



City of Hernando

Starting a Business In Hernando

We are so glad you chose the City of Hernando to open or expand your business. We are here to assist you in any way we can as you work toward a successful business opening in Hernando. Please feel free to contact our office if you have any additional questions (662) 429-9095.

Home Based Business Applicant Requirements:

- Business license application (notarized)
- Initialed copy of the Home Occupation Rules

Commercial Business Applicant Requirements:

- Before you purchase/Lease a commercial location please contact our office to ensure your location and proposed business meets the City's Zoning Regulations.
- Building Use and Occupancy Inspections will need to be completed and approved before a license will be issued.
- Business license fees are based on either inventory or the number of employees that work 30 hours or more a week.
- All businesses engaging in retail sales must provide a Sales Tax ID Number. This can be obtained by visiting <https://dor.ms.gov>
- As a Sole Proprietor you must have an EIN if you plan to hire employees, have a Keough or Solo 401 (k) retirement plan, buy or inherit an existing business that you operate as a sole proprietorship.
- Sign Permits can be obtained through the mygovernmentonline.org website.
- Signed copy of Lease for building must be submitted with the application.
- Businesses such as restaurants and food vendors must provide a Health Inspection Permit from the Health Department and a ServSafe Certification.
- Alcoholic Licenses are required for those who wish to sell any alcoholic beverages.

Once all required documents and inspections have been completed your business license will be ready for issuance. It will be mailed to the mailing address on your application.

Congratulations and thank you for doing business in the City of Hernando!

Business License Application

City of Hernando
475 W. Commerce Street
Hernando, MS 38632
662-429-9092



ATTENTION Business Owners:
To obtain and legally establish a business in the City of Hernando, this form must be completed and initialed by all appropriate departments. The description shown below is the order in process needed for approval. No privilege license shall be obtained/ granted or approved until this form is completed. Violation of this process will result in denial of any license and may affect and/or a summons to appear in municipal court.

Business Owners Information:

Name of Proposed Business:			
Address of Proposed Business:			
Business Owner :			
Business Owner Address :			
Business Owner Phone Number:		Business Owner E-mail:	

Building Owners Information:

Owner of Building:			
Owners Address:			
Owners Phone Number:		Owners E-mail:	

New Building
 Existing Building
 Store Front
 Home Occupation (Refer to Page # 4 Home Occupation Rules)

List Individual, Corporation or if Partnership give each Partner's Name & Address:

Nature of Business:

Total Number of Full Time Employees / If This is a Renewal This Should be Based on the Previous Twelve (12) Months:

Is the Nature of the Business Retail Sales? Yes No

If yes, attach a list of the nature of your inventory.	\$
If yes, what is the value of the inventory ?	

Does your Business involve the Sale of Alcoholic Beverages? Yes No

If yes, attach a copy of license for beer and / or liquor.

Mississippi Sales Tax Number#

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If requested, you are to furnish any other documentary information or statements needed to process your application as stated below.

Any person who shall willfully make any false statement in an application for a privilege license shall be guilty of a misdemeanor and, upon conviction thereof, shall be required to pay as damages double the amount of the difference between the tax paid and that which should have been paid, in addition to the fine and imprisonment imposed.

License must be renewed yearly to avoid penalties. This is your responsibility to ensure that this tax is paid on time. A collector will not make a personal call to collect unless license is delinquent.

If any person liable for a tax shall fail, refuse or neglect to obtain the necessary license and pay such tax prior to commencing in business, or if any person liable for such tax shall fail, refuse or neglect to obtain a new or renewal license and pay the required tax as provided under the terms of this chapter, then such person shall be liable for the amount such tax plus a penalty of fifty percent (50%) of the amount thereof.

I (we), the undersigned, certify that the above is a true and correct statement of my (our) business (profession), and the same is made for the purpose of obtaining a privilege license from the City of Hernando, with full knowledge of the penalties under the laws of the State of Mississippi if the above application is willfully falsified.

Witness my (our) signature (s) this the _____ day of _____, 20____.

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public:

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Home Occupation Rules

- (a) No person other than members of the family residing on the premises shall be engaged in such occupation.
- (b) The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than 25 percent of the floor area of the dwelling unit shall be used in the conduct of the home occupation.
- (c) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one sign, not exceeding one square foot in area, non-illuminated, and mounted flat against the wall of the principal building.
- (d) No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off street and other than in a required front yard.
- (e) No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single-family residence, or outside the dwelling unit if conducted in other than a single-family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.
- (f) No wholesale or retail establishment shall be permitted unless it is conducted entirely by mail, telephone or internet and does not involve the receipt, sale, shipment, delivery or storage of merchandise on or from the premises, provided, however, that articles produced by members of the immediate family residing on the premises may be stored upon the premises.
- (g) There shall be no storage outside a principal building or accessory structure of equipment or materials used in the home occupation.
- (h) The home occupation shall be conducted entirely within the principal residential building or in a private garage accessory thereto.
- (i) There shall be no group instruction in connection with the home occupation.