially in type or volume of activity.
 - v. Registration filed pursuant to this ordinance shall not be transferable to new or different trades or businesses. If a trade or business ceases to operate, then subsequently resumes operation again, and is still subject to this section, then such trade or business shall register again, and again pay the \$25.00 filing fee as it had never previously registered with the Town of Delavan.
- 4) **CIRCULATION OF REGISTRATION INFORMATION**
 - (a) The Town of Delavan Clerk shall provide copies of any registration that the Clerk receives to the Town Assessor, Police Department, and Fire Department.
- 5) **MAILING OF REGISTRATION FORM**
 - (a) The Town Clerk shall mail a registration form with every property tax bill to every trade or business known to the Town.
- 6) **INSPECTION OF TRADE OR BUSINESS PREMISES**
 - (a) Town officials may enter upon any trade or business premises wherein a trade or business is being conducted for the purposes of making any reasonable or necessary inspection, at any reasonable time. The Town is not required to notify the trade or business prior to any inspection.