



# 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.** 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.** 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.** 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 or Form B: Non-US Citizens)
- **Zoning Approval Certificate** (city limits only) <https://www.buildmobile.org/>
- **Business Structure Articles from Secretary of State** (LLC, Corporation, etc.)
  - **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** for all leased commercial properties)
- **Fire Inspection Report** (**required** for all commercial buildings/offices located inside the city limits)
  - Contact: Community Risk Reduction Division: Mobile Fire & Rescue | 251.208.7484
- **Mobile County Health Department Inspection Report:** 251.690.8158
- **State of Alabama Certifications and/or Licenses** \_\_\_\_\_
- **Surety Bond Cover Letter:** Permitting Department | 251.208.7603 | [permitting@cityofmobile.gov](mailto:permitting@cityofmobile.gov)
- **Background Check:** Mobile Police Department Records: 251.208.1991
- **Environmental Approval Letter:** Brian Mabry | 251.208.7793 | [brian.mabry@cityofmobile.gov](mailto:brian.mabry@cityofmobile.gov)
- **Approval Letter for Convenience and Necessity** | 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.



# BUSINESS LICENSE & TAX APPLICATION APPLICATION CHECKLIST

## 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.gov](mailto:revenue@cityofmobile.gov) 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 Department 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 1 of each year and delinquent after January 31 with the exception of the Insurance Licenses. Delinquent after March 1.**

# City Of Mobile Business License & Tax Application

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

## Internal Office Use Only

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

# City Of Mobile Business License & Tax Application

## Business Information Continued

### Business Tax Type

|           |             |              |                                  |                |
|-----------|-------------|--------------|----------------------------------|----------------|
| Sales Tax | Sellers Use | Consumer Tax | Lease/Rental (Tangible Property) | Fuel (Gas) Tax |
| Lodging   | Wine Tax    | Tobacco Tax  | Liquor Purchase Tax              | Vape Tax       |

### Tax Filing Frequency (must match State of Alabama filing frequency)

Monthly      Quarterly      Semi-Annually      Annually

### Land/Building Information (Complete only if the business's physical location is located inside the city limits or police jurisdiction)

Do you own or rent/lease property?      Own      Rent/Lease

|                               |                                    |                             |              |                 |
|-------------------------------|------------------------------------|-----------------------------|--------------|-----------------|
| <u>Property Owner Name</u>    | <u>Property 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 needed) Copy of Drivers License must be provided.

|                            |                          |                                        |                  |                      |
|----------------------------|--------------------------|----------------------------------------|------------------|----------------------|
| <u>1. Full Name</u>        |                          | <u>Title</u>                           |                  |                      |
| <u>Date of Birth</u>       | <u>Social Security #</u> | <u>Drivers License (State &amp; #)</u> | <u>Contact #</u> | <u>Email Address</u> |
| <u>Home Street Address</u> |                          | <u>City</u>                            | <u>State</u>     | <u>Zip Code</u>      |
| <u>2. Full Name</u>        |                          | <u>Title</u>                           |                  |                      |
| <u>Date of Birth</u>       | <u>Social Security #</u> | <u>Drivers License (State &amp; #)</u> | <u>Contact #</u> | <u>Email Address</u> |
| <u>Home Street Address</u> |                          | <u>City</u>                            | <u>State</u>     | <u>Zip Code</u>      |

Do any of the person(s) listed above own or are a member of any other business located in the city limits and/or the police jurisdiction? If yes, list owner / officer name, business name, and address (use additional space on next page if needed).

Yes      No

## Certification and Signature

I understand the following about the license being applied for:

- 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 licenses expire on December 31 of each year (it does not matter when it was purchased throughout the year). Renewals must be paid by January 31 to avoid additional penalties and interest until paid.**
- If a business is operating without a business license, the company and/or owner is subject to penalties, interest, Municipal Enforce 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 &amp; Title of Applicant</u>                    | <u>Signature of Owner/Applicant</u>               | <u>Date Signed</u> |
| <u>Printed Name &amp; Title - Person Completing Application</u> | <u>Signature of Person Completing Application</u> | <u>Date Signed</u> |

# City Of Mobile Business License & Tax Application

## Business Information Continued

Rental - Residential (list the address of the rental properties located within the City Limits & Police Jurisdiction) - use additional sheet if needed.

Yes No Do you have a management company for the properties? If yes, company name and contact information.

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Restaurant/Bar/Lounge (Alcohol sales require an additional application and City Council approval)

Yes No If alcohol sales, has the application process with the State ABC Board, City of Mobile, Mobile County Commission started?  
 Yes No Will the location have vending and/or gaming machines or 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 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 and contact information: \_\_\_\_\_

Hotel/Motel

\_\_\_\_\_ Number of rooms available for customer rental  
 Yes No Will the location have retail sales at the 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 started?  
 Yes No Will the location cook/serve prepared food?

