

# TOWN OF HILLSBOROUGH

## BUSINESS LICENSE APPLICATION INSTRUCTIONS

All business that sell beer, wine, and/or operate as a taxicab within the Town are required to obtain a Business License. **Please ensure you have received your approved license before conducting business within the Town's jurisdiction.**

Instructions for submission are on the reverse / second page of this form. Any questions pertaining to the Town's Business License policy may be submitted via e-mail to [finance@hillsboroughnc.gov](mailto:finance@hillsboroughnc.gov) or via phone by calling (919) 296-9450.

### TOWN OF HILLSBOROUGH • BUSINESS LICENSE APPLICATION

A ) Legal Name of Business \_\_\_\_\_

\*Use individual/owner name if no business name

Doing Business As \_\_\_\_\_

\*Use individual/owner name if no business name

Operator of Business \_\_\_\_\_

\*Provide responsible individual's name (print)

B ) Mailing Address \_\_\_\_\_

\_\_\_\_\_

Location(s) Where Conducting Business \_\_\_\_\_

\_\_\_\_\_

\*Provide physical address(es), business name(s), intersection(s), etc. to best describe location

Phone # \_\_\_\_\_

E-Mail \_\_\_\_\_

#### C) Mode of Business:

- Brick & Mortar     Stand / Tent  
 Door-to-Door     Vehicle-Based

Nature of Business \_\_\_\_\_

\*What will you be selling?

Will you sell any prepared food?     Yes     No

Will you sell any prepared beverages?     Yes     No

Will you sell any beer and/or wine?

- Beer On-Premises:     Yes     No  
Beer Off-Premises:     Yes     No  
Wine On-Premises:     Yes     No  
Wine Off-Premises:     Yes     No

Will you operate as a taxicab?     Yes     No

Do you have a Hillsborough Itinerant Merchant Permit?     Yes     No

#### D) Fees:

- Business License—Beer On-Premises ( \$15 ):     Yes     No  
Business License—Beer Off-Premises ( \$5 ):     Yes     No  
Business License—Wine On-Premises ( \$15 ):     Yes     No  
Business License—Wine Off-Premises ( \$10 ):     Yes     No  
Business License—Taxicab ( \$20 ):     Yes     No

Total Fees Enclosed: \_\_\_\_\_

E) 12 Digit State Sales Tax # H - \_\_\_\_\_

\*If applicable

F) Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_



**INSTRUCTIONS FOR THE BUSINESS LICENSE APPLICATION FOR THE TOWN OF HILLSBOROUGH**

*\*\*\* All inquiries should be directed to the Town of Hillsborough Finance Department at (919) 296-9450 \*\*\**

1. As of July 2015, municipalities in the State of North Carolina do not have the authority to require or issue business “privilege licenses.” However, there still exists separate authority in the North Carolina General Statutes for municipalities to require businesses that sell beer and/or wine and business that operate taxis to obtain a license.

**2. How to submit your application and payment:**

a. **Submit and pay by mail** – Complete, sign, and mail your application and a check to the following address. DO NOT MAIL CASH.

*Town of Hillsborough  
Finance Dept., Business License  
P.O. Box 429  
Hillsborough, NC 27278*

b. **Submit and pay in person** – Visit us at 105 E. Corbin St.

c. **Submit and pay online** – Complete, sign, and e-mail an electronic copy of your application [finance@hillsboroughnc.gov](mailto:finance@hillsboroughnc.gov). Then, visit the Finance Department’s website by clicking [here](#), or by navigating to the following URL.

***<https://www.hillsboroughnc.gov/government/departments-and-divisions/finance/>***

Follow the “**ePay Portal**” links toward the top of the page to be redirected to our payment processor. When submitting payment, please choose “**General Municipal Services**” in the payment type menu and enter the tax month and year in the comments/memo field. Please call us at **(919) 296-9450** with any questions.

This policy was levied by the Town of Hillsborough Board of Commissioners in accordance with § 20-97 and § 105-113.77 of the General Statutes of the State of North Carolina. The General Statutes provide, in part, as follows:

**§ 20-97. Taxes credited to Highway Fund; municipal vehicle taxes.**

**(d) Municipal Taxi Tax.** - *Cities and towns may levy a tax of not more than fifteen dollars (\$15.00) per year upon each vehicle operated in the city or town as a taxicab. The proceeds of the tax may be used for any lawful purpose.*

**§ 105-113.77. City beer and wine retail licenses.**

**(a) License and Tax.** - *A person holding any of the following retail ABC permits for an establishment located in a city shall obtain from the city a city license for that activity. The annual tax for each license is as stated.*

<i>ABC Permit</i>	<i>Tax for Corresponding License</i>
<i>On-premises malt beverage.....</i>	<i>\$15.00</i>
<i>Off-premises malt beverage.....</i>	<i>\$5.00</i>
<i>On-premises unfortified wine, on-premises fortified wine, or both.....</i>	<i>\$15.00</i>
<i>Off-premises unfortified wine, off-premises fortified wine, or both.....</i>	<i>\$10.00</i>

**(b) Tax on Additional License.** - *The tax stated in subsection (a) is the tax for the first license issued to a person. The tax for each additional license of the same type issued to that person for the same year is one hundred ten percent (110%) of the base license tax, that increase to apply progressively for each additional license. (1985, c. 114, s. 1.)*