



Town of Smithfield
Rhode Island
www.smithfieldri.com

Dennis G. Finlay, Town Manager (401) 233-1010

A Guide To Starting a Business in Smithfield



Purpose

Starting a new business can be quite perplexing, especially for the small business owner. The Town of Smithfield endeavors to be business friendly. In these tough economic times Smithfield recognizes the benefits of small business both to the business owner and the community. Hopefully, the following information will assist in alleviating the requirements in starting a new business, initiate the opening of your business venture, and will aid in getting your business up and running in the shortest amount of time possible.

Choose A Location

Once you have decided where in town you would like to locate your business, contact :

- 1) The Office of the Tax Assessor – 64 Farnum Pike, Smithfield, RI, 401-233-1014 - The Tax Assessor's office will supply you with a Trade Name Certificate application, Zoning application, and assist you with the proper paperwork which your new business may require.
- 2) Town Clerk's Office – 64 Farnum Pike, Smithfield, RI, 401-233-1001 – The Licensing Coordinator will offer guidance on the proper procedures, licenses, etc. which your business may require.
- 3) Zoning – 64 Farnum Pike, Smithfield, RI, 401-233-1039 - The Zoning Official will ensure that your proposed use is consistent with local zoning laws before you sign a lease or purchase and sales agreement.
- 4) Building Official -- 64 Farnum Pike, Smithfield, RI, 401-233-1039 - The Building Official will determine whether your business is allowed within a specific location and advise you of any possible building codes which may need to be addressed.
- 5) Office of the Fire Marshal – 607 Putnam Pike, Smithfield, RI, 401-949-1330. The Fire Marshal will also help determine if your business is allowed within a specific location and also advise you of any concerns relating to the Fire Code.

A) Preliminary Submittals to the Building Official and Fire Marshal should include the following

- A description of your proposed business venture
- The Property Address
- The Plat and Lot Number if available
- Floor Plans for the new proposed business
- Exact location if within a mall area

Smithfield Licensing Requirements

Trade Name Certificate Information

All businesses are required by Rhode Island State Law RIGL 45-2-31 to register their trade name in the Tax Assessor's Office. Forms are available in the office during regular business hours. Applications must be completed and brought in person to the Tax Assessor's Office for approval. The applicant must then obtain a field card for the property from the Tax Assessor's Office and receive approval from the Zoning Official, Building Official, and Fire Marshal before a certificate can be issued. The fees for a Trade Name Certificate are as follows and are renewed annually. Your Certificate will expire on December 31st. A reminder is sent out in October each year.

Fees are as follows:

Business Registration - \$5.00 Initial fee (\$5.00 renewal fee annually)

TITLE 45

Towns and cities

CHAPTER 45-2

General Powers

SECTION 45-2-31.3

§ 45-2-31.3 **Business registration fee – Town of Smithfield.** – (a) All wholesale, retail, commercial, professional service or manufacturing businesses, whether sole proprietorships, partnership, corporations or any business entity, shall register their business, company, trade or office situated in the town of Smithfield with the town clerk of the town of Smithfield. Each registration shall contain the name of the firm or business, the name of the owner(s) or operator(s) of the firm or business, the type of business to be conducted, and other basic information.

(b) There shall be a fee for each registration. The registration fee shall be five (\$5.00) dollars.

(c) Upon registration of a business, a registration certificate shall be issued to the registrant. No other business of the same trade name shall be allowed to register once a certificate of registration has been issued without the approval of the prior registrant in writing. Every registration certificate shall expire the 31st day in December and shall be renewed annually upon payment of the required fee. No certificate shall be renewed if the business fails to provide proof from the tax collector that all municipal taxes have been paid to date. Every certificate of registration shall be kept on the premises of each business establishment.

(d) Any business required to obtain a liquor, victualling or any other license to operate under any other section of the general laws shall be exempt from the requirements of this statute.

(e) Any person, whether as principal, agent, employee, or otherwise, who violates any of the provisions of this chapter, shall be imposed a fine not to exceed twenty-five dollars (\$25.00). Any fine imposed under this statute and/or the ordinance promulgated by the town council pursuant to this section may be appealed to the Smithfield Town Manager. The fines shall inure to the town.

History of Section.

(P.L. 2010, ch. 94, § 1; P.L. 2010, ch. 115, § 1.)

