CITY OF ANNISTON, ALABAMA BUSINESS LICENSE APPLICATION

Send Completed Return To:
City of Anniston
P.O. Box 2168
Anniston, AL 36202
(256) 231-7716 (Phone)
(256) 231-7664 (Fax)
E-mail: jsimmons@ci.anniston.al.us

(CONFIDENTIAL)

Please Print or Type

Applicant Complete This Box
See Page 2 for Further Explanation

Federal Tax ID #_____

NAICS Code_____

Form of Ownership (Check One)

☐ Sole Proprietor ☐ Partnership
☐ Corporation ☐ Professional Assoc.
☐ LLC ☐ Other _____

APPLICATION TYPE: ☐ NEW ☐ RENEWAL ☐ OWNER CHANGE ☐ NAME CHANGE ☐ LOCATION CHANGE

Legal Business Name: _____

Trade Name: (If different from above) _____

Business Activities: (Describe Business Activities in Anniston – ex. retail clothing sales, wholesale food sales, rental of industrial equip., etc.)

_____

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

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

Telephone: _____
(Business) (Fax) (Home Phone – In Case Of Emergency)

Email: _____ Web Address: _____

If your business has no physical presence in Anniston and only delivers into Anniston via owned, leased, or contracted vehicles and your company's gross receipts are under $100,000 you may elect to purchase a Delivery License pursuant to State and City Code in the amount of $100.00. If you qualify for this option and wish to exercise it please indicate by writing DELIVERY in the box: ☐

Is your company registered with AlaTax? Y or N If so, AlaTax ID# _____

Name/Phone # for Contact Person: _____ (_____) _____

List Names of Owner(s), Partners, or Officers (Attach separate sheet if necessary)

Name	Residence Address	SSN	Title	DL#	ST

Date Business Activity Initiated or Proposed in Anniston: _____ # of Employees in Anniston _____

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 # _____ REVIEWED BY: _____

PHYSICAL LOCATION: ☐ CITY ☐ POLICE JURISDICTION ☐ OUTSIDE CORP LIMITS & PJ

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

ELECTRICAL CODE _____ PLUMBING CODE _____ HEALTH DEPT. # _____ OTHER _____

BUSINESS TYPE: ☐ RETAIL ☐ WHOLESALE ☐ RENTAL ☐ PROFESSIONAL ☐ OTHER_____

☐ MANUFACTURER ☐ CONTRACTOR (TYPE & STATE BOARD CERT. # IF REQUIRED) _____

PLEASE READ THE FOLLOWING INFORMATION CONCERNING THE COMPLETION OF THIS FORM

A FEDERAL TAX ID # WILL BE THE SOCIAL SECURITY NUMBER OF A SOLE PROPRIETOR OR WILL BE ASSIGNED BY THE IRS FOR OTHER OWNERSHIP TYPES AND IS REPORTED ON A BUSINESS' FEDERAL TAX RETURN.

A BUSINESS' NORTH AMERICAN CLASSIFICATION SYSTEM (NAICS) CODE MAY BE LOCATED ON THE BUSINESS' FEDERAL TAX RETURN AND IS USED TO CLASSIFY THE TYPE OF BUSINESS ACTIVITY BEING PERFORMED WITHIN THE CITY OF ANNISTON. IF YOU DO NOT KNOW THE NAICS CODE FOR YOUR BUSINESS IT WILL ASSIGNED BASED ON THE DESCRITPTION LISTED ON PAGE ONE AND THE BEST INFORMATION AVAILABLE TO THE CITY.

PLEASE COMPLETE ALL AREAS OF THE FORM EXCEPT FOR THE SHADED AREA AT THE BOTTOM.

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

==> 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.)

==> UPON RECEIPT OF THE COMPLETED FORM, THE MUNICIPALITY WILL PROVIDE ANY ADDITONAL FORMS AND INFORMATION REGARDING OTHER SPECIFIC REQUIREMENTS TO YOU IN ORDER TO COMPLETE THE LICENSING PROCESS.

ALL LICENSE RENEWALS ARE DUE JANUARY 1 AND DELINQUENT AFTER JANUARY 31, WITH THE FOLLOWING EXCEPTION:

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

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 A MORE DETAILED EXPLANATION.