



Licenses/Licensees

How do I change my address?

An address change form is located upon the website under forms/miscellaneous. Please submit the completed form or follow the form format for submitting the information. Changes **MUST** be submitted in writing by email or fax, please include information for more than one license if applicable.

What are the fees for licensing?

There is a "Fees & Forms" tab at the top of the webpage. The fees are listed accordingly.

How long does it take for a license number to be issued?

If all of the requirements have been met, applications are processed and license numbers are issued usually within 1 day upon receipt of the application for individuals, for establishments, if the inspection is passed, the license number is issued by the inspector at that time.

Can I get my license number by email or phone call?

Yes. Once a license is issued it immediately becomes public record.

How long does it take to receive my wall license certificate?

The wall certificate will be sent to a calligrapher then signed by the attending Board members at the next scheduled meeting. Once it has been signed by the Board members, the certificate is placed in a mailing tube with certified return receipt postage, which can be tracked, and hand delivered to the postal attendant. The time frame for receipt of the certificate is estimated at about 4 weeks from the time the certificate is signed by the Board members. A few causes for delay would be due to; the President or the Secretary of the Board being absent from the Board meeting (which are required signatures), the cancellation of a Board meeting, and because certificates are not transported to out of town meetings for signatures. License applications that are received within 2 weeks of a meeting will not have enough time to be sent to the calligrapher and those will be signed at the next scheduled meeting.

Please note that certificates will not be mailed unless payment has been made for the postage fees.

Wall certificates will be mailed to the address listed upon the license application unless otherwise noted by a request in writing. **SOMEONE MUST BE AVAILABLE TO SIGN FOR THE CERTIFICATE.** This office is not responsible for lost mail and a new certificate request will require a duplicate certificate fee for the replacement.