



City of Riverside
APPLICATION FOR
2025 Municipal Business License

* indicates required information

APPLICATION TYPE: Renewal New Date Activity To Begin: _____
✓One

***LEGAL BUSINESS NAME:** _____

TRADE NAME / DBA: _____
(If different from legal name)

***MAILING ADDRESS:**
 _____ City: _____ State: _____ Zip: _____

***PHYSICAL ADDRESS:**
(No PO Box Allowed) _____ City: _____ State: _____ Zip: _____

***PHONE:** _____ ***EMAIL:** _____

*** NAICS:** _____ Find your 6-digit NAICS business classification code here: www.naics.com/search/

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

***BUSINESS ACTIVITIES** (Description of business activities - ie: retail clothing sales, wholesale food sales, rental of industrial equip, computer consulting, etc):

CONTRACTOR INFORMATION

Average Contract Amount: _____ Upcoming Job Address: _____

OWNER(s), PARTNER(s), or OFFICER(s):

Name: _____ Title: _____

***CONTACT INFO -** Name: _____ Phone: _____
(To be used regarding this application) Email: _____

*** 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.

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 regulations. 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:** _____

MUNICIPAL USE ONLY					
Column A	Column B	Column C	Column E	Column F	Column G
NAICS / Sch.	Code / License Type	Base Fee	Gross Receipts	Gross Calculation	Line Total
				State Issuance Fee:	\$
				Total Due:	\$

* If Applicable

OFFICE ONLY • OFFICE ONLY • OFFICE ONLY • OFFICE ONLY
 STATE CERT TYPE/NO.: _____
 INV: _____
 PD: _____
 CERT MAIL
 OFFICE ONLY • OFFICE ONLY • OFFICE ONLY • OFFICE ONLY

PLEASE READ THE FOLLOWING INFORMATION CONCERNING THE COMPLETION OF THIS FORM

- For your convenience, Business License Applications can be submitted online at <https://www.riverside-al.com/business>
- Please be sure application form is typed or printed legibly.
- Application form should be signed by an owner, partner, officer, or representative 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, a Zoning Certificate and Certificate of Occupancy are 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, to the e-mail address listed in the "Contact Info" section of the form, the Business License Fee Invoice and any other information regarding the licensing process.
- All Insurance Company License renewals are due January 1st and DELINQUENT after March 1st of each year.
- **ALL REGULAR LICENSE RENEWALS ARE DUE JANUARY 1st AND DELINQUENT AFTER JANUARY 31st EACH YEAR.**
Additional 15% penalty charged 30 days after due date plus an additional 15% penalty for delinquency of 60 days or more. March 1st and thereafter, all delinquent accounts charged an additional simple interest of 1% per month.

SUBMIT APPLICATION:

Send completed application and any supporting documents to revenue@riverside-al.com

If necessary, application may be submitted (by mail or in-person): City of Riverside - Business License Dept.
379 Depot Street
Riverside, Alabama 35135

PAYMENT:

Business License Fee Invoice will be sent to the E-Mail address listed on the application under "Contact Info"

After receiving emailed invoice, payments may be made online or by check.

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.

**For questions or more information, please contact the Revenue & Inspections Department
at 205-338-7692 ext. 3 OR email at revenue@riverside-al.com**