For additional information on starting a business in the State of Rhode Island, consult:

The Office of the Secretary of State
The First Stop Business Information Center
148 West River Street
Providence, R.I. 02904
Phone: 222-2185
Fax: 222-1309
Email : businessinfor@sos.ri.gov
Website : www.sos.ri.us
Director Kelly E. Carello

TOWN OF SMITHFIELD TOWN CLERK'S OFFICE LICENSING INFORMATION

TOWN OF SMITHFIELD TYPES OF BUSINESS LICENSES (AND FEES)

<i>License</i>	<i>Fee</i>	<i>Expiration Date</i>
<i>BINGO (Non-Profits: No fee)</i>	<i>\$260.00 Each</i>	<i>April 10</i>
<i>WEAPONS (retail seller & collectors)</i>	<i>5.00 (Not a License to Carry a weapon)</i>	<i>March 1</i>
<i>KENNEL (Not more than 20 Dogs)</i>	<i>25.00</i>	<i>March 31</i>
<i>HOLIDAY SALES</i>	<i>50.00</i>	<i>Thurs. after 1st Wed in April</i>
<i>BOWLING ALLEY</i>	<i>120.00 (5.00 Per Lane)</i>	<i>April 23</i>
<i>CARNIVAL</i>	<i>50.00 Per Day</i>	<i>Day after last day of event</i>
<i>MASSAGE ESTABLISHMENT</i>	<i>100.00</i>	<i>May 5</i>
<i>MASSAGIST</i>	<i>75.00</i>	<i>May 5</i>
<i>PEDDLERS (As of 1998, no longer issued)</i>	<i>Renewal fee: 100.00</i>	<i>May 31</i>
<i>POOL TABLES</i>	<i>20.00 1st table 10.00 each additional</i>	<i>July 23</i>
<i>PALMISTRY/PHRENOLOGY</i>	<i>100.00</i>	<i>August 21</i>
<i>PRIVATE DETECTIVE</i>	<i>150.00 New 150.00 Renewal</i>	<i>1 Year from date of issuance.</i>
<i>Beverage: Class F (beer & wine)</i>	<i>15.00 (one day)</i>	
<i>Class F-1 (full privilege)</i>	<i>35.00 (one day)</i>	
<i>Class B-V (full privilege)</i>	<i>600.00</i>	<i>December 1</i>
<i>Class B-V Ltd. (beer & wine)</i>	<i>600.00</i>	<i>December 1</i>
<i>Class A Liquor Stores</i>	<i>1,000.00</i>	<i>December 1</i>
<i>Class C – Bar</i>	<i>600.00</i>	<i>December 1</i>
<i>Class D Full Priv. (club)</i>	<i>200.00</i>	<i>December 1</i>
<i>Class D. Ltd. (club)</i>	<i>100.00</i>	<i>December 1</i>
<i>VICTUALLING</i>	<i>50.00</i>	<i>December 1</i>
<i>ENTERTAINMENT 15.00 one-time initial application fee</i>	<i>100.00 + 15.00 New 50.00 Renewal</i>	<i>December 1</i>
<i>SPECIAL DANCE</i>	<i>1.00</i>	<i>December 1</i>
<i>THEATER</i>	<i>500.00</i>	<i>December 1</i>
<i>PINBALL/ARCADE/BASKETBALL/VIDEO</i>	<i>20.00 One machine Arcade: 200.00 plus 10.00 each machine</i>	<i>December 31</i>
<i>SPECIAL EVENT LICENSE (if required)</i>	<i>50.00 Per Day, plus 50.00 application fee</i>	

In accordance with the Town Code, all business license applications are processed by the License Coordinator, under the direction of the Town Clerk, for consideration by the Town Council. The Coordinator manages all investigations and approvals by all other Town departments and State agencies and acts as the liaison between the Town and the applicant during the licensing process. Upon Council approval, licenses are prepared, processed, and issued to the applicant. The Licenses are also filed and stored for record in the vault of the Town Clerk's Office. Liquor Licenses require the preparation of advertisements for Public Hearing; coordination with the State Department of Health and RI Division of Taxation; and preparation and submittal of reports to the State Department of Business Regulation.

