

Business Name _____

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)



STATEMENT OF UNDERSTANDING

Name of Owner

Business Name

Address of the Property in Question

Use of the Property in Question

By signing this statement, I agree that I have read and understand all of the restrictions outlined in the attached copy of the City of Ridgeland Zoning Ordinance Section 35 - Home Occupations.

Business Owner or Agent of the Business

Witness



THE CITY OF RIDGELAND, MISSISSIPPI
OFFICIAL ZONING ORDINANCE ARTICLE III - SECTION 35

SECTION 35 - HOME OCCUPATIONS

Home occupations, as defined under Article II of this Ordinance, are permitted in any district where residential uses are allowed if a building permit or change of use permit is issued, and therefore subject to the following limitations:

- 35.01 DISPLAY AND STORAGE**: No storage or display of materials, goods, supplies, or equipment related to the operation shall be visible from the outside of any structure located on the premises.
- 35.02 MAXIMUM AREA**: Not more than twenty-five percent (25%) of the floor area of the dwelling shall be used for the conduct of the home occupation.
- 35.03 TRAFFIC AND PARKING RESTRICTIONS**: No traffic shall be generated by such home occupations in greater volumes than would normally be expected in a residential neighborhood (as determined by the Zoning Administrator), and any need for parking generated by the conduct of such home occupations shall be met off the street and other than in a required yard. Furthermore, an ample amount of such off-street parking shall be provided as determined by the Zoning Administrator at the time of the application for a building permit or change of use permit.
- 35.04 EXTERIOR LIGHTING**: There shall be no exterior lighting which would indicate that the dwelling and/or accessory building is being utilized in whole or in part of any purpose other than residential.
- 35.05 SIGNS RELATING TO HOME OCCUPATIONS**: One name plate measuring no more than one (1) square feet in area shall be allowed for each home occupation.
- 35.06 NON-RESIDENT EMPLOYEES**: No more than one (1) actively-engaged, non-resident employee (i.e., a person not residing on the same premises with the operator) shall be employed in connection with any home occupation.
- 35.07 ADDRESS OF CONVENIENCE**: A home occupation that is solely used for the purpose of receiving phone calls, mail, and keeping business records in connection with any profession or occupation shall be known as an "address of convenience."

35.08 **HOBBIES:** Such as boat building or repair, furniture making or repair, automobile repair and rebuilding, and other activities not normally carried on extensively in a residential district shall not be permitted to the extent that they are annoying or harmful to nearby residential occupants. Such uses that involve the use of power tools or the creation of noise not usual to a residential district shall not be permitted between the hours of 9:00 p.m. and 7:00 a.m.

35.09 **PERMITTED ACTIVITIES:** Primary sale of goods in connection with such home occupation shall be that which is prepared, produced, or grown on the premises. Home occupations may also provide services.

35.10 **PROHIBITED ACTIVITIES:** There shall be no retail, wholesale, or warehousing activity other than that which is clearly incidental to the direct provision of the service. Auto repair on vehicles other than the vehicles of the home owner or occupant of the home is prohibited. Also prohibited are: boat repair, animal hospitals, commercial kennels, funeral parlors or undertaking establishments, antiques shops, nurseries, restaurants, rooming houses, dancing schools, tea rooms, and embalming facilities.

35.11 **ON-PREMISE CLIENT CONTACT:** Customer and client contact shall be conducted primarily by telephone or mail, and not on the premises of the home occupation, except those home occupations, such as tutoring, music or swimming lessons, counseling or personal services, which cannot be conducted except by personal contact. Services or sales conducted on the premises shall be by appointment only, and shall not be oriented toward, or attract, off-the-street customer or client traffic. Barber shops and beauty shops shall be limited to one chair for clients.

35.12 **DELIVERIES:** Delivery of materials to and from the premises shall not involve the use of vehicles over two (2) ton capacity, except parcel post or other similar commercial delivery trucks.

35.13 **USES PER DWELLING UNIT:** There shall not be more than one use constituting a designated home occupation per dwelling unit.

35.14 **OTHER PROVISIONS:** No equipment or process shall be used in a home occupation which creates noise, vibration, glare, fumes, or odors detectable to the normal senses outside of the dwelling unit or accessory building in which the occupation is conducted. No equipment or process shall be used in any home occupation that creates visual or audible electrical interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.

