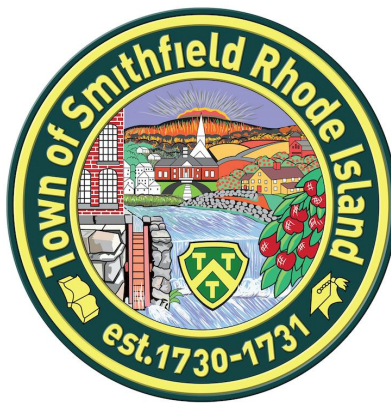


A Guide To Starting a Business in Smithfield



**Town of Smithfield
Rhode Island**
www.smithfieldri.com

**Randy R. Rossi, MBA, CGFM
Town Manager
(401) 233-1010**

GETTING STARTED

1. CHOOSE A LOCATION FOR YOUR BUSINESS AND APPLY FOR A ZONING CERTIFICATE.

Once a location for your business is identified, you are required to apply for a Zoning Certificate to determine whether the proposed use is allowed in the location's zoning district. There is a \$20 fee for the Zoning Certificate which can be found online at https://smithfieldri.com/pdf/zoning/Application_For_Zoning_Certificate.pdf.

Building & Zoning Department, Town Hall, 64 Farnum Pike, Smithfield, RI 02917 (401) 233-1039

2. REGISTER YOUR BUSINESS WITH THE TAX ASSESSOR'S OFFICE.

If you are opening a business in Smithfield, you are required by Rhode Island State Law RIGL 45-2-31.3 to register your business in the Tax Assessor's Office. New Business Registration Forms are available in the office during regular business hours and on the Town's website at https://smithfieldri.com/pdf/assessor/New_Business_Registration.pdf. Applications must be completed and brought in person to the Tax Collector's Office for approval. This requirement helps the Town maintain up-to-date records on businesses operating locally in accordance with state law, and also assists us in providing a level playing field for business proprietors with regards to licensing and taxation. The fee for a Business Registration Certificate is a \$5.00 initial fee and your certificate will expire on December 31st. A renewal reminder is sent out each year and there is a \$5.00 annual renewal fee.

Tax Assessor's Office, Town Hall, 64 Farnum Pike, Smithfield, RI 02917 (401) 233-1014

3. REVIEW BUSINESS LICENSING REQUIREMENTS WITH THE LICENSING COORDINATOR IN THE TOWN CLERK'S OFFICE.

All license applications require approval from the Town Council and approval by Town Officials and the RI Department of Health, when applicable. 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. Please review the table on the next page for various licensing fees and expiration dates.

Town Clerk's Office, Town Hall, 64 Farnum Pike, Smithfield, RI 02917, (401) 233-1001

BUSINESS LICENSE FEES

<u>License</u>	<u>Fee</u>	<u>Expiration Date</u>
BINGO (Non-Profits: No fee)	\$260.00 Each	April 10
WEAPONS (retail seller & collectors)	5.00 (Not a License to Carry a weapon)	March 1
KENNEL (Not more than 20 Dogs)	25.00	March 31
HOLIDAY SALES	50.00	Thurs. after 1 st Wed in April
BOWLING ALLEY	120.00 (5.00 per Lane)	April 23
CARNIVAL	50.00 per Day	Day after last day of event
DOG	8.00	April 30
ENTERTAINMENT	100.00 New 50.00 Renewal	December 1
FLEA MARKET	25.00 per Year; 5.00 per Day	1 Year from date of issuance.
GOING OUT OF BUSINESS SALE	No Fee	
MASSAGE ESTABLISHMENT	100.00	May 5
MASSAGIST	75.00	May 5
PEDDLERS (Smithfield Taxpayers Only. See Zoning Ordinance §6.7.1)	100.00	May 31
POOL TABLES	20.00 1 st table 10.00 each additional	July 23
PALMISTRY/PHRENOLOGY	100.00	August 21
PRIVATE DETECTIVE	200.00 New 150.00 Renewal	1 Year from date of issuance.
Beverage: Class F (beer & wine)	15.00 (one day)	
Class F-1 (full privilege)	35.00 (one day)	
Class B-V (full privilege)	600.00	December 1
Class B-V Ltd. (beer & wine)	600.00	December 1
Class A Liquor Stores	1,000.00	December 1
Class C – Bar	600.00	December 1
Class D Full Priv. (club)	200.00	December 1
Class D. Ltd. (club)	100.00	December 1
PINBALL/ARCADE/BASKETBALL/VIDEO	20.00 One machine Arcade: 200.00 plus 10.00 each machine	December 31
SIDEWALK SALE	25.00 per Year	1 Year from date of issuance
SPECIAL EVENT LICENSE (if required)	50.00 per Day	
SPECIAL DANCE	1.00	December 1
THEATER	500.00	December 1
VICTUALLING	50.00	December 1

