



Town of North Providence

Rhode Island

Charles A. Lombardi, Mayor

(401) 232-0900

A Guide To

Starting A Business

In North Providence



Purpose

Starting a new business can be quite confusing at times. The Town of North Providence strives to keep itself business friendly. In these tough economic times North Providence realizes the benefits of small business both to itself and the business owner. The following is designed to alleviate the confusion in starting a new business and hopefully aid in getting your business up and running in the shortest amount of time as possible.

Choose A Location

Once you have found the perfect location in Town to locate your business contact :

- 1) The Office of the Town Clerk – 2000 Smith Street, North Providence, 401-232-0900 -The Clerk’s office will supply you with a Trade Name Certificate application, and offer additional guidance on the proper procedures, licenses, etc. which your new business may require.
- 2) Zoning – 1951 Mineral Spring Avenue, North Providence, 401-233-1426 - The Zoning Official will ensure that your proposed use is consistent with local zoning laws before you sign a lease or purchase and sales agreement.
- 3) Building Official - 1951 Mineral Spring Avenue, North Providence, 401-233-1426 - The Building Official will determine whether your business is allowed within a specific location and advise you of any possible building codes which may need to be addressed.
- 4) Office of the Fire Marshal – 1951 Mineral Spring Avenue, North Providence, 401-231-8505, ext. 304
The Fire Marshal will also help determine if your business is allowed within a specific location and also advise you of any concerns relating to the Fire Code.

A) Preliminary Submittals to the Building Official and Fire Marshal should include the following

- A description of your business
- The Property Address
- The Plat and Lot Number if available
- Floor Plans for the new proposed business

North Providence Licensing Requirements

Trade Name Certificate Information

All businesses are required by Rhode Island State Law RIGL 45-2-31 to register their trade name in the Town Clerk's Office. Forms are available in the office during regular business hours. Applications must be filled and brought in person to the Tax Collectors Office for approval. The applicant must then obtain a field card for the property from the Tax Assessor's Office and get approval from the Zoning Official and Fire Marshal before a license can be issued.

The fees for a Trade Name Certificate are as follows and are renewed annually. Your Certificate will expire on December 31st. A reminder is sent out in October of every year.

Fees are as follows:

Trade Name Certificates - \$25.00 Initial fee, (\$25.00 renewal fee annually)

Home Occupancy - \$125.00 Initial fee, (\$50.00 renewal fee annually)

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

The Office of the Secretary of State
The First Stop Business Information Center
148 West River Street
Providence, R.I. 02904
Phone: 222-2185
Fax: 222-1309
Email : businessinfor@sos.ri.gov
Website : www.sos.ri.us
Director Kelly E. Carello

Licensing Information

Liquor Licenses (New, Renewals And Transfers):

Class A Retail- \$500.00

Class BV Full - \$1,000.00

Class BV Limited - \$200.00

Class M - \$1,000.00

Class BT - \$1,000.00

Class D Club, Unlimited- \$300.00

Class D Limited - \$200.00

Victualling - \$100.00

Entertainment - \$100.00

Marriage - \$24.00

Amusement Device - \$75.00 Per Device

Amusement Center - \$300.00 (4 Or More Devices)

Vendor - \$100.00

Peddler - \$100.00

All licenses including Holiday Sales, Fire Arms, Laundry, Jiu-Jitsu/Karate, Peddler/Vendor, Extended Hours, etc. follow the same procedures, with the exception of VICTUALLING. All applications are held in the Town Clerk's Office and require approval from the Town Council.

The Victualling license is granted once all requirements from the **Health Department** are met and signed off on.

All of these licenses are granted on the contingency that your Trade Name Certificate is up to date.

****All Town Council meetings are held on the first Tuesday of every month at the Town Hall. 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.****

If you have any questions or need any assistance, feel free to contact the Town Clerk's Office at;
(401) 232-0900 extension 206

Get a Tax Identification Number & DUNS Number

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. 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 \(www.dnb.com\)](http://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 out everything you need to know about business taxes in Rhode Island, including an [on-line form](#) to register your business. 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 North Providence 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 [North Providence Tax Assessor](#) for more information on how property is assessed and the [North Providence Tax Collector](#) for payment deadlines and information.
- **Tangible Taxes.** Tangible taxes are assessed on the physical assets and inventory of businesses. The tax bill reflects the assessment on assets and inventory for the prior year. (That is, the 2010 bill reflects 2009 assets and inventory.) Before completing the purchase of an existing business, ensure from the Assessor 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, sold, or renamed, to ensure that the tax bill is accurate.

Additional Requirements

State of Rhode Island

The State 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:

- **Division of Business Regulation** <http://www.dbr.ri.gov/divisions/commlicensing/>
- **Department of Health** <http://www.health.ri.gov/>
- **Narragansett Bay Commission** www.narrabay.com

Employer Responsibilities

Being an employer comes with a lot of responsibilities. Learn the steps you need to take 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](#) for information on:

- [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.

Additional 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 Economic Development Corporation www.riedc.org
- Center for Women and Enterprise www.cweonline.org
- RI Center for Innovation & Enterprise www.ricie.com
- For export help, email rfogarty@bryant.edu

On-line resources include:

- Entrepreneurship.org
- Money Management International
- www.ri.gov/business

