



Professional Engineering Business License Questionnaire

State of Delaware | Department of Finance | Division of Revenue
Carvel State Building, 820 N. French Street, P. O. Box 8763, Wilmington, DE 19899-8763

- Yes No 1. Do you have any employees working in Delaware?
- Yes No 2. Do you have any real tangible property in Delaware, such as: equipment; inventory; and/or buildings?
- Yes No 3. Do you have any contracts with any State of Delaware agencies or departments (e.g The Department of Transportation)?
- Yes No 4. Will you be coming into Delaware to do site visits or to meet with your clients?

If you answered "No" to all the above questions, your business qualifies for an exemption letter from the Professional Engineer Business License (450 Business Code) from the Division of Revenue.

Please complete the information at the bottom of the page and return this form to the Division of Revenue c/o Richard Jezyk: Richard.Jezyk@delaware.gov

If you answered "Yes" to any or all the above questions, your business is required to obtain a Professional Engineer Business License from the State of Delaware Division of Revenue.

Please visit: www.revenue.delaware.gov
to access the **OneStop** portal to apply

1. The legal name of the firm, partnership or corporation

2. Any Trade Name or DBA Name

3. Business location address or address utilized with the Delaware Association of Professional Engineers

4. Federal Employer Identification Number
