



## Village of Put-in-Bay

435 Catawba Ave. P.O. Box 245 - Put-in-Bay, Ohio 43456,  
Phone: 419 285-4313 Fax: 419 285-2533 Email: [fiscaloffice@villageofpib.com](mailto:fiscaloffice@villageofpib.com)

Re: Business License Application

Dear Business Owner,

Enclosed with this letter you will find the Village of Put-in-Bay's application for a business license. Section 802.02 of the Village's Codified Ordinances provides: "[n]o Person shall commence or engage in any business . . . within the Village without having first applied for and obtained a business license from the Fiscal Officer, or other duly authorized issuing authority."

Pursuant to section 802.05 of the Village's Codified ordinances "[a]t any time after November 15, of any year, a business license may be issued for the ensuing calendar year. Annual renewal of a license granted under this chapter is required on or before the third Monday in April of a given year." In order to ensure your continued ability to engage in business within the Village, please complete and submit your application(s) with the required business license fee(s) in the amount of \$175.00 per application, as specified in section 802.09 of the Village's Codified Ordinances amended through Village Ordinance No. 1335-22, as soon as possible.

Note that pursuant to Section 802.03(b) of the Village's Codified Ordinances "[a] separate license is required for each business unit operating in the Village." A building or property may contain multiple business units. A business unit may be part of a larger business, but each and every business unit will still require its own business license. A business unit is created when the unit represents itself to the public as a separate business or merchandising storefront. *See* Codified Ordinance 802.03(b). Acts that create a rebuttable presumption that a business or individual is engaged in operating a separate business unit include:

(i) displaying a sign or advertisement indicating the conduct of a business or profession at a given location; (ii) advertising a business or profession in a classified section of the telephone directory, in the Put-in-Bay Chamber of Commerce business publication, in newspaper advertisements, on the internet, or any other media; or (iii) except for a business classified as a food court, where customers are not free to leave the business unit without being required to pay for merchandise or services, shall be evidence that such person is holding himself out to the public as operating a business unit or profession.

*Id.*

Accordingly, separate business units may share commercial space or even a single storefront, but each such business unit requires its own license. For example, if a member of the public enters a single commercial space and there are signs indicating multiple names, even if the names displayed are names being used by a single business, for marketing purposes, each name displayed on a sign provides a presumption that it is a separate business unit requiring its own business license..

Thank you in advance for anticipated cooperation.

Very truly yours,

Courtney Blumensaadt, Fiscal Officer

# 2023 Business License Application

**Village of Put-in-Bay**  
 P.O Box 245  
 435 Catawba Avenue  
 Put-in-Bay, Ohio 43456-0245

Office Use	
Bus. Lic. #:	_____
Date Paid:	_____
	_____
	_____

Owner or Agent Information \*If local, provide PO Box\*

**Owner or Agents Name:** \_\_\_\_\_

Mailing Address:

Street Address	PO Box #
City	State
	Zipcode
Email	Phone

Company Location

<b>Business Name:</b>	Vendor's License #:
Business Address:	FEIN #:
Street Address	Resort Tax #:
City	State
	Zipcode

**DBA Business Name:** \_\_\_\_\_

Location Address:

Street Address	Apartment/Unit#
City	State
	Zipcode

Services Provided (Please check)
Bar/Food-Winery
Retail Services-Gift Shop-Carry-out
Hotel-Motel-Bed and Breakfast
Home/Cottage Rental Short Term
Fuel Sales
Repair Shops (Auto or Boat)
Amusement Business
Golf Cart-Scooter-Bike Rentals and Repair
Taxi-Bus-Pedicab-Tour Train
Ferry Service
Charter Boats
Watercraft Dockage & Marina
Watercraft Rental
Purveyors

Signature of Applicant: \_\_\_\_\_

**Please Remit: \$175.00**