

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

Complete and Mail-Fax-Email To:

City of Fort Payne
100 Alabama Ave N.W.
Fort Payne, AL 35967

Sonya Maynard - Business License Clerk
smaynard@fortpayne.org
(256) 996-3154

City Hall (256) 845-1524 Fax (256) 845-2987

(CONFIDENTIAL)

Applicant Complete This Box

FEIN or SSN _____
ST of ALA TAX # _____
FORM OF OWNERSHIP (Check One)
Sole Prop. _____ Partnership _____
Corp. _____ Prof Assoc. _____
LLC _____ Other _____

Please Print or Type
SEE REVERSE SIDE FOR INSTRUCTIONS AND FURTHER INFORMATION

Application Type : 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: _____

List Following for Owner(s), Partners, or Officers (Attach separate sheet if necessary)

<u>Name</u>	<u>Residence Address</u>	<u>SSN (if not publicly traded co.)</u>	<u>Title</u>
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Date Business Activity Initiated or Proposed in Fort Payne: _____ **# of Employees in Fort Payne** _____

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

ACCOUNT ID # _____ **NAICS CODE:** _____ **REVIEWED BY:** _____

PHYSICAL LOCATION: CITY POLICE JURISDICTION OUTSIDE CORP LIMITS & PJ

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

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

APPROVAL BY: Zoning: _____ Building: _____ Fire: _____

PLEASE READ THE FOLLOWING INFORMATION CONCERNING THE COMPLETION OF THIS FORM

- **PLEASE COMPLETE ALL AREAS OF THE FORM EXCEPT FOR THE SHADED AREA AT THE BOTTOM OF PAGE 1.**
 - **FORM SHOULD BE TYPED OR PRINTED LEGIBLY**
 - **FORM SHOULD BE DATED AND SIGNED BY AN OWNER, PARTNER, OR OFFICER OF THE BUSINESS**
 - **FORM WILL INITIATE THE PROCESS FOR REGISTERING YOUR BUSINESS WITH THE MUNICIPALITY**
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⇒ **IF YOUR BUSINESS WILL HAVE A PHYSICAL LOCATION WITHIN THE MUNICIPALITY PLEASE USE THAT ADDRESS ON THE FRONT OF THIS FORM. (Complete separate forms for each physical location in the city)**

⇒ ***AFTER COMPLETING THIS FORM IT CAN BE MAILED, SENT BY FAX, OR WHERE POSSIBLE, SENT BY ELECTRONIC MAIL TO THE MUNICIPALITY.***

⇒ **UPON RECEIPT OF THE COMPLETED FORM, 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 JANUARY 31st, WITH THE FOLLOWING EXCEPTIONS:

INSURANCE COMPANY LICENSE: DUE JANUARY 1st, DELINQUENT AFTER MARCH 1st

This form 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 form 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 FORM OR THE LICENSING AND/OR REGISTRATION PROCESS, PLEASE CALL THE NUMBER ON THE FRONT OF THIS FORM TO OBTAIN MORE DETAILED EXPLANATION.