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.

4. **SUBMIT BUILDING LOCATION AND FLOOR PLANS TO THE FIRE MARSHAL & THE BUILDING OFFICIAL.**

The Fire Marshal will advise you of any concerns relating to the Fire Code. The Building Official will advise you of any concerns with the Building Code.

Preliminary Submittals to the Fire Marshal and Building Official 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

Fire Marshal, Smithfield Fire Department, 607 Putnam Pike, Smithfield, RI 02917 (401) 949-1330
Building & Zoning Department, Town Hall, 64 Farnum Pike, Smithfield, RI 02917 (401) 233-1039

FEDERAL, STATE & LOCAL REGULATIONS

APPLY FOR A FEDERAL TAX IDENTIFICATION NUMBER & DUNS NUMBER FROM THE IRS

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 (401) 222-3040.

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).

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 at <https://www.ri.gov/taxation/BAR/>. 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 personal property owned by your business, including furniture, fixtures, equipment, and computers. Tax bills reflect the property you owned on the preceding December 31st. For example, the tangible tax bill you receive in 2018 will reflect the property you owned on December 31, 2017. 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 Business Registration Certificate.
- **Tax Assessor's Office, Town Hall, 64 Farnum Pike, Smithfield, RI 02917 (401) 233-1014**
- **Tax Collector's Office, Town Hall, 64 Farnum Pike, Smithfield, RI 02917 (401) 233-1005**

ADDITIONAL REQUIREMENTS

Zoning Board Approval

Zoning Board approval may be required and will be determined by the Zoning Official once application is made for a Zoning Certificate.

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 of Rhode Island 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:

- **RI Division of Business Regulation** <http://www.dbr.ri.gov/divisions/commlicensing/>
- **RI 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](http://www.business.gov). For information specific to Rhode Island, visit the [Rhode Island Department of Labor and Training](http://www.dlt.state.ri.us) at [http://www.dlt.state.ri.us/](http://www.dlt.state.ri.us) 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.

BUSINESS 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 Commerce Corporation www.edc.ri.gov
- 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)

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

The Office of the Secretary of State
Business Services
148 West River Street
Providence, R.I. 02904
Phone: 222-3040
Fax: 222-1309
Email : corporations@sos.ri.gov
Website : www.sos.ri.gov
Director: Maureen Ewing



SMITHFIELD POLICE DEPARTMENT

Alarm Maintenance Information

CONFIDENTIAL

Business Name			
Address			
Business Phone			
POLICE USE ONLY	Zone		SRA
Resident's Name			
Address	(Last, First, MI)		
Home Phone			
POLICE USE ONLY	Zone		SRA
Landlord's Name			
Cell Phone			
Primary Contact Name			
Cell Phone	(Last, First, MI)		
Alternate Contact Name			
Cell Phone	(Last, First, MI)		
Alarm Company			
POLICE USE ONLY	Site Number		Call Number

Additional Information: _____

Please mail, email, return in person or fax this completed form to:
Smithfield Police Department
215 Pleasant View Avenue
Smithfield, RI 02917
Phone No. 401-231-2500
Fax No. 401-231-1641
info@smithfieldpd.com