



TO: Business Owner / Applicant

FROM: Town of Smithville, Mississippi – Town Clerk's Office

RE: Privilege License Application Instructions

Dear Business Owner,

Enclosed is your Municipal Privilege License Application for conducting business within the corporate limits of the Town of Smithville, Mississippi. In accordance with Mississippi Code Annotated § 27-17-9, all persons, firms, or corporations engaging in business, trade, or occupation within the municipality are required to obtain a privilege license.

Please review the following instructions carefully:

1. Complete the Application Fully

- All sections of the application must be completed, including business name, type of business, business address, owner's contact information, State Tax ID Number and estimated gross receipts (if required).
- Incomplete applications may be returned and could delay issuance of your license.

2. Return by Deadline

- The completed application and applicable fee must be returned to the Town Clerk's Office no later than October 1 annually.
- Late applications may be subject to penalties as provided by municipal ordinance.

3. Compliance with Regulations

- Businesses must comply with all zoning, building, fire, and health regulations applicable to their type of operation.
- Home-based businesses must not create excessive traffic, noise, or other nuisances within residential neighborhoods.
- Certain business types may require additional permits or approvals (such as food establishments, child care facilities, or alcohol sales).

4. License Term & Renewal

- All municipal privilege licenses are valid for one (1) year and must be renewed annually before October 1 of each year.

5. Penalties for Non-Compliance

- Failure to obtain a privilege license as required may result in fines, penalties, and/or closure of the business until properly licensed.

Please return the completed application along with payment to:

Town of Smithville, Mississippi
PO Box 10
Smithville, MS
662-651-4411

If you have any questions about the application or your business requirements, please contact our office for assistance. We are here to help you comply with the law and operate your business successfully.

Sincerely,

A handwritten signature in cursive script that reads "Kimberly Johnson".

Town Clerk, MMC
Town of Smithville, Mississippi