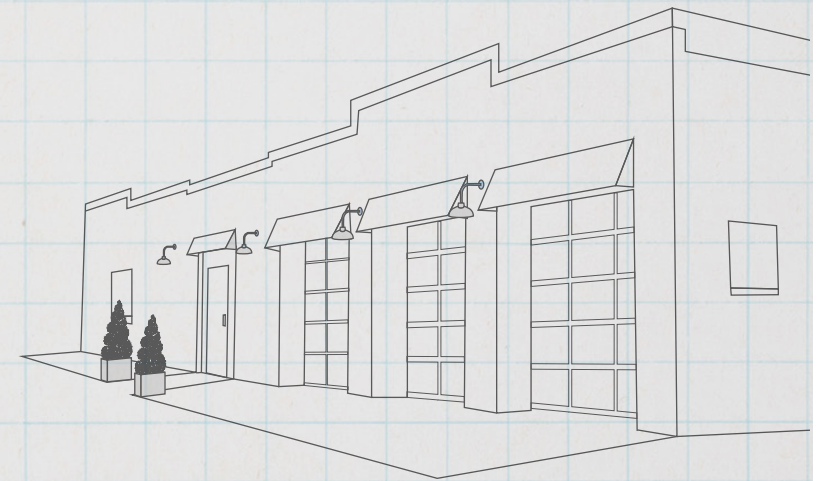


CITY OF HYATTSVILLE COMMERCIAL CORRIDORS



TAKING CARE OF BUSINESS

*A GUIDE TO BUSINESS LICENSING
IN THE CITY OF HYATTSVILLE*



Department of Community and Economic Development
City of Hyattsville • 4310 Gallatin Street • Hyattsville, MD 20781
(301) 985-5014 • Hyattsville.org

Office of Code Compliance
(301)98-5014 • codecompliance@hyattsville.org • Hyattsville.org

BUSINESS LICENSE FAQ



What is required to open and operate a business within the City of Hyattsville?

All businesses within the incorporated City of Hyattsville are required to apply for an annual City of Hyattsville business license prior to the opening of the business, whether the business is temporary or permanent.

Any business operating within Prince George's County must first obtain a Certificate of Occupancy license through the Prince George's County Department of Permitting, Inspections and Enforcement (DPIE) prior to the issuance of their City of Hyattsville business license. Depending on your type of business, you may also be required to obtain a Tax I.D./State Traders License through the State of Maryland. Your Prince George's County Certificate of Occupancy license (U&O) and State of Maryland Tax I.D. must be established prior to the issuance of your City of Hyattsville business license.

A Hyattsville business license expires on June 30 of each year; business owners are required to renew online at Hyattsville.org or at the City Building, 4310 Gallatin Street during the business hours of 8:30 a.m. – 5 p.m. prior to the expiration of their license. Payments and applications may be submitted online at Hyattsville.org.

Will I need to renew my City of Hyattsville business license?

Yes. Your business license renewal is due by July 1 of each year you are in business. The Office of Code Compliance will send out a renewal reminder via email approximately one month prior to the renewal due date. Failure to renew your license after July 1 can incur late fee charges. Chapter 48-7 of the Hyattsville City Charter and Code states that failure to renew a business license by July 1 may result in a fine of \$500.00 per day.

I am a seasonal business and will only be open for less than one year, do I still need a Hyattsville business license?

Yes. All businesses whether seasonal or permanent must apply for a City of Hyattsville business license. The City may pro-rate your business license fee at its discretion.

What happens if I receive a warning notice regarding an issue at my business?

The warning notice will provide a clear understanding of the outstanding violation, the date when compliance is required, and what action is needed to correct the issue(s). If you have questions or concerns, you can contact the City's Office of Code Compliance at (301) 985-5014 or codecompliance@hyattsville.org Monday – Friday between the hours of 8:30 a.m. and 5 p.m.

Will an inspection of my business be conducted prior to issuance of my City of Hyattsville business license?

The City of Hyattsville Office of Code Compliance may conduct an unscheduled inspection(s) of your business during normal business hours prior to the issuance of your annual business license. This is to ensure compliance with State, County, and Local fire and life safety requirements. An inspection report will be provided to you at the time of inspection with a clear description of any corrections that may be required. If you have any questions, you may reach a City Inspector Monday – Friday between the hours of 8:30 a.m. and 5 p.m. at (301) 985-5014 or email at codecompliance@hyattsville.org.

What services does the City of Hyattsville Office of Code Compliance offer for my business?