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

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# FORM A

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Location and Tax ID No.: \_\_\_\_\_

**For Official Use Only**

**FORM A**

Citizenship status confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Proof of Citizenship Demonstration and Declaration

In order for an individual, including an individual who is a sole proprietor or a partner in a partnership, who is a U.S. Citizen to conduct a public records transaction with the City of Mobile, Alabama, each such individual/citizen must declare his or her U.S. citizenship by executing the declaration at the bottom of this form, and must demonstrate his or her U.S. citizenship by presenting a legible copy of one of the following items.

Note: If the presented item does not show the person's current legal name, please also provide a copy of supporting document to verify the legal name change.

### Please check which of the listed items has been provided.

A driver's license or non-driver's identification card issued by the Alabama Department of Public Safety or the equivalent governmental agency of another state within the United States, provided that the governmental agency of another state within the United States requires proof of lawful presence in the United States as a condition of issuance of the driver's license or non-driver's identification card.

A birth certificate indicating birth in the United States or one of its territories.

Pertinent pages of a United States valid or expired passport identifying the person and the person's passport number or the person's United States passport.

United States naturalization documents or the number of the certificate of naturalization.

Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended.

Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number.

A consular report of birth abroad of a citizen of the United States of America.

A certificate of citizenship issued by the United States Citizenship and Immigration Services.

A certification of report of birth issued by the United States Department of State.

An American Indian card, with KIC classification, issued by the United States Department of Homeland Security.

Final adoption decree showing the person's name and United States birthplace.

An official United States military record of service showing the applicant's place of birth in the United States.

An extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the U.S.A. AL-verify.

A valid Uniformed Services Privileges and Identification Card.

Any other form of identification that the Alabama Department of Revenue authorizes, through an administrative rule promulgated pursuant to the Alabama Administrative Procedure Act, to be used to demonstrate or confirm a person's United States citizenship or lawful presence in the United States, provided that the identification requires proof of lawful presence in the United States as a condition of issuance.

## CITIZENSHIP DECLARATION

*Under penalty of perjury, I \_\_\_\_\_, (print name of undersigned) the undersigned do hereby declare that I am a citizen of the United States of America.*

Date: \_\_\_\_\_  
Declarator's Signature

## FORM B

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Location and Tax ID No.: \_\_\_\_\_

### For Official Use Only

**FORM B**

Presumptive alien status confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_

SAVE Verification received by: \_\_\_\_\_ Date: \_\_\_\_\_

### Verification, Demonstration and Declaration of Lawfully Present Alien

1. **SAVE Verification:** In order for an individual, including an individual who is a sole proprietor or a partner in a partnership, who is a lawfully present alien to conduct a public records transaction with the City of Mobile, Alabama, he/she must be verified, using the Systematic Alien Verification of Entitlement (SAVE) Program, **to confirm** that such alien is lawfully present in the United States.

In order to obtain such verification, each such alien must provide: (1) his or her Alien Registration Number, which is as follows: \_\_\_\_\_ ; and (2) a copy of non-citizen immigration documents.

2. **Presumptive Lawful Presence:** In order for an individual, including an individual who is a sole proprietor or a partner in a partnership, who is a lawfully present alien to conduct a public records transaction on a temporary basis pending final verification, each such alien must declare that he or she is a lawfully present alien, by executing the declaration at the bottom of this form, and must demonstrate presumptive lawful presence, by presenting a legible copy of the following items.

**Note:** if the presented item does not show the person's current legal name, please also provide a copy of supporting document to verify the legal name change.

### Please check which of the listed items has been provided.

A valid, unexpired Alabama driver's license.

A valid, unexpired Alabama non-driver identification card.

A valid tribal enrollment card or other form of tribal identification (bearing a photograph or other biometric identifier).

Any valid United States federal or state government issued identification document (bearing a photograph or other biometric identifier, if issued by an entity that requires proof of lawful presence in the United States before issuance).

A foreign passport with an unexpired United States Visa and a corresponding stamp or notation (by the United States Department of Homeland Security indicating the bearer's admission to the United States).

A foreign passport issued by a visa waiver country (with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer's admission to the United States).

### DECLARATION OF LAWFULLY PRESENT ALIEN

*Under penalty of perjury, I, \_\_\_\_\_, (print name of undersigned) the undersigned do hereby declare that I am a lawfully present alien of the United States of America.*

Date: \_\_\_\_\_  
Declarator's Signature