



City of Senatobia

MISSISSIPPI

133 N. Front St. Senatobia, MS 38668

Phone: 662-562-4474 EXT 3

Starting a Business In Senatobia

We are glad that you have chosen the City of Senatobia to open or expand your business. We are here to assist you in any way we can as you work toward a successful business opening in Senatobia. Please feel free to contact our office if you have any additional questions at: (662) 562-4474 Ext 3

Home Based Business Applicant Requirements:

- Home based Business Application (notarized)
- Initialed copy of the Home Occupation Rules

Commercial Business Applicant Requirements:

- Before you purchase/Lease a commercial location please contact our office to ensure your location and proposed business meets the City's Zoning Regulations.
- Building Use and Occupancy Inspections will need to be completed and approved before a license will be issued.
- Business license fees are based on either inventory or the number of employees that work 30 hours or more a week
- All businesses engaging in retail sales must provide a Sales Tax Id Number. This can be obtained by visiting <https://dor.ms.gov>
- As a Sole Proprietor you must have an EIN if you plan to hire employees, have a Keough or Solo 401 (K) retirement plan, buy or inherit an existing business that you operate as a sole proprietorship.
- Signed copy of lease for building must be submitted with the application.
- Business such as restaurants and food vendors must provide a Health Inspection from the Health Department and a SERVSafe Certification.
- Alcoholic licenses are required for those who wish to sell any alcoholic beverages

Once all required documents and inspections have been completed your business license will be ready for issuance. Please allow 2-3 business days for processing. It will be emailed to your mailing address on your application.

Congratulations and thanks for doing business in the City of Senatobia!! Welcome!!

Business License Application

**City of Senatobia
133 N. Front St. Senatobia, MS 38668**

Phone: 662-562-4474

ATTENTION BUSINESS OWNERS:

To obtain and legally establish a business in the City of Senatobia, this form must be completed and initiated by all appropriate departments. The description shown below is the order in the process needed for approval. No privilege license shall be obtained/granted or approved until this form is completed. Violation of this process will result in denial of any license and may affect and/or a summons to appear in municipal court.

Business Owners Information

Name of Proposed Business: _____

Address of Proposed Business: _____

Business Owner: _____

Business Owner Address: _____

Business Owner Ph Number: _____ Business Owner E-mail: _____

Building Owners Information

Owner of Building: _____

Owners Address: _____

Owners Ph Number: _____ Owners E-mail: _____

New Building Existing Building Store Front

Home Occupation (Refer to Page #4 Home Occupation Rules)

List Individual, Corporation or If Partnership give each Partner's Name & Address:

Nature of Business:

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Total Number of F/Time Employees/If this is a Renewal This Should be based on the Previous Twelve (12) Months:

Is the nature of this business Retail Sales? Yes or No If yes, attach a list of the nature of your inventory.

If yes, what is the value of the inventory? \$ _____

Does your business involve the sale of alcoholic beverages? Yes or No

If yes, attach a copy of license for beer and/or liquor.

Mississippi State Sales Tax Number#

Federal Tax ID Number#

Is this Premises leased in which your business is located? Yes or No

If yes, attach copy of the lease, which must state that you have the right of occupancy for a period of not less than 90 days.

Does your business use or store any hazardous materials? Yes or No

If yes, please list all: attach additional pages if necessary

OFFICIAL USE ONLY

What is the zoning of the property? _____

Is this type of business allowed in the specific location shown? Yes or No

Is there any further process needed (i.e. conditional use, site plan, rezoning needed for approval? Yes or No

If yes. List: _____

Building Administrator's Official Signature _____ Date _____

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OFFICIAL USE ONLY-Fire Marshall:

Use and Occupancy Inspection

Has the property been inspected by the Fire Marshall? ___ Yes ___ No

Does the Fire Marshall have any further comments? ___ Yes ___ No

Process Completed/Fire Marshall Initials _____ Date _____

If requested, you are to furnish any other documentation information or statements needed to process your application as stated below.

Any person who shall willfully make any false statement in an application for a privilege license shall be guilty of a misdemeanor and upon conviction thereof, shall be required to pay as damages double the amount of the difference between the tax paid and that which should have been paid, in addition to the fine and imprisonment imposed.

License must be renewed yearly to avoid penalties. This is your responsibility to ensure that this tax is paid on time. A collector will not make a personal call to collect unless license is delinquent.

If any person liable for a tax shall fail, refuse or neglect to obtain the necessary license and pay such tax prior to commencing in business, or if any person liable for such tax shall fail, refuse or neglect to obtain a new or renewal license and pay the required tax as provided under the terms of this chapter, then such person shall be liable for the amount such tax plus a penalty of fifty (50%) of the amount thereof.

I, we the undersigned, certify that the above is a true and correct statement of my (our) business (professional), and the same is made for the purpose of obtaining a privilege license from the City of Hernando, with full knowledge of the penalties under the laws of the State of Mississippi if the above application is willfully falsified.

Witness my (our) signature (s) this the _____ day of _____, 20 ____.

Sworn to and subscribed before me this _____ day of _____, 20 ____.

Notary Public



City of Senatobia

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131 N. Front St. Senatobia, MS 38668
P.O. Box 1020 Phone: 662-562-4474

REQUIREMENTS FOR PRIVILEGE LICENSE APPLICATION

The following items must be completed before an application may be made for a Privilege License to operate a business in the City of Senatobia:

_____ Mississippi Sales Tax ID Number

State Tax Commission

2631 McIngvale Rd Suite 116 Hernando, MS 38632

662- 449-5150

_____ Health Department Certificate (Required for food service businesses)

Tate County Health Department

100 Preston McKay Dr Senatobia, MS 38668

662-562-4428

_____ Fire Inspection

Senatobia Fire Prevention Bureau

Brevin Holden, Fire Marshal

131 N. Front St. Senatobia, MS 38668

bholden@cityofsenatobiams.gov

662-562-4474 EXT 3

_____ Building Inspection/Sign Permit

Senatobia Building & Code Enforcement

Stephen Hodges, Building Official

131 N. Front St. Senatobia, MS 38668

662-562-4474 EXT 3

_____ Proof of Garbage

Contact Building and Code Enforcement at 131 N. Front St (662) 562-4474, EXT 3 to schedule building and fire inspections. Inspections are scheduled Monday-Friday.

The privilege license fee for retail is calculated on the assessed value of inventory which is 15% of the true value of inventory. For all other businesses, the fee is calculated on the number of employees.

Privilege license expire on September 30 of each year and the fee is pro-rated accordingly.

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Home Occupation Rules

- (a) No person other than members of the family residing on the premises shall be engaged in such occupation.
- (b) The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than one sign, not exceeding.
- (c) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one sign, not exceeding one square foot in area, non-illuminated, and mounted flat against the wall of the principal building.
- (d) No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard.
- (e) No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in other than a single-family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.
- (f) No wholesale or retail establishment shall be permitted unless it is conducted entirely by mail, telephone or internet and does not involve the receipt, sale, shipment, delivery, storage of merchandise on or from the premises, provided, however, that articles produced by members of the immediate family residing on the premises may be stored upon the premises.
- (g) There shall be no storage outside a principal building or accessory structure of equipment or materials used in the home occupation.
- (h) The home occupation shall be conducted entirely within the principal residential building or in a private garage accessory thereto.
- (i) There shall be no group instruction in connection with the home occupation.

OFFICE USE ONLY

Intake Staff Person: _____ Date: _____

Permit Fee _____ Review Fee _____ Cash ___ Check # _____ CC _____ Receipt # _____

Approval Signature _____ Title _____

Date _____ Permit # _____