



**Town of Richmond  
Town Clerk's Office**

5 Richmond Townhouse Rd. Wyoming, RI 02898 (401) 539-9000 x 9

**Holiday Sales License Application  
Checklist and Fact Sheet**

<b>TAXES:</b> Confirmation by the Richmond Tax Collector that taxes and fees on business location are current, please contact <a href="mailto:taxcollector2@richmondri.gov">taxcollector2@richmondri.gov</a> or call 401-539-2130 (NOTE: 1 <sup>st</sup> Quarter must be paid).	<b>Confirmation</b>	<b>Date</b>
<b>LICENSE FEE:</b> \$25 <i>Charitable, benevolent, educational, philanthropic, humane, patriotic, social service, civic, fraternal, police, fire, labor or religious organizations that are not operated for profit are exempt from payment of this fee.</i>		
<b>RETAIL SALES TAX PERMIT:</b> To obtain this permit, please visit <a href="https://tax.ri.gov/tax-sections/sales-excise-taxes/sales-use-tax">https:// tax.ri.gov/tax-sections/sales-excise-taxes/sales-use-tax</a>		
<b>AFFIDAVIT OF COMPLIANCE:</b> Per Richmond Code of Ordinances 5.04.030(b) An applicant for a license or permit must submit with the application or renewal an affidavit of compliance. The affidavit shall state that the business is currently in compliance with all town, state and federal statutes, ordinances, and regulations. Compliance with all town, state and federal statutes, ordinances and regulations shall be a continuing condition of the license or permit.		

**Who must obtain this license:**

Retail businesses must have a holiday sales license to open on January 1, Memorial Day, July 4, Victory Day, Labor Day, Columbus Day, and Veteran's Day. If you have a holiday sales license, you are allowed to open on those days during your normal business hours and are allowed to make deliveries.

*See R.I. General Laws §3-8-1 for the rules that apply to package stores with Class A alcoholic beverage licenses.*

Gasoline service stations do not need a holiday sales license to open on holidays. A business that has a victualing license does not need a holiday sales license to open on holidays if its principal business is serving prepared food for consumption on and off the premises.

**License Term:**

This license is issued for a period of time from the date of issuance of the license until the following December 31.

**License Limitations:**

The only businesses that are allowed to open on Thanksgiving Day or Christmas Day with a holiday sales license are pharmacies, small retailers of food products, florists and garden centers; stores that primarily sell or rent video cassette tapes, and businesses that primarily prepare or sell bakery products.

A holiday sales license is issued for a particular location, If the business moves, a new license is required.



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**Applicant's Name:** \_\_\_\_\_

**Name/Title for person responsible for daily operations:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Days and Hours Business is open:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**If you make deliveries, how many vehicles are used?** \_\_\_\_\_

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**(Office Use Only)**

Date of Town Council Approval: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

License Issued by: \_\_\_\_\_

Date License Issued: \_\_\_\_\_

Date License Expires: \_\_\_\_\_

**AFFIDAVIT OF COMPLIANCE**

I \_\_\_\_\_ applicant for a \_\_\_\_\_ for  
(Printed Name) (Type of License)

\_\_\_\_\_ do hereby make affidavit and say that to the best of  
(Name of Business)

my knowledge and belief, the applicant is in compliance with all laws and regulations of the

United States, and the State of Rhode Island and is in compliance with all the ordinances of the

Town of Richmond.

\_\_\_\_\_  
Applicant Signature

STATE OF RHODE ISLAND  
COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20 .

\_\_\_\_\_  
Notary Public  
My commission Expires: