

CHECKLIST

REQUIREMENTS FOR OBTAINING A PRIVILEGE TAX LICENSE FOR HOME OCCUPATIONS

1. **Zoning must approve all new business applications. Check with the Community Development Department regarding all requirements related to the City's Zoning and Sign Ordinances. This Department is located in the City Hall building, 304 Highway 51, Ridgeland, MS or can be reached by telephone at 601-856-3877.**
2. **If your business is required to collect sales tax, you must apply for and receive a sales tax identification number from the State Tax Commission for this business location. If you have any questions regarding sales tax or obtaining a sales tax number, please call the State Tax Commission at 601-923-7000.**
3. **If you relocate your business, you must contact the Privilege License office at 601-856-7113.**
4. **When you close your business please contact The City of Ridgeland Privilege Tax License Department so we can terminate your business.**

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.

_____ **Zoning (Matt Dodd, Community Development Department, 601-856-3877)**

_____ **Privilege License Application (Courtney Martin, Administration Department, 601-856-7113)**