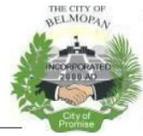




NEW TRADE LICENSE APPLICATION CHECKLIST



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Kindly note that **ALL** businesses **MUST** renew their Trade/Business License **YEARLY**.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Required Documentation

- Completed Trade Application Form (**Non-Refundable** \$10 Application fee required.)
- Copy of valid Social Security Card or Passport
- Valid Permanent Residence required for non-Belizeans
- Copy of Business Registration Certificate & **Short Business Extract** required for businesses under **Chapter 247**
- Copy of Business Registration Certificate & **Detailed Extract** required for businesses under **Chapter 250 (LTD., LLC or LLP) & Certificate of Good Standing**
- Sketch of Productive Area with measurement
- Picture of Business (Interior & Exterior)
- Picture of Parking Area
- Valid Food Handler permits are required for all employees involved in any type of food preparation including fruits, vegetables, smoothies, bars and similar items.

Property Owners:

- Recent Land Register Report (issued within the last 3 months from the Lands & Survey Department).
- Property Tax and Garbage Fees as well as all other outstanding fees on the property the business intends to operate **MUST** be at a **zero balance** to obtain your Trade Certificate.

If Renting – Applicant **MUST** provide:

- Signed** Rental/Lease Agreement OR
- Applicants that are operating from a property that is not in their name and rent-free must provide a certified Letter of Authorization from property owner.
- Certified copy of property owner’s valid Social Security card or passport.

NOTE:

1. **Any other supporting documentation which can include: copy of licenses, accreditations, professional certificates etc., in relation to said business can be submitted for further consideration.**
2. **Free quarterly meetings are held January, April, July and October for review and approval of applications by the Trade Licensing Board. Businesses can pay \$150.00 for a special trade license meeting if application is submitted outside of the timeline of the quarterly schedule.**
3. **Businesses that are already in operation prior to applying for a trade license are REQUIRED to pay \$150.00 fee for special trade license meeting.**