

**RICHMOND CITY CORPORATION**  
**Business License Application**

**Business Licenses are valid for one calendar year, or portion thereof**

**For new applications**, the City Council must approve the application, after which a license fee will be assigned in accordance with current laws and ordinances. Once the payment has been received, a license will be signed and issued.

**For renewals**, licenses will be signed and issued upon receipt of payment. Renewal fees are due no later than January 31<sup>st</sup> without penalty. Payments after January 31<sup>st</sup> will be assessed a penalty in keeping with current ordinances.

**If out of business**, please check here \_\_\_\_\_ and return to the Richmond City Office.

Date \_\_\_\_\_

Renewal \_\_\_\_\_  
New License \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

Owner's Address \_\_\_\_\_  
(If different) \_\_\_\_\_

Telephone: \_\_\_\_\_  
(Business) (Owner's - if different)

TYPE OF BUSINESS OR SERVICE PROVIDED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Council Approval: \_\_\_\_\_  
Date & Initial

Disapproved: \_\_\_\_\_  
Date & Initial  
Reason on reverse

License Amount Due \$ \_\_\_\_\_