Business Occupancy Checklist

City of Southaven
8710 Northwest Drive
Southaven, MS. 38671
662-280-2489
662-280-6556 (Fax)

ATTENTION Business Owners:
To obtain and legally establish a business in the City of Southaven, this form must be completed and initialed by all appropriate parties. The description shown below is the order and process needed for approval. **No business shall enter or occupy** said building in the City of Southaven until this form is completed. **Violation** of this process will result in denial of any occupancy of this application, and/or a citation to appear in municipal court.

Name of Proposed Business:

_____

Address of Proposed Business:

_____

_____

Business Owner: _____ **Email:** _____

Owner's Address: _____ **New Bldg.** _____

Phone: _____ **Existing Bldg.** _____

1st Step- The Office of Planning and Development:

What is the zoning of this property? _____
Is this type of business allowed in the specific location shown? _____
Is there any further process needed (i.e. Conditional use, site plan, rezoning) for approval?
Does this property qualify for "West End District" exemption? ☐ **YES** ☐ **NO**

Process Completed: _____ Date: _____
Planning Director Initials

2nd Step- The Building Department:
(Use and Occupancy Final)

Has the property been inspected by the Building Official? _____
Does the Building Official have any further comments?

_____

_____

Process Completed: _____ Date: _____
Building Official Initials

3rd Step- Fire Marshal:

Has the property been inspected by the Fire Marshal? _____
Does the Fire Marshal have any further comments?

_____
_____
_____

Process Completed: _____ Date: _____
Fire Marshal Initials

4th Step- The Building Department:
(Certificate of Occupancy Issuance)

Certificate of Occupancy Issuance Date: _____

Process Completed: _____ Date: _____
Building Official Initials

5th Step- Privilege Tax License:

Business License Approved by: _____ License #: _____

Process Completed: _____ Date: _____
Clerk's Office Official Initials

Privilege Tax License Required Documents:

- Privilege License Application
- Emergency Contact List
- Copy of Driver's License
- Proof of EIN or SSN (no proof needed for SSN)
- Formation Papers (LLC, Inc., etc.)
- MS Sales Tax Permit, Beer Permit, and/or Tobacco Permit
- MS Health Department/Food Permit
- Proof of Professional License (Insurance, Real Estate, Massage, etc.)

Please call 662-280-6554 or visit City Clerk's Office for questions or clarification.

STATEMENT OF OPERATIONS

Provide a written statement outlining your request for a Business License.
You must give a detailed description of the proposed use and shall include, but is not limited to:

- **Type of Business**

⎦ Retail Sales/Service	⎦ Bank, Financial	⎦ Medical Facility
⎦ Restaurant	⎦ Barber Shop	⎦ Bakery
⎦ Day Care	⎦ Nail Salons	⎦ Convenience Store
⎦ Beauty Shop	⎦ Office General	⎦ Other
⎦ Auto Service Repair	⎦ Office Doctor	

- **A detailed description of the business**
- **Hours and days of operation**
- **Service provided**
- **Products retailed**

_____
_____
_____
_____
_____
_____
_____
_____

DECLARATION:

I declare under penalty of perjury that I am the authorized owner/officer of the above referenced business and certify to the accuracy of this authorization form.

Signature of Owner:_____ **Date:**_____

Printed Name: _____

Planning Director Comments:

_____
_____
_____
_____
_____