

**CITY OF FORT PAYNE, ALABAMA**

100 Alabama Avenue N.  
Fort Payne, AL 35967-2052  
Ph: (256) 845-1524  
Fax: (256) 845-2987

**UNIFORM MUNICIPAL BUSINESS LICENSE APPLICATION**

*Complete this application and hand-deliver, fax or mail to the address above. Please print or type your answers.*

THIS BUSINESS IS:    ☐ Sole proprietorship   ☐ Partnership   ☐ Corporation   ☐ Professional association   ☐ LLC  
                                 ☐ Other: \_\_\_\_\_

APPLICATION TYPE:    ☐ New   ☐ Owner change   ☐ Name change   ☐ Location change

LEGAL BUSINESS NAME:	
TRADE NAME (IF DIFFERENT):	
BUSINESS ACTIVITIES (BRIEF DESCRIPTION):	
PHYSICAL ADDRESS:	
MAILING ADDRESS	
TELEPHONE:	Business: (       )
	Fax:       (       )
	Home:     (       )
E-MAIL ADDRESS:	
CONTACT PERSON AND ADDRESS:	

*Complete the following for the owner(s), partners, or officers (if officers, list only the top five):*

NAME:	
RESIDENCE ADDRESS:	
SSN (IF NOT PUBLICLY TRADED CO):	
TITLE:	

NAME:	
RESIDENCE ADDRESS:	
SSN (IF NOT PUBLICLY TRADED CO):	
TITLE:	

NAME:	
RESIDENCE ADDRESS:	
SSN (IF NOT PUBLICLY TRADED CO):	
TITLE:	

NAME:	
RESIDENCE ADDRESS:	
SSN (IF NOT PUBLICLY TRADED CO):	
TITLE:	

NAME:	
RESIDENCE ADDRESS:	
SSN (IF NOT PUBLICLY TRADED CO):	
TITLE:	

What date is business activity initiated or proposed in Fort Payne?.....

Number 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: \_\_\_\_\_

<u>For municipal use only:</u>	
Account ID #: _____	Zoning approval: _____
Reviewed by: _____	Fire Code approval: _____
	Building approval: _____

## INSTRUCTIONS

Please read the following information concerning the completion of this form.

1. Please complete all areas of the form except for the shaded area at the bottom.
2. Form should be typed or printed legibly.
3. Form should be dated and signed by an owner, partner, or officer of the business.
4. Form will initiate the process for registering your business with the City of Fort Payne.
5. If your business will have a physical location within the City of Fort Payne, please show that address on the front of this form. (You **MUST** complete separate forms for each physical location in the City of Fort Payne.)
6. After completing this form, it can be hand-delivered, mailed, sent by fax, or where possible, sent by electronic mail to the municipality.
7. Upon receipt of the completed form, the City 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 1<sup>st</sup> and delinquent after January 31<sup>st</sup>, except for insurance companies, which are delinquent after March 1.

This form is intended as a simplified, standard mechanism for businesses to initiate contact with the City concerning their activities within the City. A business license will be required prior to engaging in business. If a business intends to maintain a physical location within the City of Fort Payne, there will be (a) zoning and (b) building code approvals required prior to the issuance of a business 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.

SEE NEXT PAGE FOR FURTHER TAX INFORMATION.

## MEMO TO PROSPECTIVE BUSINESSES:

As of January 1, 2006, the State of Alabama collects the following taxes for the City of Fort Payne:

Consumer Use Tax  
Lodging Tax  
Rental Tax  
Sales Tax  
Sellers Use Tax

Your business will file these taxes with the State of Alabama on our behalf at the same time you file the State tax of the same type. Go to <http://www.ador.state.al.us/bus.html> this is the internet link to Ala. Dept. of Revenue. The City rules and regulations for these taxes mirror the State laws, rules and regulations.

The City of Fort Payne collects the following taxes for itself:

Gasoline/Fuel Tax  
Tobacco Tax (Smokeless only; Smokes require stamp purchase)  
Alcohol Taxes

Contact the City of Fort Payne for information; Tobacco and Gasoline tax forms are also on our web site at [www.fortpayne.org/](http://www.fortpayne.org/).