



## **PROCEDURE FOR OBTAINING TRADE LICENSE**

### **1. WHAT IS TRADE LICENSE**

It is a License issued by the Local authority to run the listed business by the trader within the jurisdiction of the local body (GHMC).

### **2. UNDER WHICH SECTION THE LICENSE TO BE OBTAINED:**

Under Section 521 of GHMC act, the trade license will be issued by the Commissioner or any other authorized officer of GHMC and under 622(4) the action will be taken up for not obtaining the Trade License or written permission of the Commissioner. Trades listed in Schedule 'P' are eligible for strict collection of trade license which requires amendment.

### **3. INSPECTION AND APPROVAL AUTHORITIES**

<b>Field Inspection</b>	<b>Category</b>	<b>Approval Authority</b>
Asst. Medical Officer of Health	Eating & Medical Establishments	Dy. Commissioner
License Officer	Non-Eating & Non- Medical Establishments	Zonal Commissioner
Asst. License Officer	General Establishments (Petty trades.)	Dy. Commissioner
Veterinary Officer	Meat, Chicken & Veterinary Trades	Chief Veterinary Officer

#### **4. LICENSE FEE CAN BE CALCULATED BY THE TRADER HIMSELF AS UNDER**

<b>Sl. No</b>	<b>No. of Lanes</b>	<b>Road Width</b>	<b>Rate per Sft</b>	<b>Maximum Amount</b>
1	Single Lane	20 Feet	Rs. 3/-	Rs. 10,000/-
2	Double Lane	30 Feet	Rs. 4/-	Rs. 50,000/-
3	Multiple Lane	> 30 Feet	Rs. 6/-	Rs. 2,00,000/-
4	Star Hotels, Corporate Hospitals	> 30 Feet	Rs. 6/-	Rs. 2,50,000/-

#### **5. REQUIRED DOCUMENTS**

- ID Proof
- Aadhaar Card - Individual
- PAN/Incorporation Certificate - Business
- 2. Lease Deed/Legal Occupancy

#### **6. SIMPLIFIED TRADE LICENSE SYSTEM**

Submission of online form for obtaining New Trade License at

- CSC
- e-Seva
- Online
- Provisional Trade License will be issued on the spot at e-Seva/CSC/On-line on submission of 2 mandatory documents and payment of initial license fee.
- After field verification if complied with all the norms of bye-laws final TIN generated certificate will issue.