All VICTUALLING applications are held in the Town Clerk’s Office and require approval from the Town Council.**

The Victualling license is granted once all requirements from the **Health Department** are met and formally approved.

All of these licenses are granted on the contingency that your Trade Name Certificate is up to date.

All Town Council meetings are held at the Town Hall on the first and third Tuesday of every month except the months of July and August. The cut off time for submitting your application to the Town Council is 1 week before the regularly scheduled meeting. This ensures that your Application will be reviewed in ample time.

If you have any questions or need any assistance, feel free to contact the Town Clerk’s Office at;
(401) 233-1001

Get a Tax Identification Number & DUNS Number

To meet U.S. Internal Revenue Code requirements, you will need a federal Employer Identification Number (EIN) or federal Tax Identification Number (TIN) to identify your business. Before applying on-line at www.irs.gov, check with the Rhode Island Secretary of State to see if you also need a state number or charter. In addition to your EIN/TIN, many finance agencies, including the Providence Economic Development Partnership (PEDP), require you to have a DUNS number. You can register for a DUNS number at the [Dun & Bradstreet website \(www.dnb.com\)](http://www.dnb.com).

Register for State and Local Taxes

State of Rhode Island Taxes

The [Rhode Island Division of Taxation](#) is your starting point for finding information you need regarding business taxes in Rhode Island, including an [on-line form](#) to register your business. This registration form can be used to register your business for the following:

- Permit to make sales at retail
- Income tax withholding account (including withholding for pensions or trusts)
- Rhode Island Unemployment insurance account (including Rhode Island temporary disability insurance (TDI) and Rhode Island job development fund tax)

Town of Smithfield Taxes

- **Real Estate Taxes.** If you own the property on which your business is located, you will be responsible for paying annual property taxes. Contact the Smithfield Tax Assessor for more information on how property is assessed and the Smithfield Tax Collector for payment deadlines and information.
- **Tangible Taxes.** Tangible taxes are assessed on the physical assets and inventory of businesses. The tax bill reflects the assessment on assets and inventory for the prior year. (That is, the 2012 bill reflects 2011 assets and inventory.) Before completing the purchase of an existing business, ensure from the Tax Collector that taxes are current or it could make you liable for back taxes or delay the granting of a license. Additionally, the Assessor's Office must be notified in writing whenever a business is closed or sold, to ensure that the tax bill is accurate. Any name or location change requires a new Trade Name Certificate.

Additional Requirements

Zoning Approval

When an applicant requires and receives zoning approval, there still are building codes and permits that need to be obtained through the Building Official's Office.

Smithfield Police Department

If your proposed business establishment has an intruder alarm system, please complete the attached Smithfield Police Department Alarm File Maintenance Information Form.

State of Rhode Island

The State requires certain businesses to obtain licenses from the Department of Administration-Division of Business Regulation and the Department of Health, including any business interested in making retail sales (Permit to Make Sales at Retail) and Wholesaling (Wholesale License). Visit the following websites for more information:

- **Division of Business Regulation** <http://www.dbr.ri.gov/divisions/commlicensing/>
- **Department of Health** <http://www.health.ri.gov/>

Employer Responsibilities

As an employer you need to know the steps required to hire your first employee at Business.gov. For information specific to Rhode Island, visit the Rhode Island Department of Labor and Training for information regarding:

- [Workers' Compensation Insurance](#)
- [Disability Insurance](#)
- [Unemployment Insurance](#)

The [U.S. Department of Labor](#) provides federal minimum wage, overtime, record-keeping and child labor standards.

The [U.S. Occupational Safety and Health Administration](#) also offers an on-site consultation. Contact the Providence Office at 401-528-4663 for more information.

Additional Resources

Starting a business is a complex endeavor-from licensing and employment regulations to understanding business financing. The following local organizations offer training programs to help you through the maze.

- Rhode Island Small Business Development Center (RISBDC) www.risbdc.org 401-598-2704
- RI Tech Collective (IT & bio sciences) www.tech-collective.org
- RI Economic Development Corporation www.riedc.org
- Center for Women and Enterprise www.cweonline.org
- RI Center for Innovation & Enterprise www.ricie.com
- For export help, email rfogarty@bryant.edu

Online resources include:

- Entrepreneurship.org
- [Money Management International](#)
- www.ri.gov/business
- www.NFPA.org (National Fire Protection Association)

