



BUSINESS LICENSE & TAX APPLICATION

Application Checklist

Before completing/submitting this application

- If you have purchased or are purchasing an existing business - **ALL** license renewals and/or taxes on that account must be paid in **FULL** either by previous owner or yourself before a license will be issued to you (Alabama State Law)
- If you are going to apply for a legal business name and/or structure, register your business name and structure on the Alabama Secretary of State Website. **Note** - there are two (2) required parts to the process
For more information visit ... <https://www.sos.alabama.gov/>
- If you are going to apply for a Federal Employer Identification Number (FEIN), register your business on the Internal Revenue Service (IRS) website. **Note** - for any business structure, other than Sole Proprietorship, a FEIN is required.
For more information visit ... <https://www.irs.gov/>
- If you are going to apply for a State of Alabama Revenue tax number, register your business on the State of Alabama Revenue website. **Note** - there could be multiple tax codes which apply to your company
For more information visit ... <https://www.revenue.alabama.gov/>

Required Documentation **CHECKED boxes are REQUIRED**

Completed License/Tax Application

Drivers License -- for each Owner/Officer listed on application (copy must be legible)

Detailed Explanation of Business Activity

Completed Citizenship Form .. Form A - US Citizens Form B - Non-US Citizens

Zoning Approval Certificate (city limits only) Visit ... <https://www.buildmobile.org/zoning-clearance-request/>

Business Structure (LLC, Corporation, etc.) Articles from Secretary of State

ALL stamped pages of the Articles included (*any amendments must be provided also*)

Federal Employer Identification Number (FEIN) Letter from IRS

State of Alabama Revenue Tax ID Letter

Lease/Rental Agreement (**required - all leased properties**)

Fire Inspection Report (**required - all commercial buildings/offices located inside the City Limits**)

Contact - Community Risk Reduction Division - Mobile Fire & Rescue @ 251.208.7484

Mobile County Health Department (MCHD) Inspection Report - **contact 251.690.8158**

State of AL Certifications and/or Licenses

Surety Bond Cover Letter - **contact Permitting Department @ 251.208.7603 or Permitting@cityofmobile.org**

Background Check - **contact Mobile Police Department Records @ 251.208.1991**

Environmental Approval Letter - **contact Ryne Smith @ 251.208.7529 or Ryne.Smith@cityofmobile.org**

Approval Letter for Convenience and Necessity - **contact City of Mobile City Clerk Office @ 251.208.7411**

The City of Mobile Revenue Department reserves the right to request required additional documentation and/or information from the applicant



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Application Instructions

Read the following information concerning the completion of this application ...

- Complete all the areas of the application except for shaded area at the top of application. If it does not apply to your business, enter N/A
- Application should be typed or printed legibly
- Application should be dated and signed by an Owner, Officer or Partner of the business
- Documentation submitted must be legible or otherwise will need to be resubmitted
- It is the applicant's responsibly to submit documentation and respond to any further questions by the Revenue Department in a timely matter
- The application will initiate the process for registering your business with the municipality
- For physical location on the application - List the business actual physical location from which they are operating from
- Completed application and documentation can be submitted by the following methods ...
 - **Email** - Revenue@cityofmobile.org or back to the person who contacted you
 - **Fax** - 251.208.7954 ● **In Person** - 205 Government Street, 2nd Floor South Tower
 - **USPS Mail** - City of Mobile Revenue Department, PO Box 3065, Mobile AL 36652-3065
- With your license paperwork, you will receive (if applicable) a 60 Day Affidavit. This completed affidavit must be returned to the Revenue office within 10 days after the end of the 60 day period. This will be used to estimate your annual gross for the amount due for the first years license. You will receive an invoice for any amount due less the initial license amount paid.
- Failure to return the required 60 Day Affidavit will result in the following ...
 - Permanent business license will not be issued (the temporary license does have an expiration date)
 - You will be considered to be operating without a business license and subject to further penalty, interest and/or issuance of a Municipal Offense Ticket (MOT) and will have to appear in court

All license renewals are due January 1st of each year and delinquent after January 31st with the exception of the Insurance Licenses - Delinquent after March 1st



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CLEARLY PRINT OR TYPE ALL INFORMATION
 ALL BOXES ARE REQUIRED TO BE COMPLETED

City of Mobile Revenue Department
 PO Box 3065 Mobile AL 36652-3065
 Phone 251.208.7462 / Fax 251.208.7954
 Email revenue@cityofmobile.org

