

# Town of Newport

Amended Ordinance Sec. 427-34

Adopted 2004

**WHO MUST BE LICENSED:** Persons or companies doing business in the Town of Newport are required to obtain a business license, whether physically located within the Town limits or outside of the Town limits. Any person or company doing business in Newport that does not fit into one of the categories below shall be charged the miscellaneous license fee. If a person or company doing business in Newport fits into multiple license categories, the license will be issued in the category of predominate business. At the time of application, an Emergency Mercantile Information Sheet for the Newport Police Department MUST be filled out.

**ANNUAL LICENSE:** The Newport business license is valid for a 12-month period beginning March 1 of each year. The business license must be renewed annually. For new businesses established in the Town of Newport after August 31, the annual fee shall be reduced by 50%.

**ELIGIBILITY FOR REDUCED FEE:** Small businesses located in Newport that have been in Newport for a full calendar year and can demonstrate gross receipts of \$50,000 or less are entitled to a reduced annual business license fee of a flat \$75.00. The business must provide the Town of Newport with a copy of its previous year IRS filing for verification and the business owner must sign a notarized affidavit. The IRS document must be for the filing of a business return, not personal income.

**FAILURE TO OBTAIN A LICENSE:** Failure to obtain a license by March 1 of each year will result in penalties, late fees, and ultimately, closure. Delinquency rates begin on the first day after the license fee was due. The penalties and late fees are:

Penalty: 5% of the unpaid fee, but not less than \$5.00.

*This penalty shall be calculated with the business license fee for the purposes of applying monthly late fees.*

Late fees: 1.5% shall be added for each month or fraction of each month the original business license is unpaid.

Closure: Failure to obtain a business license will result in the Town of Newport ordering the business to cease operations.

*Note: In the event of a newly established business, no penalty or late fee shall be imposed if the business license is obtained within 30 days.*

**WHO TO CONTACT:** Town Manager – 302-994-6403; fax 302-996-0214

