

COMPLETION OF THIS BUSINESS LICENSE APPLICATION
DOES NOT PERMIT IMMEDIATE SALES, WORK, ETC.

CITY OF SPANISH FORT, ALABAMA BUSINESS LICENSE APPLICATION
The City Does Not Impose the Business License Tax in its Police Jurisdiction

Complete and Mail or Return To:
CITYSPANISH FORT 7581 SPANISH FORT BLVD. SPANISH FORT, ALABAMA 36527
Phone (251)626-4884 Fax (251)626-4880

(CONFIDENTIAL)

Applicant Complete This Box	
FEIN _____	
ST of ALA TAX # _____	
FORM OF OWNERSHIP (Check One)	
Sole Prop. _____	Partnership _____
Corp. _____	Prof Assoc _____
LLC _____	Other _____

Please Print Legibly or Type

SEE REVERSE SIDE FOR INSTRUCTIONS AND FURTHER INFORMATION

Application Type : (Circle One) New Owner Change Name Change Location Change

Legal Business Name : _____

Trade Name: (If different from above) _____

Business Activities:(Brief description- Retail clothing sales, wholesale food sales, rental of industrial equip., computer consulting, etc)

Physical Address: _____
(Street) (City) (State) (Zip)

Mailing Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Business) (Fax) (Home Phone)

Name & Phone # for Contact Person _____ () _____

Email address for Contact Person: _____

List the following information for each Owner(s), Partner(s) or Officer(s) (Attach separate sheet if necessary)

<u>Name</u>	<u>Residence Address</u>	<u>SSN (if no FEIN # available)</u>	<u>Title</u>
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Date Business Activity Initiated or Proposed to Initiate: _____

This application has been examined by me and is, to the best of my knowledge, a true and complete representation of the above named entity, and person(s) listed.

Date _____ **Signature** _____ **Title** _____

THIS AREA FOR MUNICIPAL USE ONLY

REVIEWED BY: _____

ZONING CLASSIFICATION: _____ **BUILDING APPROVAL: ? YES ? NO ? N/A**

Tax Types: Sales/Seller's Use Consumer Use Rental Lodgings Alcohol
 Occupational Tobacco Gas/Motor Fuel Business License

Tax Filing Frequency: Monthly Quarterly Annual Other _____

Business Type: Retail Wholesale Building Contractor Service Professional
 Manufacturer Rental Other _____

BUSINESS LICENSE: APPROVED _____ **DENIED** _____

Reason for Denial _____

PLEASE READ THE FOLLOWING INFORMATION CONCERNING THE COMPLETION OF THIS APPLICATION

- **PLEASE COMPLETE ALL AREAS OF THE APPLICATION EXCEPT FOR THE SHADED AREA AT THE BOTTOM.**
- **A CONTACT NAME AND PHONE NUMBER SHOULD BE PROVIDED FOR ANY ADDITIONAL INFORMATION NECESSARY IN ORDER TO PROCESS YOUR APPLICATION.**
- **APPLICATIONS SHOULD BE TYPED OR PRINTED LEGIBLY**
- **APPLICATIONS SHOULD BE DATED AND SIGNED BY AN OWNER(S), PARTNER(S), OR OFFICER(S) OF THE BUSINESS**
- **ORIGINAL APPLICATIONS SHOULD BE RETURNED ALONG WITH PAYMENT (FAXED COPIES WILL NOT BE ACCEPTED); THE ANNUAL BUSINESS LICENSE FEE IS \$100 PLUS A \$12 ISSUANCE FEE. NOTE: AFTER JULY 1ST OF THE CURRENT YEAR, THE BUSINESS LICENSE FEE FOR A NEW BUSINESS FOR A PARTIAL YEAR IS \$50 PLUS A \$12 ISSUANCE FEE. THE ANNUAL RATE WILL APPLY AT RENEWAL TIME.**
- **APPLICATIONS WILL INITIATE THE PROCESS FOR REGISTERING YOUR BUSINESS WITH THE MUNICIPALITY**

⇒ **IF YOUR BUSINESS WILL HAVE A PHYSICAL LOCATION WITHIN THE MUNICIPALITY PLEASE USE THAT ADDRESS ON THE FRONT OF THIS FORM. (Complete a separate application for each physical location in the city)**

⇒ ***AFTER COMPLETION OF THIS APPLICATION, THE ORIGINAL ALONG WITH PAYMENT CAN BE MAILED, OR RETURNED TO THE ADDRESS LISTED ON THE FRONT.***

⇒ **UPON RECEIPT OF THE COMPLETED APPLICATION, THE MUNICIPALITY WILL PROVIDE ANY ADDITIONAL FORMS AND INFORMATION REGARDING OTHER SPECIFIC REQUIREMENTS TO YOU IN ORDER TO COMPLETE THE LICENSING PROCESS.**

ALL LICENSE RENEWALS ARE DUE JANUARY 1ST AND DELINQUENT AFTER FEBRUARY 15TH, WITH THE FOLLOWING EXCEPTIONS: INSURANCE COMPANY LICENSE ARE DUE JANUARY 1 AND DELINQUENT AFTER MARCH 1

This application is intended as a simplified, standard mechanism for businesses to initiate contact with a municipality concerning their activities within that city. A business license will be required prior to engaging in business. If a business intends to maintain a physical location within the city, there are normally zoning and building code approvals required prior to the issuance of a license.

In certain instances, a business may simply be required to register with the city to create a mechanism for the reporting and payment of any tax liabilities. If that is the case, you will be provided the materials for that registration process.

The completion and submission of this application does not guarantee the approval or subsequent issuance of a license to do business. Any prerequisites for a particular type and location of the business must be satisfied prior to licensing.

SHOULD THERE BE ANY QUESTIONS CONCERNING THE COMPLETION OF THIS APPLICATION OR THE LICENSING AND/OR REGISTRATION PROCESS, PLEASE CALL THE NUMBER ON THE FRONT OF THIS APPLICATION TO OBTAIN MORE DETAILED EXPLANATION.