



TOWN OF
HILLSBOROUGH

APPLICATION Business License

Financial Services Department
105 E. Corbin St., PO Box 429, Hillsborough, NC 27278
919-296-9462
www.hillsboroughnc.gov

All businesses that sell beer and/or wine within Hillsborough town limits are required to obtain a business license. Please ensure you have received your approved license before conducting business within the town’s jurisdiction. This policy was levied by the Hillsborough Board of Commissioners in accordance with North Carolina General Statute 105-113.77:

§ 105-113.77. City malt beverage and wine retail licenses.

(a) License and Tax. — Except in cities declining to require a license pursuant to G.S. 105-113.71(c), 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.

ABC Permit	Tax for Corresponding License
On-premises malt beverage	\$15
Off-premises malt beverage	\$5
On-premises unfortified wine, on-premises fortified wine, or both	\$15
Off-premises unfortified wine, off-premises fortified wine, or both	\$10

(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 110% of the base license tax, that increase to apply progressively for each additional license. (1985, c. 114, s. 1; 2019-6, s. 4.4; 2021-150, s. 4.3.)

Instructions

Submit your application and payment one of the following ways:

- By mail — Complete, sign and mail your application and a check to the following address. Do not mail cash.
Town of Hillsborough
Financial Services Department
Business License
PO Box 429
Hillsborough, NC 27278
- In person — Visit the Hillsborough Town Hall Annex at 105 E. Corbin St.
- Online — Complete, sign and email an electronic copy of your application to finance@hillsboroughnc.gov. Next, visit the Financial Services Department’s online payment portal www.municipalonlinepayments.com/hillsboroughnc. Follow the “Make a One-time Payment or Donation” link. Choose “Make a Miscellaneous Payment.” Then select “Beer and Wine Business License.” Call 919-296-9450 if you have any questions.

Business Information

Legal Name of Business: _____

Doing Business As: _____

Operator of Business: _____

Mailing Address: _____

Location(s) Where Conducting Business: _____

Phone 1: _____ Phone 2: _____ Email: _____

Mode of Business: Brick and Mortar Stand or Tent Door to Door

Nature of Business: _____

Will you sell prepared food? Yes No

Will you sell prepared beverages? Yes No

Will you sell beer and/or wine?

Beer On-Premises Yes No

Beer Off-Premises Yes No

Wine On-Premises Yes No

Wine Off-Premises Yes No

Do you have a Hillsborough itinerant merchant permit? Yes No

Fees:

Beer On-Premises (\$15) Yes No

Beer Off-Premises (\$5) Yes No

Wine On-Premises (\$15) Yes No

Wine Off-Premises (\$10) Yes No

Total Fees Enclosed: \$ _____

12-Digit State Sales Tax Number: _____

Signature

I hereby agree to conform to all applicable laws and regulations of the Town of Hillsborough and certify that the above information and accompanying documents are complete, true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Print Name: _____

Title: _____

Financial Services Department Use Only

Date Received: _____ Staff: _____

Permit Number: _____

Staff Signature: _____ Date: _____

Date Permit Picked Up: _____ Fee: \$ _____ Receipt No.: _____