

# Privilege License / Use & Occupancy Form

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:	
<input type="checkbox"/> New Building <input type="checkbox"/> Existing Building			

**1st Step- Office Of Planning and Zoning:**

What is the zoning of this property?

Is this type of business allowed in the specific location shown?     Yes     No

Is there any further process needed (i.e. conditional use, site plan, rezoning needed for approval)?     Yes     No

Process Completed/Zoning Administrator Initials:		Date:	
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**2nd Step- Building Department:**

**Use and Occupancy Inspection**

Has the property been inspected by the Building Official?     Yes     No

Does the Building Official have any further comments?     Yes     No

Process Completed/Building Official Initials:		Date:	
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**3rd Step- Fire Marshal:**

**Use and Occupancy Inspection**

Has the property been inspected by the Fire Marshal?     Yes     No

Does the Fire Marshal have any further comments?     Yes     No

Process Completed/Fire Marshal Initials:		Date:	
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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.

The tax collector shall mail to each privilege taxpayer holding a license, on or before the first day of the month prior to the month in which his privilege license will expire, a notice that the license will expire and that a new privilege license must be procured during the following month, and shall enclose therewith an application blank for a new license; but the failure to send or receive such notice shall not exempt such privilege taxpayer from any penalties prescribed by law.

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: