

CITY OF DUNN

ATTENTION PRIVILEGE LICENSE CUSTOMERS:

Effective as of 07/31/2006, all inspections and water connection must be completed before your business license can be issued. Below you will find a list of each department and the contact information. Each department will have to sign and date this form before any business can be opened. **(This form is for all local business merchants only)**

_____ Planning/Zoning, Samantha L. Wullenwaber (910) 230-3503

_____ Building Inspector, Inspections Department (910) 230-3505

_____ Fire Inspector, Dunn Emergency Services (910) 892-2938

_____ Water Department, CSR (910) 230-3510

Please note that a copy of this application will be delivered to the City of Dunn Police Department for review by Lieutenant A.M. Hinson. This is to insure proper contact information and accurate safety measures for your business. Please contact Lieutenant Hinson at (910) 230-3529 with any questions.

_____ Date copy delivered to Dunn P.D., by _____.

Please return this form with your completed Privilege License application to the City of Dunn, Planning & Inspections Department, 102 N. Powell Ave, Dunn, NC 28334 or mail to PO Box 1065, Dunn, NC 28335.

Business Name _____

Address _____

Date _____

Remit To:

CITY OF DUNN

Privilege License North Carolina

PO Box 1065
Dunn, NC 28335

Privilege License

102 N. Powell Ave.
Dunn, NC 28334

Fax (910) 230-9005

Application Form

(910) 230-3505

Name of Business and Business Address	Business Mailing Address (if different)

PLEASE COMPLETE THE INFORMATION BELOW.

Description of Business:
Business Phone Number:
Owner's/Officer's Name:
Owner's Home Street Address:
Owner's Home City, State & Zip:
Owner's Home Phone Number:
State Sales Tax Number:
State Professional License Number:
Type of Ownership (Inc., PT or Indv.):
Date Business Began Operation:

Payment of the privilege license tax to the City does not relieve the applicant of responsibility of complying with all applicable Dunn City ordinances, state or federal laws and regulations.

Signature:

Date:

Please complete the Reverse side

Privilege License Tax Fee Computation as Determined from Tax Schedule. Please pay with application. City of Dunn will complete this portion.

TAX SCHEDULE B	Number of : Machines/Operators/Rooms/ Alleys/etc.	License Tax Due
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
TAX SCHEDULE D	Check Box if Exempt { }	License Tax Due NONE

APPLICATIONS MUST BE REVIEWED AND APPROVED BY THE ZONING/INSPECTIONS DEPARTMENT.

BUSINESS OWNERS/OPERATORS LOCATED IN DUNN

The Dunn Police and Fire Departments request that you provide the name and telephone number of local persons who may be contacted in case of an emergency at your business. Please complete the information requested below:

Emergency Contact #1 Name: _____

Phone #: _____

Emergency Contact #2 Name: _____

Phone#: _____

PAYMENTS MAY BE MADE BY:

- 1. Checks made payable to the City of Dunn.**
- 2. Cash, Checks, Money Orders, and Credit Cards are accepted if paying in person.**



Dunn Police Department

Business Key Holder and Security Information

Name & Phone Number of Business _____

Physical business address _____

Email address _____

Mailing Address if different from Physical Address _____

List in order the Key Holders (**name/phone numbers**) to be called to come out after hours in case of an **Emergency**. Check box if it is applicable, fill in blanks the appropriate item(s) of each category.

#1 _____

#2 _____

#3 _____

Alarm (Where is the access? Make certain the responding key holder knows code.)

Functioning Non-functioning

Cameras (Where is the access?)

Functioning Non-functioning VHS Digital Internal External

List any special circumstances of building below, for example; a dog loose in business after hours, Emergency Key boxes on exterior of building, in-operable exit/entrances.

Please contact **Lt. A.M. Hinson** if you have any questions in reference to this form, have any Crime Prevention related questions or concerns.

Office # (910)230-3529, fax # 910-892-2010, e-mail ahinson@dunn-nc.org .

Thank you,

Lt. A.M. Hinson

**CITY OF DUNN
PO BOX 1065
DUNN, NC 28335**

**GENERAL INFORMATION – DUNN PRIVILEGE LICENSE APPLICATION
FORM**

The following regulations and classifications are taken from Chapter 11, Article II of the City of Dunn Code of ordinances and are intended as a summation only.

1. **Who must pay.** Any person who conducts a business within the city, either by maintaining a business location within the city limits; or personally or through agents, solicits business within the city; or picks up and/or delivers goods or services within the city limits, is liable for the Privilege License Tax unless specifically exempted by state law. If an individual or company is engaged in more than one type of business, separate license may be required for each type.
2. **Who must complete this form.** This form is used for Privilege License Tax and Fire/Building Inspections, and Planning & Zoning approval. The City of Dunn requires that all business and organizations complete this form. The information on this form is available to the Dunn police, fire & rescue squad. The license will not be issued until the Privilege License registration form is fully completed.
3. **Exemptions.** Any person who engages in business in the city for religious, educational or charitable purposes shall be exempt from obtaining a Privilege License. Charitable or non-profit organizations must be registered with the Secretary of State's office before exemption may be allowed. In addition, certain businesses are exempted by the State from the tax (see Schedule D).
4. **Date Due and Penalty.** License payments are due by July 31st and the penalty shall begin on August 1st at the rate of five percent (5%) of the original tax due for each month or portion thereof that the tax is delinquent, up to a maximum of twenty-five percent (25%) and a minimum of \$5.00. **If you do not wish to renew your Privilege License, or wish to cancel the License at any time during the year, you will need to contact the Finance Dept. so the License can be taken off the system. If this is not done, the License will stay on the system and continue to accrue interest monthly. The License fee plus any interest accrued must be paid in full to activate the existing Privilege License, or any new License. Therefore, please write on your renewal notice that you "DO NOT WISH TO RENEW" and mail back to the City of Dunn if you are not renewing, out of business, or not working in Dunn any longer. This will prevent you from additional charges and penalties.**
5. **Privilege License Tax Year.** The city of Dunn Privilege License tax year runs from July 1 through June 30 each year.
6. **Proration/Abatement of Tax.** The license tax year begins July 1 of each year and renewals are due by July 31 of each year. When a business begins after January 31, then the amount of the tax for the tax year ending June 30 of the same year is one half (1/2) of the normally due. If a business is discontinued before the end of the period for which the license was issued, the tax shall not be abated nor any part refunded.
7. **Enforcement of Tax.** Conducting business within the city without having paid the license tax, or without a valid license issued, or without posting a license is a misdemeanor. Each day's violation is a separate offense.
8. **Display of License.** Each business shall post the license in a conspicuous place at the regular place of business. If there is no regular place of business, the license shall be kept where it may be inspected at appropriate times.
9. **Method of Payment.** Check or money order shall be made payable to the "City of Dunn". Cash, Check, Money Order, and Credit Cards are accepted if paying in person.
10. **Itinerant Merchant/Peddler Requirements.** The applicants shall provide to the "City of Dunn" an investigation of each applicant. Consisting of his/her full name, address, description of applicant, copy of photo ID, and Social Security number, and a clear criminal background check. The applicant will also need to be photographed and fingerprinted, and report to the City of Dunn Police Department. All persons involved in the business shall follow the same procedures.