YOUR PRIVILEGE LICENSE
EXPIRES ON _____

CITY OF

RIDGELAND, MISSISSIPPI

PRIVILEGE LICENSE APPLICATION

**THIS APPLICATION REQUIRED BY LAW
FORM MUST BE COMPLETED & ALL
QUESTIONS ANSWERED**

FOR USE BY TAX COLLECTOR

NEW _____ RENEWAL _____
CODE SEC. _____
DATE PAID _____
LICENSE NO. _____
NEXT DATE DUE _____

LICENSE MUST BE RENEWED AND PAYMENT RECEIVED BY THE LAST DAY OF THE MONTH TO AVOID PENALTY.

Business ⇨

Name _____

Mailing ⇨ _____

Address _____

PLEASE INDICATE TYPE OF BUSINESS

* WHOLESALE _____ SELLING _____ CORPORATION _____
RETAIL _____ MANUFACTURING _____ PARTNERSHIP _____
SERVICE _____ LLC _____ INDIVIDUAL _____

* WHEN WILL/DID YOU BEGIN OPERATION OF YOUR BUSINESS IN THE CITY _____

* KIND OF BUSINESS (PLEASE BE SPECIFIC) _____

* STATE SALES TAX ID NUMBER FOR MADISON COUNTY ⇨ **All businesses selling a product must provide a State Sales Tax ID Number for Madison County.**

(045 - _____)

DO YOU OWN OR OPERATE ANY TYPE OF AMUSEMENT MACHINES _____ VENDING MACHINES? _____
ONLY ONE CATEGORY BELOW WILL APPLY TO YOUR BUSINESS

WHOLESALE AND RETAIL STORES ONLY

1. ASSESSED VALUED OF INVENTORY (TO THE NEAREST DOLLAR) _____ 1. _____
(USE SCHEDULE A ON REVERSE SIDE TO DETERMINE AMOUNT OF FEE WRITE AMOUNT IN BLOCK 1)

SERVICE/BUSINESSES OTHER THAN WHOLESALE - RETAIL STORES ONLY

2. TOTAL NUMBER OF FULL-TIME EMPLOYEES FOR THE PAST TWELVE (12) MONTHS _____ 2. _____
(NOTE: The term "employee" means full-time employees and, with respect to a professional firm or clinic, also includes all partners; however, such term excludes seasonal employees. The term "full-time" means at least thirty (30) hours per seven day week.)

FEE FOR SERVICE / BUSINESS OTHER THAN WHOLESALE - RETAIL STORES
(USE SCHEDULE B TO DETERMINE AMOUNT OF FEE, WRITE AMOUNT IN BLOCK 2)

MANUFACTURERS ONLY

3. MANUFACTURERS FEE _____ 3. _____
(USE SCHEDULE C TO DETERMINE AMOUNT OF FEE, WRITE IN BLOCK 3)

4. TOTAL PRIVILEGE LICENSE FEE DUE (ADD BLOCKS 1 THRU 3) _____ 4. _____

STATE OF _____

COUNTY OF _____

* SIGNATURE MUST BE NOTARIZED *

PERSONALLY APPEARED BEFORE ME, the undersigned authority in and for said county and state, on this the _____ day of _____

_____, 20_____, within my jurisdiction, the above and

within named _____, who acknowledged that he/she exe-

cuted the above foregoing instrument.

SIGNATURE

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

APPLICATION MUST BE ACCOMPANIED BY REMITTANCE PAYABLE TO CITY OF RIDGELAND, IF PAYMENT MADE BY MAIL, ADDRESS TO PRIVILEGE LICENSE, CITY OF RIDGELAND, P.O. BOX 217, RIDGELAND, MS 39158. **FOR ADDITIONAL INFORMATION, WRITE OR PHONE 601-856-7113.**

License issued for one year, with certain exceptions, dates from first day of month of issue, expires on LAST DAY of month covered, and must be renewed during following month; that is same month of original issue, if for one year. **MAILING PAYMENT ON THE LAST DAY OF MONTH IS NOT SUFFICIENT**, but must be received in time for license to be issued within the month due.