

**TOWN OF FLETCHER**  
4005 Hendersonville Road  
Fletcher, NC 28732  
(828) 687-3985 Fax (828) 687-7133

Date \_\_\_\_\_

Account Number \_\_\_\_\_  
Office Use Only

**APPLICATION FOR PRIVILEGE LICENSE**

Name of Business \_\_\_\_\_

Type of Business \_\_\_\_\_

Location/Address of Business \_\_\_\_\_

City State Zip  
Mailing Address of Business \_\_\_\_\_

City State Zip

Business Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Owner/Manager's Name \_\_\_\_\_

Home Address \_\_\_\_\_

City State Zip

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Federal ID Number \_\_\_\_\_ Drivers License # \_\_\_\_\_ State \_\_\_\_\_

**CONTRACTORS ONLY**

State License # \_\_\_\_\_ (Please attach photo copy of state license to application)

**Issuance of this license does not constitute approval by other Town Departments, or other outside agencies. It shall be the responsibility of the applicant to make sure that all required permits, inspections, etc. are obtained prior to commencement of business operations.**

**I certify that the statements made in the foregoing application are true to the best of my knowledge and belief.**

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

Title \_\_\_\_\_ Corporate Name \_\_\_\_\_

**For Town Use Only:**

A copy of this application has been forwarded to:

Fire Marshal \_\_\_\_\_ Initial \_\_\_\_\_ Date \_\_\_\_\_ Planning/Zoning \_\_\_\_\_ Initial \_\_\_\_\_ Date \_\_\_\_\_

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**INSTRUCTIONS (Please read carefully)**

**Who Must Complete This Form** – This form is used for Privilege License Taxes and for Fire Inspections. The Town of Fletcher requires that all businesses and organizations complete this form. The information on this form is available to the Fletcher Police Department. The license will not be issued until the Privilege License registration form is fully completed.

**Who Must Pay Tax** – Any person who conducts business within the Town, either by maintaining a business location within the Town limits or, either personally or through agents, solicits business within the city, or picks up and/or delivers goods or services within the Town limits, is liable for the city's Privilege License Tax unless specifically exempted Federal or State law or local ordinance. If a company or individual is engaged in more than one type of business activity within the Town, a separate license may be required for each type of business activity. A separate license is required for each business location in the Town limits.

**Exemptions** – Any person who engages in business in the Town for religious, educational or charitable purpose shall be exempt from obtaining a Privilege License. Charitable, non-profit organizations must be registered with the Secretary of State's office before exemption may be allowed.

**License Tax Due Date** – The Privilege License Tax must be paid before a business may be located and/or begin operating in the Fletcher Town limits. ALL LICENSES EXPIRE ON JUNE 30. Renewal notices are sent to licensed businesses by July 1<sup>st</sup>. If you do not receive a renewal notice please call the Privilege License Office at (828) 687-3985.

**Change in Place of Business** – In order for your business to receive renewal notices and other correspondence in a timely manner, PLEASE NOTIFY THE PRIVILEGE LICENSE OFFICE IF THE LOCATION OF YOUR BUSINESS OR YOUR BUSINESS MAILING ADDRESS CHANGES.

**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.

**Reasons for Refusal or Revocation of a License** – The Tax Collector shall refuse to issue a license or shall revoke a license for any of the following reasons:

1. The applicant misrepresents a fact relevant to the amount of tax due or his qualifications for a license.
2. The applicant refuses to provide information necessary to compute the amount of tax.
3. The applicant has not been issued an occupancy permit from the planning department as required by the Town Zoning Ordinance.

**Collection of Unpaid Tax** – Any person who begins or continues to engage in a business without payment of such tax is liable for an additional tax of 5% each thirty days it is unpaid. (G.S. 105-109)

**Disclaimer** – The issuance of a privilege license does not constitute acceptance or approval of the above named location as having complied with existing building codes, fire prevention code, zoning code, Town ordinance, or North Carolina State law. A license shall remain fully liable and responsible for bringing the premises in conformity will all applicable Town and State Codes.