Please see attached pages for Tax Schedule

CITY OF DUNN PRIVILEGE LICENSE TAX PAYMENT SCHEDULE

TAX SCHEDULE B

CODE	DESCRIPTION	TAX	CODE	DESCRIPTION	TAX
0001	Advertising – Signs/Service	\$ 35.00	0490	Contractor/Floor-Tile-Carpet	\$ 10.00
0030	Amusement Facilities	\$ 25.00	0500	Cosmetics/Accessories	\$ 15.00
0040	Amusement/Coin Machines	\$ 5.00 each machine	0510	Craft Supplies	\$ 15.00
0050	Amusement/Disco/Dance	\$ 25.00	0520	Dairies/Creameries	\$ 12.50
0060	Antiques	\$ 30.00	0530	Day Care Facilities	\$ 50.00
0070	Appliance/Service	\$ 25.00	0540	Delicatessen	\$ 15.00
0080	Automatic Sprinkler/Installation	\$100.00	0550	Dental Laboratory	\$ 25.00
0090	Automobile Dealership	\$ 25.00	0560	Department Store	\$ 50.00
0100	Automobile Equipment/Wholesale	\$ 37.50	0570	Directory Service	\$ 25.00
0110	Automobile Equipment/Retail	\$ 12.50	0580	Drug Store	\$ 35.00
0120	Awning/Tent Installation	\$ 25.00	0590	Dry Cleaners	\$ 50.00
0130	Bakery Products	\$ 30.00	0600	Elevator Installer	\$ 100.00
0140	Barbershop Operator	\$ 2.50 each chair	0610	Employment Agency	\$ 100.00
0150	Bingo-\$10.00 Prize Limit	\$ 25.00	0620	Engraver/Lithograph	\$ 25.00
0160	Beautyshop Operator	\$ 2.50 each chair	0630	Fabrics/Notions	\$ 25.00
0170	Beer “Off Premises”	\$ 5.00	0640	Farm Machinery	\$ 100.00
0180	Beer “On Premises”	\$ 15.00	0650	Feed Stores	\$ 20.00
0190	Bicycles/Supplies/Accessories	\$ 25.00	0660	Fertilizer Dealers	\$ 25.00
0210	Bookstores	\$ 25.00	0670	Fertilizer Manufacturers	\$ 150.00
0220	Bowling Alleys	\$ 10.00	0680	Fish & Oyster Dealers	\$ 25.00
0230	Brick Dealers & Mfg.	\$ 25.00	0690	Florists	\$ 25.00
0240	Building Materials	\$ 50.00	0700	Fortune Tellers	\$ 700.00
0250	Carnival Companies	\$ 25.00 each day	0710	Fuel/Oil Distributors	\$25.00
0280	Carpet & Rug Cleaners	\$ 25.00	0720	Funeral Directors/Sales-Service	\$ 50.00
0290	Carpet Sales	\$ 15.00	0730	Furniture Stores	\$ 35.00
0300	Cartridges – Metallic Only	\$ 5.00	0740	Garage/Body Shop	\$ 12.50
0310	Car Washes	\$ 5.00 each bay	0750	Gas/Bottles - Bulk	\$ 30.00
0330	Chain Stores	\$ 50.00	0770	Gas Pumps	\$ 1.25 each nozzle
0340	Christmas Parade/Peddler	\$ 10.00	0780	Gift Shop	\$ 10.00
0350	Circus/Animal Shows	\$ 25.00 each day	0790	Going out of Business Sale (30 days only)	\$ 50.00
0360	Clothing Stores	\$ 30.00	0800	Grainery	\$ 75.00
0370	Clubs/Entertainment	\$ 25.00	0810	Grocery Store	\$ 35.00
0390	Collection Agencies	\$ 50.00	0820	Hardware Store	\$ 35.00
0400	Concrete Dealers	\$ 25.00	0830	Hobby Shop	\$ 15.00
0410	Contractor/Construction	\$ 10.00	0840	Hotel/Motel/Tourist Rooms Minimum of \$25.00	\$ 1.00 each room
0420	Contractor/Electrical	\$ 50.00	0850	Ice Cream	\$ 12.50
0430	Contractor/Heating & Air	\$ 50.00	0860	Ice Cream/Retail	\$ 2.50
0440	Contractor/Plumbers	\$ 50.00	0870	Ice Dealers/Manufacturers	\$ 25.00
0450	Contractor/Insulation	\$ 10.00	0880	Interior Decorating	\$ 20.00
0460	Contractor/Glass	\$ 10.00	0890	Itinerant Merchant (please see attached requirements)	\$100.00

