



# CITY OF TITUSVILLE APPLICATION FOR LICENSE 2011

To: Titusville City Treasurer  
107 N. Franklin St.  
Titusville, PA 16354

Date Received \_\_\_\_\_

Business ID# \_\_\_\_\_

**PLEASE READ INSTRUCTIONS ON BACK**

Application is hereby made for License

1. Name of Applicant or Firm \_\_\_\_\_
2. Business Address & Phone# \_\_\_\_\_  
\_\_\_\_\_
3. Location of Business (if different from business address) \_\_\_\_\_  
\_\_\_\_\_
4. Check whether business is: Incorporated\_\_\_\_ Partnership\_\_\_\_ Sole Proprietor\_\_\_\_ LLC\_\_\_\_
5. If business is conducted by you individually or by a partnership under a fictitious name, give name of true owners and date of registration of business under Fictitious Names Act.  
\_\_\_\_\_  
\_\_\_\_\_
6. Kind of Business\* \_\_\_\_\_
7. Name of Owner or Manager \_\_\_\_\_
8. Phone # of owner or Manager \_\_\_\_\_
9. License Fee (See Back) \_\_\_\_\_

**IMPORTANT**

Please return this application with the license fee as soon as possible. The license must be obtained before July 15, 2011 and each subsequent year thereafter before July 15<sup>th</sup> to engage in a business, trade, or occupation within the corporate limits of the city. All taxes under this article remaining unpaid after September 1 (per section 335.13) shall have added to the amount due an amount equal to ten percent.

\_\_\_\_\_  
(Signature)

I certify under penalty of law that the information contained in this application is correct and true

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title of person making application)

\_\_\_\_\_  
(Address to which License is to be mailed)

**Make Checks payable to:  
City of Titusville**

## GENERAL INFORMATION

Titusville City Ordinance #2075 states that every person desiring to engage in business, trade, occupation, or merchandising operation within the corporate limits of the City of Titusville in the next tax year shall pay the treasurer when due a business license tax and a Certificate of Registration will be issued. The Certificate of Registration is not transferable. In the case of loss, defacement, or destruction of any Certificate, the person to whom the Certificate was issued shall apply to the Collector (Treasurer) for a new Certificate for which a replacement fee of five dollars (\$5.00) shall be charged. This ordinance has been enacted under the authority of the provisions of the Third Class City Code and the Local Tax Enabling Act of the Commonwealth of Pennsylvania.

## NEW BUSINESS

Prior to commencement, every person desiring to begin a business, trade, occupation, profession or merchandizing operation within the corporate city limits shall make application for registration of each place of business within the city with the collector (Treasurer), on a form provided by the collector, and shall pay the collector a registration fee as set forth in Article 191.

## FEE SCHEDULE

Beginning in fiscal 1998, the City Council has enacted and ordained that there be a single rate for license fees. ALL businesses will be required to pay a fee of One Hundred (\$100.00) dollars. This fee shall be reduced to Sixty (\$60.00) dollars if the business submits documentation that their previous year's annual gross receipts were less than \$100,000. All new businesses are required to pay a first time application fee of \$100.00. Payment shall be made at the time of application.

## SPECIAL INSTRUCTIONS

Proof of Annual Gross Receipts is required. This can be a copy of Federal Schedule C, previous City Business Tax Return, or other appropriate documents. All applications and tax returns are treated with confidentiality.

## PENALTIES

All taxes under this article remaining unpaid after September 1 (per section 335.13) shall have added to the face amount due an amount equal to ten percent. Failure to acquire a business license will result in your account being turned over to a collection agency where the amount of the license must be paid in full plus the collection fee.

## 6. Kind of Business\*

If business is a new restaurant and/or food preparation facility, please be advised that you are subject to Titusville City Ordinance #3060. Please obtain a copy of this ordinance from the Titusville City Manager's Office. Also, if business is located within Titusville city limits, state the number (if any) of merchandise vending machines, pinball machines, music vending machines or juke boxes, billiard or pool tables, bowling alleys installed in your place of business and name or names and address of owners, agent or operator as the case may be.