

License Department

Functions of the License Department.

- Providing licenses pertaining to shops, business establishments and dog tags
- Leasing, operation and maintenance of parking lots, bus sheds, public toilets etc.
- Leasing, operation and maintenance and installation of hoardings in entire Shillong Municipal area.
- Inspecting & checking of all licensed/unlicensed shops within the entire Municipal area.
- Maintaining records pertaining to sales of dog tickets, fireworks etc.
- The Department also undertakes the responsibility of carrying out eviction drive, as per requirement necessary

<u>License</u>			
<u>Frequently Asked Questions</u>	<u>Answers</u>	<u>Timeline</u>	<u>Concerned officer</u>
What is the process for allotment of a stall?	Applicant has to submit the form for allotment of stalls to be supported by the Residential Certificate. However, considerations shall be made depending on the availability of vacant stalls. The form is available on the SMB website.	Between 7-10 days from the date of submission of complete application	Senior Licensing Officer License 9863117489
What is the process to have a license for commercial establishment?	Applicant has to submit the application in the prescribed form duly counter signed by the house owner and supported by the documents like nationality certificate, municipal tax pay receipt and rough sketch of the location of the shop.		Licensing Inspector License 9436997880
How to bid for the Public toilets, Parking places/lots?	Open tenders are generally invited and the comparative statement of all the tenders are being sent to Government for approval	The Bid process would takes 1.5-2.5 months depending on the type of asset	
What is an annual fee for the above mentioned licenses?	The fee varies for different types of trades. The fee chart is given in the FAQ section of SMB website	Not Applicable	
How to obtain a dog tag?	Applicant should submit the anti-rabies certificate of the current year to the license department and payment of INR 100/- per tag. <i>Note: The above rate is subject to revision from time to time</i>	Within 5 hours from the time of submission of the anti-rabies certificate	

Expectation from Residents

- Completion of license forms with all the supporting documents required
- Payment on time