0470	Contractor/Paving	\$ 10.00	0900	Jewelry Store	\$ 30.00
0480	Contractor/Landscape	\$ 10.00	0910	Knives/Weapons	\$200.00
			0920	Laundries/Linen Supply-In Town	\$ 50.00
0930	Laundries/Linen Supply Out of town	\$ 12.50	1360	Specialty/Flea Market Operator	\$200.00
0940	Laundromat	\$ 50.00	1370	Sporting Goods/Equipment	\$ 25.00
0950	Loan Agency/Broker/Check Cashing	\$100.00	1380	Stock Brokers/Security Dealers	\$ 50.00
0960	Locksmith	\$ 50.00	1390	Sundries	\$ 4.00
0970	Machine Shop	\$ 25.00	1400	Tailors	\$ 20.00
0980	Manufacturer	\$ 75.00	1410	Taxicabs	\$ 15.00 each driver
0990	Meats/Packing House	\$100.00	1420	Telegraph Companies	\$ 15.00
1000	Meats/Retail	\$ 30.00	1430	Television/Radio/Record Service	\$ 5.00
1020	Merchants/Retail	\$ 30.00	1440	Theatres	\$200.00 each room
1030	Merchants/Wholesale	\$ 75.00	1450	Upholstery	\$ 15.00
1040	Mills/Knitting	\$ 50.00	1460	Used Merchandise/Dealer	\$ 25.00
1045	Miscellaneous	\$ 25.00	1470	Utilities	\$125.00
1050	Mobile Home Sales/Parts	\$ 25.00	1480	Video Rental/Sales	\$ 25.00
1060	Monuments	\$ 30.00	1490	Wallpaper Sales	\$ 5.00
1070	Motorcycle Sales/Accessories	\$ 12.50	1500	Warehouses/Tobacco	\$ 50.00
1080	Musical Instruments/Equipment	\$ 5.00	1510	Warehouses/Cotton	\$ 50.00
1090	Music Machines/Coin Operated	\$ 5.00 each machine	1520	Warehouses/Storage	\$ 50.00
1100	Newspaper/News Stands	\$ 15.00	1530	Welders	\$ 15.00
1120	Office Supplies	\$ 25.00	1540	Wholesale Distributor	\$ 25.00
1130	Packages/Parcels	\$ 25.00	1550	Wig Center	\$ 5.00
1140	Painters	\$100.00	1560	Wine "Off Premises"	\$ 10.00
1150	Paint/Sales	\$ 12.50	1570	Wine "On Premises"	\$ 15.00
1170	Pawnbroker	\$275.00	1571	Electronic Gaming Operations	\$1,000.00
1180	Peddler/Farm Products (please see attached requirements)	\$ 25.00	1572	Electronic Gaming Machine	\$1,000/per machine
1190	Peddler/On Foot (please see attached requirements)	\$ 10.00			
1200	Peddler/Vehicle ½ Ton or Less (please see attached requirements)	\$ 25.00			
1210	Petshop	\$ 15.00			
1220	Photo Supplies	\$ 15.00			
1230	Pistols/Guns	\$ 50.00			
1240	Pool Tables	\$ 25.00			
1250	Precious Metals	\$ 25.00			
1260	Printing	\$ 15.00			
1280	Repair Shop	\$ 15.00			
1290	Restaurant/More than 5 seats	\$ 42.50			
1300	Restaurant/Less than 5 seats	\$ 25.00			
1310	Roofers	\$100.00			
1320	Sales/Service	\$ 25.00			
1330	Sandwiches/Wholesale	\$ 25.00			
1340	Shoe Shop	\$ 15.00			
1350	Sign Painting/Repair	\$ 25.00			

TAX SCHEDULE D (EXEMPT FROM TAX)

Accountant – Public	Film-Manufacturer/Distributor	Osteopath
Alarm Systems	Installment Paper Dealers	Pest Control Applicators
Architect	Insurance Agents	Photographer/Canvasser for Photographer
Attorney-At-Law	Land Surveyor	Physician
Bank	Landscape Architect	Private Detective/Investigator
Chiropodist	Mortician/Embalmer	Real Estate Agent
Chiropractor	Oculist	Surgeon
Cooperative Association	Office Machines/Home Appliances/Computer Hardware	Veterinarians
Dentist	Optician	Vending/Weighing Machines – 5 or more
Engineer-Professional	Optometrist	Wholesale Distributors of Motor Fuels