

# City of Riverside

## Business License Application



\*Application Type:      New                      Renewal

Ownership Type: \_\_\_\_\_

Business Type: \_\_\_\_\_

Account Number: \_\_\_\_\_

\*NAICS \_\_\_\_\_ Find your business specific classification code here: [www.naics.com/search/](http://www.naics.com/search/)

All Fields With \* Must Be Completed

Municipality Name: RIVERSIDE

Due: January 1, 2023 Delinquent: January 31, 2023

Current Year (License Year): **2023**

If purchasing different license year, indicate year: \_\_\_\_\_

\*Date Business Activity Initiated/Proposed: \_\_\_\_\_

- All municipalities are required to obtain a copy of individual/entities board certifications/permits prior to issuance of a business license.
- After submission, amount of license fee due will be calculated and invoiced to you at the email address you provide below.

\*Federal Employer Identification No. (FEIN): \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

\*Describe Business Conducted: \_\_\_\_\_

\*Legal Business Name: \_\_\_\_\_

(If different from legal name)

Trade Name / DBA: \_\_\_\_\_ \*Email: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Telephone Numbers: Business: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

\*Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Title: \_\_\_\_\_

List Names of Owner(s), Partner(s), or Officer(s)- Attach Separate Sheet if Necessary:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\*Prior Year Gross Receipts - (The total amounts received from all sources without subtracting any costs or expenses): \$ \_\_\_\_\_

### MUNICIPAL USE ONLY

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Schedule No. #/ Code	Type of License	Gross Receipts*	Unit Amount If Applicable	Flat/Base Fee	Additional Amount Due Based on Calculation	License Fee Due
						\$
						\$
						\$
*Gross Receipts Required: 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 Ordinance.						\$
<b>Delinquent Information:</b> 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. Penalty: \$ _____ Interest: \$ _____				<b>Penalty / Interest:</b> IF APPLICABLE		\$
				<b>Issuance Fee:</b>		\$ 14.00
				<b>Total Due:</b>		\$

**Sworn Statement:** I hereby swear that the amount of capital invested or value of goods, stocks, furniture and fixtures or amount of sales or receipts as required for disclosure in order to obtain a business license 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.

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

\*Email: \_\_\_\_\_

**Submit Electronically:** Send completed application to [revenue@riverside-al.com](mailto:revenue@riverside-al.com) Business License Fee Invoice will be sent to the E-Mail address listed above.

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

Check 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.

For Municipal Use Only:

Date Received: \_\_\_\_\_

Payment Date: \_\_\_\_\_

Date Invoiced: \_\_\_\_\_

Payment Method: Check Cash Card

License # Issued: \_\_\_\_\_

Municipal Initial: \_\_\_\_\_



*City of Riverside*  
**Business License**  
FAQs

## Thank you for doing business in the City of Riverside

All businesses operating in the city limits of the City of Riverside must purchase an annual business license prior to the commencement of business.

### How to file:

- **Online:** To submit your application online go to <https://www.riverside-al.com/business>. Complete the simple application form and email it to [revenue@riverside-al.com](mailto:revenue@riverside-al.com).
- Total Fees Due will be invoiced to you at the email address you provide and will be payable online.
- **Mail:** For your convenience this form may be printed and mailed to:  
City of Riverside - Revenue Dept.  
379 Depot Street  
Riverside, Alabama 35135
- **Popular Base License Fee Amounts:**
  - Residential Rental: (1 unit) \$125.00 + 2% Gross
  - Business located Outside City Limits: \$150.00 + 0.133% Gross
  - Construction:
    - Business located Inside City Limits \$135.00 + % Gross
    - Business located Outside City Limits \$150.00 + 0.133% Gross
  - Retail\*: \$125.00 + % Gross
- \*For exact Fee Amount Due please submit your application to [revenue@riverside-al.com](mailto:revenue@riverside-al.com)

### **BE SURE TO INCLUDE THE FOLLOWING:**

- Copy of Driver's license
- Copy of any required State Certification(s)
- Copy of contract (if applicable)

### Important facts to know when completing your business license:

- **License Due Date:** Renew annually on January 1<sup>st</sup>
- **License Delinquent Date:** January 31<sup>st</sup>
- **License Expiration:** All annual licenses expire December 31<sup>st</sup>.

---

### To prevent a delay in issuance of license, please note the following:

- Applicants must report gross receipts for the previous year.
- Unit-based schedules must provide the number of units.
- License that require certification(s) must submit a copy of the certification with the license application.

---

### **Riverside Business License Ordinance:**

In it's entirety can be found online at [www.riverside-al.com/business](http://www.riverside-al.com/business)

---

### **For questions or assistance:**

Please contact us at:

**Revenue & Inspections Department**

**Email:** [revenue@riverside-al.com](mailto:revenue@riverside-al.com)

**Phone:** 205-338-7692 (ext 3)