

CHECKLIST REQUIREMENTS FOR OBTAINING A PRIVILEGE TAX LICENSE

- 1. Zoning Department must approve all new business applications. All applicants for a business license must schedule a Privilege License Inspection.**
 - 2. Contact Community Development Department (601-856-3877) regarding all requirements related to Certificates of Occupancy, Zoning, Sign Ordinances, Entergy permits and any building inspections.**
 - 3. You must check with the City of Ridgeland Water Department to establish water service. Offices for Ridgeland Water are located inside City Hall, 304 Highway 51 or call 601-856-3938 for additional information.**
 - 4. If the business will be collecting sales tax, you must apply for and receive a State Sales Tax identification number for MADISON COUNTY from the Mississippi Department of Revenue. All questions regarding State Sales Tax will have to go through Department of Revenue. State Sales Tax Office contact number: 601-923-7700.**
 - 5. If the business is a restaurant, you are required to supply a copy of your food permit issued by the State Health Department before opening and every year when you renew your city Privilege License. Health Department Contact number: 601-859-3316**
 - 6. If the business is serving beer, you are required to supply a copy of the beer permit issued to the business by the State Tax Commission before opening and every year upon renewal. Alcoholic Beverage Control Department contact number: 601-856-1330**
 - 7. If opening a wrecker service, you must contact the City of Ridgeland Chief of Police upon opening for approval. Ridgeland Police Department is located at 115 West School Street. Ridgeland Police Department contact number: 601-856-2121**
 - 8. When you close your business, you must contact the City of Ridgeland Privilege Tax License within 30 days of closing for termination.**
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NOTE: THE APPROPRIATE City of Ridgeland OFFICIALS MUST INITIAL BELOW BEFORE THE PRIVILEGE LICENSE WILL BE ISSUED. IT IS THE RESPONSIBILITY OF THE APPLICANT TO OBTAIN ALL THE SIGNATURES REQUIRED FOR THEIR BUSINESS.

_____ Inspection, Sign and Zoning (Community Development) 601-856-3877

_____ Ridgeland Chief of Police (wrecker service only) 601-856-2121

_____ Privilege License Application (Paula Tierce, Administration Department) 601-856-7113