

City of Riverside

Business License Application



All Highlighted Fields
Must Be Completed

Application Type: _____

Ownership Type: _____

Business Type: _____

Account Number: _____

NAICS: _____
Find your business specific
classification code here:
www.naics.com/search/

Municipality Name: **RIVERSIDE**

Due: January 1, 2021 Delinquent: extended to March 1, 2021

Current Year (License Year): **2021**

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: _____ Residence Address: _____ SSN: _____ Title: _____



Police Jurisdiction Definition: The area outside of the incorporated municipality limits as defined by local ordinance. Businesses physically located in the police jurisdiction are subject to purchase a business license per the municipality's ordinance at one-half the normal rate, if applicable. Please check the box if you are in the police jurisdiction but not in the incorporated city limit.

Column A	Column B	Column C	Column D	Column E	Column F	Column G
Report ALL types and number of locations of conducted business.		Units Required if Fee is based upon a "number" of units ie. days, machines, etc.		Add Column E & F. Enter Total in Column G. Then add down for Total Due.		
Schedule No. #/ Code	Type of License	Gross Receipts	Unit Amount	Flat/Base Fee	Additional Amount Due Based on Calculation	License Fee Due
						\$
						\$
						\$
Penalty Information: 15% penalty due February 1st plus 1% interest. Additional 15% penalty due March 2nd plus 1% interest per month thereafter.						
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.				Calculate Penalty (if applicable):		\$
				Calculate Interest (if applicable):		\$
				Issuance Fee:		\$ 12.00
				Total Due:		\$

Submit Electronically: Send completed application to info@riverside-al.com
Total Fees Due will be invoiced to you at the email address you provide above and will be payable online.

Mail To: City of Riverside - Business License Dept.
379 Depot Street
Riverside, Alabama 35135

Signature: _____ Date: _____

Print Name: _____ Title: _____

Email: _____

Business License Fee Invoice will be sent to the E-Mail address listed above.

Returned Check Disclaimer: Make Check Payable To: City of Riverside

Each returned item received by the City of Riverside due to insufficient funds will be electronically submitted to the presenters' bank no more than one time in an effort to obtain payment.

The City of Riverside will charge the applicant a \$30 returned check fee and 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: _____

Date Invoiced: _____

Payment Date: _____

Payment Method: Check Cash Card

License # Issued: _____

Municipal Initial: _____



City of Riverside

LOCAL BUSINESS EMERGENCY INFORMATION

This form is to enable Riverside Police Department and Riverside Fire & Rescue Service to serve your business in an efficient manner in the event of an emergency. Please inform us of any future changes in this information by calling 205-338-7692.

BUSINESS NAME: _____

Address: _____

Street Address

City

State

ZIP Code

Business Phone: _____ Business Email: _____

OWNER INFORMATION

Owner Name: _____

Last

First

M.I.

Home Address: _____

Street Address

Apartment/Unit #

City

State

ZIP Code

Home Phone: _____ Alternate Phone: _____

Email: _____

EMERGENCY CONTACT

Full Name: _____

Last

First

Emergency Phone: _____ Alternate Phone: _____

Title: _____

SECONDARY EMERGENCY CONTACT

Full Name: _____

Last

First

M.I.

Emergency Phone: _____ Alternate Phone: _____

Title: _____

I have voluntarily provided the above contact information and authorize the City of Riverside and its representatives, in the event of an emergency, to contact any of the above on the behalf of this entity.

Owner Signature _____ Date _____



City of Riverside

Business License

General Information & FAQs

Thank you for doing business in the City of Riverside

All businesses operating in the city limits or police jurisdiction 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 info@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 can be printed and manually completed. Mail completed form to:
City of Riverside - Business License Dept.
379 Depot Street
Riverside, Alabama 35135
- **Popular Base License Fee Amounts:**
 - Residential Rental: (1 unit) \$125.00 + 2% 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 info@riverside-al.com

**Be sure to enclose any required
certifications with your application.**

For assistance:

Please contact us at:

Email: info@riverside-al.com

Phone: 205-338-7692

Important facts to know when completing your business license:

- **License Due Date:** Renew annually on January 1st.
- **License Delinquent Date:** Licenses are considered delinquent after January 31st.
- **Delinquent Date Extended**, for 2021 Business License renewal, to **March 1, 2021**
- **License Expiration:** All licenses (except temporary licenses) expire December 31st.

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

- Applicants must report gross receipts for the previous year.
- Unit-based schedules must provide the number of units.
- Schedules that indicate certification is required must have a copy of the certification submitted with the application.

Riverside Business License Ordinance:

In it's entirety can be found online
at www.riverside-al.com/business