

ATTENTION
BUSINESS LICENSE APPLICANT

In order to process your business license application, we will need a letter describing in detail the exact nature of your business. Please include the various services your company performs, equipment on site, storage and inventory arrangements, and any other information that applies to your business. It is helpful if you include a drawing or sketch of your site plan. **Remember to include as much detail as possible.**

BUSINESS NAME _____ **Date:** _____

STREET ADDRESS _____ **Phone:** _____

COMMUNITY DEVELOPMENT & ZONING: **ZONED:** _____

Approved ___ Denied ___ Pending ___ **Signature:** _____ **Date** _____

COMMENTS: _____

BUILDING & ENGINEERING:

Approved ___ Denied ___ Pending ___ **Signature:** _____ **Date** _____

COMMENTS: _____

FIRE DEPARTMENT:

Approved ___ Denied ___ Pending ___ **Signature:** _____ **Date** _____

COMMENTS: _____

CITY USE ONLY: PLEASE RETURN TO CITY CLERK'S OFFICE WHEN COMPLETED

BUSINESS NAME _____ **Date:** _____

STREET ADDRESS _____ **Phone:** _____

COMMUNITY DEVELOPMENT & ZONING: **ZONED:** _____

Approved ____ Denied ____ Pending ____ Signature: _____ Date _____

BUILDING & ENGINEERING:

Approved ____ Denied ____ Pending ____ Signature: _____ Date _____

COMMENTS: _____

FIRE DEPARTMENT:

Approved ____ Denied ____ Pending ____ Signature: _____ Date _____

COMMENTS: _____

Business Name _____

Business Address: _____ **Date:** _____

BUSINESS LICENSE APPLICATION – POLICE DEPARTMENT

The Police Department recommends a common sense approach to security for all business owners. Listed below are a few inexpensive suggestions:

- **Locks** – The business should have proper functioning well-maintained locks, preferably dead-bolt locks, for all exterior doors.
- **Outside Lighting** – The parking lot, all doors and dumpster areas should be well lit. The lights to exterior doors should be left on through the night to assist officers with checking the area while on patrol.
- **Security Cameras** – The lenses of all security cameras should be free of all obstructions.
- **Alarms** – Should be well maintained. Several persons with the authorization to deactivate the alarm should be listed as emergency contact persons. The Police Department may have to contact an emergency contact person to deactivate the alarm if the owner is not available.
- **Outside Observations** – Owners of businesses should observe the outside of their businesses with security in mind. Unsecured ladders should be removed. Rocks and broken concrete should be removed (these items may be used to break windows to gain access). All suspicious activity should be reported to the Police Department.

The Riverview Police Department supports a proactive approach to building security.
Call 281-4222 if assistance is required.

Applicant's Full Name: _____

Applicant's Drivers License #: _____

Applicant's Date of Birth: _____

Home Address _____ City _____ State _____ Zip _____

Applicant's Home Phone: _____ Cell Phone Number: _____

#1) Local Emergency Call-Out Person:

Name	Relationship	Phone #
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#2) Local Emergency Call-Out Person:

Name	Relationship	Phone #
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