

Trade License

Procedures and Documents required for Online Application

Documents required for application for Trade License:

1. ID proof-Aadhar/PAN/Driving License etc.
2. Address Proof (Residence Certificate issued by the Revenue Authority, Ration Card/ Aadhaar etc.)
3. Copy of Sale Deed/ Lease Deed/ Gift Deed
4. Installation license (if machinery is used in the trade, Installation certificate is given by the Town Planning Officer (TPO))
 - a. Less than 5 HP, installation license is not required to be submitted by the applicant
 - b. More than 5 HP, applicant has to submit the machine specifications, installation diagram, then the application is forwarded to the council for approval. More than 5 HP Machinery is allowed only in the commercial zone (as per Master Plan) and not in residential zone.
5. NOC from Police, Fire, Revenue, PWD, TNEI, Public Health (if applicable)

Procedure for granting Trade License:

1. Applicant has to log on to the online portal (<https://tnurbanepay.tn.gov.in/LoginPage.aspx?ReturnUrl=%2fLandingPage.aspx>), fill the application and upload the necessary documents. There is no fee to be paid for application for Trade License at this stage.
2. The file goes to Sanitary Inspector (SI) (of concerned division). The inspection date will be selected by the SI in the portal and intimation will be sent to the applicant through SMS and email.
3. SI will conduct the inspection of the premises and the machinery and prepare the inspection report by entering the details in the online portal. The details for fees calculation will be entered by the SI. (The fees for trade license will be calculated by the system based on HP, rent, square feet area, volume of production and other details as decided by the council/ Commissioner and published in the District Gazette.)
4. SI forwards the file and inspection report to the concerned Municipal Health Officer (MHO) (respective zone) / Sanitary Officer (SO).

5. MHO/ SO scrutinize the file, inspection report and conduct another inspection if required. Forward the file and the inspection report (from the SI) to the commissioner. Note: In case during his inspection if he finds any irregularities he will send the file back to the SI for rework.
6. Commissioner will scrutinize the file and provide his approval. **Note:** In case of any irregularities he can revert to SO.
7. Once the application is approved, demand notice will be automatically generated by the system. Once demand notice is generated the applicant will get SMS intimation, and the demand notice will be available to download through the citizen portal.
8. Applicant can go to “MyDues” tab in the citizen portal and make the payment.
9. Once the payment is made, the applicant can directly download the certificate using the trade license Number.

Note: The trade license has to be renewed every year. The validity of the trade license is only for the respective financial year (April – March). That is, even if a person applies for trade license in January 2017, then he has to apply again for the trade license renewal in March 2017.

Trade License Renewal:

1. Every year by 1st March the applicant has to apply and complete the renewal process (including payment submission) on the citizen portal (<https://tnurbanepay.tn.gov.in/LoginPage.aspx?ReturnUrl=%2fLandingPage.aspx>). If he fails to do so and applies for renewal post the deadline he has to pay a penalty of 25% of the total trade license fee.
2. Instant renewal of trade license facility is given in citizen portal to renew the trades. Post inspection will be done after giving license.
3. The renewal process is the same as the fresh application.

Note: Hierarchy difference in terms of designation of officials exists between the Municipality and Municipal Corporation.