Internal Office Use Only						
Territory	Zoning Req	Account #	NAICS Code(s) Assigned	Bill Number(s)	Amount Due	Completed By
	Yes No					
Business Information						
Application Date		Start Date of Business		Business Operated From		
				Commercial Store Front/Office Home/Home Office		
Application Type						
New Business		Change - New Owner		Change - Physical Location		Re-Active Account
Change - Business Name		Change - FEIN/Struct		Other (explain)		
If New Owner, List Previous Business & Owner Name					Purchase Date of Business	
If Location Change, Previous Physical Address (Street Address and Zip)					New Location - Date Relocated	
Description/Type						
Contractor - State Certified		Construction - Non-Certified		Retail	Manufacturer	Wholesale
Service / Professional		Rental - Tangible Goods		Peddler	Food Truck	Other
* See page 3 for additional questions pertaining to your business						
Restaurant/Bar/Lounge*		Convenience/Grocery Store*		Hotel/Motel*	Rental - Residential*	
Detailed Explanation of Business Description/Activity						
Structure						
Sole Proprietorship		Limited Liability Company (LLC)		Corporation	Professional Association	Other (specify)
Federal Tax ID (FEIN) - IRS		State of AL Tax ID Number		Physical Location of the Business		
				City Limits Police Jurisdiction (PJ) Outside both City & PJ		
Legal Business Name				Trade Name (DBA - Doing Business As)		
Company Physical Address (Street Address, Suite #)				City	State	Zip Code
Mailing Address (Street Address, Suite #, PO Box)				City	State	Zip Code
Company - Phone Number		Business - Phone Number		# of Employees		
Business Contact Person Information						
Name			Title	Phone	Email	

City of Mobile Business License & Tax Application

Business Information Continued				
<u>Business Tax Type</u>				
Sales Tax	Sellers Use	Consumer Use	Lease/Rental (tangible Property)	
Lodging	Wine Tax	Tobacco Tax	Liquor Purchase Tax	
<u>Tax Filing Frequency (must match State of AL filing frequency)</u>				
Monthly	Quarterly	Semi-Annually	Annually	
Land/Building Information (Complete only if the business physical locatin is located inside the city limits or police jurisdiction)				
Do you own or rent/lease the property? Own Rent/Lease				
<u>Property Owner Name</u>		<u>Prop Owner Phone Number</u>	<u>Property Owner Email</u>	
<u>Property Owner Address</u>		<u>Property Owner City</u>	<u>State</u>	<u>Zip Code</u>
Owner(s), Officers or Partners (attach a separate sheet if necessary) *Copy of Drivers License must be provided*				
1. Full Name (Last, First, Middle, Suffix)			<u>Title</u>	
<u>Date of Birth</u>	<u>Social Security #</u>	<u>Drivers License (State & #)</u>	<u>Contact Number</u>	<u>Email</u>
<u>Home Street Address</u>		<u>City</u>	<u>State</u>	<u>Zip Code</u>
2. Full Name (Last, First, Middle, Suffix)			<u>Title</u>	
<u>Date of Birth</u>	<u>Social Security #</u>	<u>Drivers License (State & #)</u>	<u>Contact Number</u>	<u>Email</u>
<u>Home Street Address</u>		<u>City</u>	<u>State</u>	<u>Zip Code</u>
<u>Do any of the person(s) listed above, own or member of any other business located in the city limits and/or police jurisdiction? If yes, list owner/officer name, business name and address (use additional space on next page)</u>				
Yes	No			
Certification and Signature				
I understand the following about the license being applied for ...				
<ul style="list-style-type: none"> The license may require a 60 Day Affidavit. The affidavit will be due 70 days from start date of business. If the affidavit is not returned and/or money due for license is not paid .. You are operating without a license ALL license expire on December 31st of each year (does not matter when purchased thru out year). Renewals MUST be paid by January 31st (to avoid additional penalties and interest until paid) Operating a business without a business license ... the company and/or owner is subject to penalties, interest, Municipal Offense Ticket (MOT) and court appearance and fees 				
By signing this application, you certify that all information and statements provided herein are true and correct. You also certify, under penalty of perjury, that you are a US Citizen or lawfully present in the US. In addition, by signing below, you acknowledge and understand that you cannot operate this business in the City of Mobile an/or its Police Jurisdiction until this business license application is approved and a business license issued.				
<u>Printed Name & Title of Applicant</u>		<u>Signature of Owner/Applicant</u>		<u>Date Signed</u>
<u>Printed Name & Title - Person Completing App</u>		<u>Signature of Person Completing Application</u>		<u>Date Signed</u>

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Business Information Continued	
Rental - Residential (list the address of the rental properties located within the City Limits & Police Jurisdiction) - use additional sheet if necessary	
Yes	No Do you have a management company for the properties? If yes, company name & contact information
Restaurant/Bar/Lounge* <i>Alcohol Sales require an additional application & City Council approval</i>	
Yes	No *If alcohol sales ... Has the application process with the state ABC Board, City of Mobile, Mobile County Commission been started?
Yes	No Will the location have vending and/or gaming machines? Pool tables? If yes, # of machines and/or tables (if both, # for each)
Yes	No Will the location cook/serve prepared food?
Convenience/Grocery Store*	
Yes	No *If alcohol sales ... Has the application process with the state ABC Board, City of Mobile, Mobile County Commission been started?
Yes	No Will the location cook/serve prepared food?
Yes	No Will the location sell gasoline? Owner of pumps? Applicant Other
	Gasoline distributor name & contact information _____
Hotel/Motel*	
_____	Number of rooms available for customer rental
Yes	No Will the location have retail sales at front counter and/or vending machines? If yes, # of machines
Yes	No *If alcohol sales ... Has the application process with the state ABC Board, City of Mobile, Mobile County Commission been started?
Yes	No Will the location cook/serve prepared food?

Do any of the person(s) listed on application page 2 own or member of any other business located in the city limits and/or police jurisdiction? If yes, list owner/officer name, business name and address