

CHECKLIST

REQUIREMENTS FOR OBTAINING A PRIVILEGE TAX LICENSE

1. **Zoning must approve all new business applications. All applicants for business licenses must schedule a Privilege License Inspection through the Community Development Department.**

Contact the Community Development Department regarding all requirements related to certificates of occupancy, zoning, sign ordinances and any necessary building inspections (including the required Privilege License Inspection). This Department is located in the City Hall building, 304 Highway 51, Ridgeland, MS or may be reached by telephone at (601) 856-3877.

2. You must check with the City’s Water Department office to establish water service. This office is at City Hall and may be reached at (601) 856-3938.
3. If your business will be collecting sales tax, you must apply for and receive a State sales tax identification number for **MADISON COUNTY** from the State Tax Commission. If you have any questions regarding this, call the Tax Commission at (601) 923-7000.
4. If you are opening a restaurant, you are required to supply a copy of your food permit. This permit is issued to you when a health inspection is made of your restaurant before you open. The telephone number for the Health Department is (601) 859-3316.
5. If you will be serving beer, you are required to supply a copy of your beer permit. This permit is issued to you by the State Tax Commission before you open for business. The telephone number for the Tax Commission’s Alcoholic Beverage Control Permit Office is (601) 856-1330.
6. If you are a transient vendor or selling door to door, you must have a special permit. For information call (601) 856-7113.
7. If you are opening a wrecker service, you must first contact the Chief of Police at the Ridgeland Police Department. The Police Department is located at 115 West School Street and the phone number is (601) 856-2121.

NOTE: THE APPROPRIATE CITY OFFICIAL MUST INITIAL BELOW ONCE THE REQUIREMENTS HAVE BEEN MET. A PRIVILEGE TAX LICENSE WILL NOT BE ISSUED UNTIL THE FOLLOWING DEPARTMENTS HAVE APPROVED THE RELEASE OF THE LICENSE. IT IS THE RESPONSIBILITY OF THE APPLICANT TO OBTAIN THESE SIGNATURES.

_____ Inspection (Community Development, 601-856-3877)

_____ Sign Permits (Leslie Thomas, Community Development, 601-856-3877)

_____ Zoning (Jonathan Smith, Community Development, 601-856-3877)

_____ Privilege License Application (Michele Cannady, Administration Department, 601-856-7113)