



Town of Richmond, Rhode Island

Town Clerk's Office
 5 Richmond Townhouse Road
 Wyoming, RI 02898
 401-539-9000 x 9
www.richmondri.gov

BUSINESS LICENSE

Rhode Island General Law §42-2-31.4
 Richmond Town Code of Ordinances [Ch. 5.06](#)

Prior to opening a business within the Town of Richmond, please contact the Zoning Department for a Zoning Use Determination. Pursuant to Chapter 5.06 of the Richmond Town Code of Ordinances, every corporation, partnership, limited liability company, sole proprietorship, or other business entity located in Richmond, whether wholesale, retail, commercial, or manufacturing, shall obtain a business license from the Town Clerk. Every business operating in Richmond shall register within sixty (60) days.

PLEASE NOTE: A Business License is not a substitute for another Municipal License (i.e., liquor or victualing licenses) or assumed business name registration. Other Municipal Licenses will have additional requirements.

Please visit [our website](#) for more information and details on municipal license requirements.

The fee for this license shall be \$25 for the first application; there is no fee for renewal.

Name of Business:	
Business Address:	
Business Type:	
Owner Name:	
Mailing Address:	
Email Address:	Website:
Phone Number:	
Title/Position of person submitting application:	

BUSINESS LICENSE REFERRALS:

Department	Phone Number	Email
Building Official (Anthony Santilli)	401-491-9684	building@richmondri.gov
*Zoning Official (Josh Jordan)	401-491-9649	jjordan@richmondri.gov
Local Taxes	401-539-0546 x 4	Taxcollector2@richmondri.gov
Fire (Richmond/Carolina)	401-213-6595	N/A
Fire (H.V./Wyoming)	401-539-2229	N/A
Police	401-539-8289	N/A

*It is the responsibility of the Applicant to provide any required documentation requested on this form.

Required	Document Type
Zoning Use Determination	Determination provided by Zoning Official (see above for contact information)
Owner's Permission	Notarized Letter or Lease Agreement (if property not owned)
State Taxes	Certificate of Good Standing from the Division of Taxation
Verification of Local Taxes	Proof of Payment of Taxes (see above for contact information)
Affidavit of Compliance	Notarized form provided by the Town Clerk's Office

Please visit the [Rhode Island Department of Business Regulation Website](#) for more information on how to start a business. Be sure to check the [Trade Name Portal](#) and the [RI Business Portal](#) to check the availability of an incorporated or unincorporated entity name. All [Trade Name](#) registrations and renewals will be done through the Rhode Island Secretary of State's Office.

All documentation must be submitted in-person to the Town Clerk's office.
Emailed or faxed copies will not be accepted.

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