

City of Riverside

APPLICATION FOR 2024 Municipal Business License



* indicates required information

Application Type: Renewal New - For New Business - Date Activity Initiated or Proposed:
✓One

***Legal Business Name:** _____

Trade Name / DBA: _____
(If different from legal name)

***Mailing Address:** _____
City: _____ State: _____ Zip: _____

***Physical Address:** _____
City: _____ State: _____ Zip: _____
(No PO Box Allowed)

* **Phone:** _____ ***Email:** _____

* **NAICS:** _____ Find your business classification code here: www.naics.com/search/

* **Business Activities** (Brief description - ie: retail clothing sales, wholesale food sales, rental of industrial equip., computer consulting, etc):

Owner(s), Partner(s), or Officer(s):

Name:	Title:	Title:
_____	_____	_____
_____	_____	_____
_____	_____	_____

***Contact Person Name:** _____ **Phone:** _____

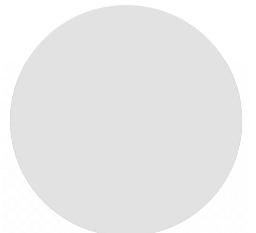
Email: _____

* Continue on Page 2

2024 BUSINESS LICENSE EXPIRES DECEMBER 31, 2024.
Renewal License must be purchased by January 31st of next year.
For more information or questions regarding this license visit www.iverside-al.com.

OFFICE ONLY • OFFICE ONLY • OFFICE ONLY • OFFICE ONLY
REC:
PF:
ISD:
OFFICE ONLY • OFFICE ONLY • OFFICE ONLY • OFFICE ONLY

LICENSE NO. _____



***Prior Year Gross Receipts** - (The total amounts received from all sources without subtracting any costs or expenses): \$ _____
 Any revenue which reflects the total gross revenue of the business for the previous calendar year and should not include any collected/paid taxes. Certain license types are calculated as a percentage of gross receipts. For more information refer to the current Business License Ordinance.

* FEIN: _____ or SSN: _____ Number of Employees: _____

Sworn Statement: I hereby swear that the information contained herein has been examined by me and to the best of my knowledge is true, correct, and complete. I understand issuance of license does not permit business operation unless business is properly zoned, and/or in compliance with all applicable laws/rules. The parties hereby agree that this document may be executed with electronic signatures and shall be valid and binding on the parties

*Signature: _____ Date: _____

*Print Name: _____ Title: _____

Submit: Send completed application to revenue@riverside-al.com Business License Fee Invoice will be sent to the E-Mail address listed above.

After receiving Invoice, payments may be made online or via check.

Check Made Payable To: City of Riverside
 Submit Check (by mail or in-person): City of Riverside - Business License Dept.
 379 Depot Street
 Riverside, Alabama 35135

Returned Payment Disclaimer:
 A \$30 returned payment fee will be charged for each returned item received by the City of Riverside due to insufficient funds. The City of Riverside shall not be held responsible for any additional presenter bank fees that accrue due to the submission of the returned item.

PLEASE READ THE FOLLOWING INFORMATION CONCERNING THE COMPLETION OF THIS FORM

- Please be sure application form is typed or printed legibly.
- Application form should be signed by an owner, partner, or officer of the business.
- A business license will be required prior to engaging in business. If a business intends to maintain a physical location within the city, there are zoning and building code approvals required prior to the issuance of a business license.
- The completion and submission of this application form does not guarantee the approval or subsequent issuance of a license to do business. Any prerequisites for a particular type and location of the business must be satisfied prior to licensing.
- In certain instances, a business may simply be required to register with the city. If that is the case, you will be provided the materials for that registration process.
- Upon receipt of the completed application, the municipality will provide any additional forms and information regarding other specific requirements to complete the licensing process. Business License Fee Invoice will be sent to the E-Mail address listed above.
- Account considered delinquent if not paid by January 31st. Additional 15% penalty charged 30 days after due date. Plus additional 15% penalty for delinquency of 60 days or more. March 1st and thereafter. All delinquent accounts charged simple interest of 1% per month.
- ALL REGULAR LICENSE RENEWALS ARE DUE JANUARY 1st AND DELINQUENT AFTER JANUARY 31st.
- ALL INSURANCE COMPANY LICENSE ARE DUE JANUARY 1st AND DELINQUENT AFTER MARCH 1st.

MUNICIPAL USE ONLY						
Column A	Column B	Column C	Column D	Column E	Column F	Column G
NAICS	Code / Type of License	Gross Receipts	Unit Amount If Applicable	Flat / Base Fee	Additional Amount Due Based on Calculation	License Fee
						\$
						\$
Other:						\$
SCHEDULE:			Penalty: \$ _____	Penalty / Interest: IF APPLICABLE		
236-150/P 238-125 452-125/P			Interest: \$ _____			
453-125/P Del / Insur / Rail / Tele / Trans / Util -StAL			State Issuance Fee:			\$ 14.00
Total Due:						\$