The Office of Code Compliance conducts fire & life safety inspections of businesses, processes payments, and issues City of Hyattsville business licenses. If a violation is found at your place of business, our office will work with you to explain the issue(s) at hand and how it needs to be addressed to be in compliance with State, County, and Local jurisdictions. If you have any questions or concerns, contact the Office of Code Compliance Monday-Friday from 8:30 a.m.- 5 p.m. at (301) 985-5014 / codecompliance@hyattsville.org.

TEN

WAYS TO PASS YOUR BUSINESS LICENSE INSPECTION

Follow These Guidelines to Pass Your Business License Inspection.
Know your City's standards and ordinances.



The name of the business and address should be clearly visible from the exterior of the property.



An exit sign must be illuminated at all times and clearly visible above any egress door.



Ensure a fire extinguisher is located at both the front and rear of your business. A current inspection tag from a fire protection company must be attached to the extinguisher verifying it has been tested and is fully charged. Cooking facilities require the fire suppression system to be inspected by a certified fire protection agency and visibly show an up-to-date inspection tag every six months.



Smoke detectors and emergency flood lights must be operable at all times.



Bathrooms should be clean and fully functioning at all times.



All State, County, and City licenses must be posted in a conspicuous area clearly visible to the public.



All windows and doors should be in good condition and operable at all times.



Hot water must be provided to employees in bathrooms and cooking areas at all times.



Ensure a clear pathway to all of your exits. Doors may not be blocked and must be unlocked during normal business hours.



Trash should be emptied regularly and stored in a trash can or dumpster with a tightly fitted lid. No trash should be stored outside of the trashcan or dumpster. Dumpsters must be fully enclosed with 6' privacy fencing and secured at all times.

BUSINESS CLASSIFICATION & LICENSE FEE RATES

Class 1: \$100

Mall/outdoor kiosks (defined as a free standing semi permanent displays), businesses within Salon Plaza (2970 Belcrest Drive), businesses within Phenix Salon (3704 East West Hwy)

Class 2: \$175

Retail or wholesale food, meat, produce, seafood, dairy products, bakeries, drug stores, convenience stores, hardware, paint, florists, jewelers, floor service, clothing, glass companies, furniture, dry cleaning, laundromat, carpet cleaning, appliance sales/service, barber shop, beauty shop, upholsterer, tailor, shoe repair, funeral home, car wash, optical, photography studio, exterminator, fire extinguishers/smoke detector sales/service, heating/air conditioning contractors (excluding on-site storage yard, see industrial classification), fitness salon or health spa, all business offices, including Professional offices (each separate firm or organization in every building) and other general merchandise not specifically listed with **interior square feet of less than 10,000 square feet.**

Class 3: \$275

Private education institutions (including nursery school or licensed day care centers), nursing and convalescent care homes, restaurants, and newspaper publishing.

Class 4: \$300

All motor vehicle repair, paint/body shops, new/used car, boat, recreational vehicle sales (including trailers), new/used auto parts sales, gas stations, banks, trust companies, savings and loan, loan companies (payday loans), industrial establishments, manufacturing or rebuilding plants, warehouses, contractor yards, machine/welding shops, recreational establishments including movie theaters, bowling alleys, arcades, and billiards (except as an accessory to a restaurant).

Class 5: \$425

Big box, department, clothing, retail, furniture, fitness gym, heating/AC, service contractors, warehouses, manufacturing plants, laundromats, grocery, hardware stores, movie theaters, and any other general merchandise store or restaurant with an **interior area of over 10,000 square feet**

USEFUL NUMBERS & WEBSITES



City of Hyattsville

Main Administrative Offices

(301) 985-5000

Office of Code Compliance

(301) 985-5014
codecompliance@hyattsville.org

Police Emergency

(301) 985.5050

Police Non-Emergency

(301) 985-5060

Website

www.hyattsville.org

 @hyattsvilleMD

 @cityofhyattsville

 facebook.com/CityofHyattsville

State of Maryland

Tax Services

For forms and questions about tax assessments, visit: www.dat.state.md.us

Maryland Department of the Environment

(410) 537-3000
www.mde.state.md.us

Receive City Communications

City Notices and Updates: sign up for email or text messages at hyattsville.org/notifyme

Emergency Alerts: sign up at hyattsville.org/safetyalerts or text HVL to 99411

Prince George's County

Permitting, Inspections, & Enforcement (DPIE)

(Prince Georges County Certificate of Occupancy permits)

(301) 636-2050
eplan@co.pg.md.us

MNCPPC (Parks & Planning)

(301) 952-3594

Animal Control

(301) 780-7200

Building Permit Requirements Website

<http://dpiepermits.princegeorgescountymd.gov/>