



City of Mount Rainier

One Municipal Place Mount Rainier, MD 20712

Phone: (301)985-6585 Fax: (301) 985-6595

Mountrainiermd.org

Business Occupancy License Application **20_____**

CITY OF MOUNT RAINIER mountrainiermd.org
301.985.6585

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Arts District • Sustainable Community • Shops and Restaurants • Historic City

APPLICATION FOR BUSINESS LICENSE

BUSINESS INFORMATION

New Renewal

If this is a renewal application, has the ownership of the business changed since the last application? _____

Business Name: _____ **EIN/DUNS #** _____

Business Owner's Name: _____

Business Address: _____ **Are you located in the MUTC Area?** yes no

Business Phone: _____ **Cell Phone:** _____

Email _____

Emergency Contact: Name _____ **Telephone** _____

Business Type: Retail Restaurant Bar Grocery/Convenience Real Estate Hair/Nail
 Insurance Marketing/Advertising Printing Liquor Medical/Healthcare
 Tax Service Day Care Pest control Retail Laundromat Arts Related
 Automotive Bakery Pet Care Hardware Dry Cleaners
 Other _____

Number of Employees: _____ **Year Business established:** _____

Business website: _____

Social Media: Facebook: _____ **Twitter:** _____

Instagram: _____ **Other** _____

IDENTIFICATION

Property Owner Name _____ **Company** _____

Mailing Address _____

Phone _____ **Email** _____

Person responsible for upkeep and maintenance of the interior of the property: Owner Tenant

Person responsible for upkeep and maintenance of the exterior of the property: Owner Tenant

Person responsible for utilities (water/electric): Owner Tenant

Person responsible for snow removal: Owner Tenant

Person responsible for trash removal: Owner Tenant

APPLICATION CHECKLIST

Please include the following with the submission of application. All of the items **MUST** be provided at time of application. Failure to include proper documentation will result in a delay of your Business License and possible fines.

- Business Trash Collection – (submit contract or new invoice)
- Prince George’s County Sign Permit (if new sign is installed)
- Applicable Licenses (day care, beauty salons, barber shop)
- Copy of Prince George’s County Use and Occupancy (U & O) permit
- Copy of current Prince George’s County Health Department Inspection certificate for all commercial businesses that prepare food on-site (this is an Annual Inspection)
- State License (if applicable)
- Copy of Owner’s Affidavit

FEE CALCULATIONS

- | | |
|--|-------------------------------|
| <p>1. Business Occupancy Fee: (\$50.00 for first 1,000 square feet, \$25.00 for each additional 1,000; \$200.00 maximum) Gross Square Feet of Space _____</p> | <p>\$ _____</p> |
| <p>2. Commercial District Management Fee (CDMA) Fee: Dues for membership in the Mount Rainier Business Association (MRBA)</p> | <p>\$ <u>150.00</u> _____</p> |
| <p>3. Alcoholic Beverage Fee: (20% of business’s annual liquor license fee) Annual License fee \$ _____ x 20%</p> | <p>\$ _____</p> |
| <p>4. Hotels, motels, tourist fees: \$175.00</p> | <p>\$ _____</p> |
| <p>5. Burglar Alarm Registration Fee: \$25.00</p> | <p>\$ _____</p> |
| <p>6. Coin-operated machines: pinball, video or other entertainment devices; billiard or pool tables; bowling alleys, gaming tables or boards, when operated for public use, profit or gain \$15.00 per device, table, alley or board</p> | <p>\$ _____</p> |
| <p>7. Reinstatement Fees: \$100.00 (after revocation <i>for cause</i> or expiration of license)</p> | <p>\$ _____</p> |
| <p>8. Late Fees: Renewal after Deadline - \$100.00 Fine of \$25.00 for first Occurrence, an additional penalty of \$50.00 per month will be incurred for each month that the license is not renewed (Section 7-104, C-2; 7-109, B-2)</p> | <p>\$ _____</p> |

