

BUSINESS LICENSE & TAX APPLICATION

CLEARLY PRINT OR TYPE ALL INFORMATION

Application Type		New	Business Structure		Sole Proprietorship
		Name Change			Partnership
		Owner Change			LLC
		Physical Location Change			Corporation
		FEIN/Structure Change			LLP
		Reactivate Account			Other
Business Description/Activity (Be specific)					
Legal Business Name			Trade Name (DBA)		
Physical Address of Business (Street Name, Suite #, etc)			Mailing Address of Business (PO Box, Street Name, Suite #, etc)		
City	State	Zip Code	City	State	Zip Code
Federal ID (FEIN)			State of Alabama Tax ID (if known)		
Phone			Email		
Contact Name			Contact Phone & Email		
Owner(s), Partners or Officers (attach a separate sheet if necessary) **Copies of Driver's Licenses Must Be Provided**					
Name		Title		Phone	
Date of Birth		Driver's License State and Number		Social Security Number	
Home Address					
City		State		Zip Code	
Name		Title		Phone	
Date of Birth		Driver's License State and Number		Social Security Number	
Home Address					
City		State		Zip Code	
Physical Location of Business ☐ In City Limits of Tuscaloosa ☐ In Police Jurisdiction of Tuscaloosa ☐ Outside both City Limits and Police Jurisdiction					
Is the Physical Location of your business also your residence?		YES		NO	
Will all of your business be conducted through the internet?		YES		NO	
Will sales, repair, and/or delivery people enter into our City?		YES		NO	
Are you a disadvantaged business enterprise? (see page 4 for more information)		YES		NO	
Number of Employees in Tuscaloosa?		Are you enrolled in E-Verify?		YES NO	
What date will you start conducting business in Tuscaloosa?					

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Land/Building Information (Only Complete if the business is physically located in the City of Tuscaloosa or its Police Jurisdiction)				
Do you own or rent the property?		Own	Rent	(If rented, please provide copy of lease & owner info below)
Property Owner Name			Phone	
Address				
City		State	Zip Code	Email
Tax Type		Sales Tax	Tax Filing Frequency*	Monthly
		Seller's Use Tax	*must match State of AL	Quarterly
		Consumer's Use Tax		Semi-Annually
		Rental Tangible Property Tax		Annually
		Lodging Tax		13-Period
		Tobacco Tax		One Time Filing
		Wine Tax		Other
Business Type		Retail		Service/Professional
		Contractor		Rental Tangible Property
		Manufacturer		Rental Property (Building/Land)
		Wholesale		Short Term Rental
		Other		
BUSINESS LICENSE FEE CALCULATION (For help with calculation of license amount, please contact our office)				
Location of Business Activity		Estimated Gross (through end of year)	Fee	Fee Schedule
City Limits of Tuscaloosa				
Police Jurisdiction of Tuscaloosa (PJ)				
Outside of Tuscaloosa City Limits and PJ				
		License Amount		
		Issue Fee	\$14.00	
NAICS CODE (OFFICE USE ONLY)		Total Amount Due		
CERTIFICATION AND SIGNATURE				
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 that you cannot operate this business in the City of Tuscaloosa or its Police Jurisdiction until this business license application is approved and a business license issued.				
Signature of Owner/Applicant			Date	
Printed Name			Title	

INTERNAL USE ONLY			
Code Compliance #		Account #	
Application Reviewed By		Date Reviewed	
Business License Issued By		Date Issued	
Additional Comments			

IN ORDER TO APPLY FOR A BUSINESS LICENSE OR TAX ACCOUNT WITH THE CITY, BE SURE TO:

	If you are going to apply for a legal business name and/or structure (ex: LLC, LLP, Corp, etc), you need to first apply with the Alabama Secretary of State to register your name and structure. You can visit their website at www.sos.alabama.gov .
	If you are going to apply for a Federal Identification Number (FEIN), you will need to apply with the Internal Revenue Service at www.irs.gov before completing our application.
	Visit our website at www.tuscaloosa.com to download the Business License & Tax Application. <i>You can find this by choosing the BUSINESS tab on the homepage, then choosing FORMS under the Revenue Division section.</i>
	Complete the Business License & Tax Application. <i>All the information must be completed. If it does not apply to your business, you can put N/A. A physical address and a copy of at least one (1) owner/officer/representative's driver's license is required for all applications. Certain licenses require copies of State of Alabama Board certifications, which will need to be included with the application.</i>
	Include Business License Fee with application. <i>Contact our office to get the calculation of the Business License Fees due. You will need an estimate of your gross receipts from the time you plan to start operations in Tuscaloosa until December 31st of the current year.</i> Phone: 205-248-5200 Email: revenueoffice@tuscaloosa.com
	Submit the completed application with required documents. <u>REGULAR MAIL</u> - City of Tuscaloosa, Revenue Division, PO Box 2089, Tuscaloosa, AL 35403 <u>DELIVERY SERVICE</u> – City of Tuscaloosa, Revenue Division, 2201 University Blvd, Tuscaloosa, AL 35401 <u>EMAIL</u> – revenueoffice@tuscaloosa.com <u>DROPOFF</u> – Dropbox is located on the top floor of the Intermodal Facility Parking Deck. The physical address of the deck is 601 23 rd Avenue, Tuscaloosa, AL 35401 (Entrance is on 7 th Street) <u>IN PERSON</u> – We are located on the 3 rd Floor of Annex 3 at the City of Tuscaloosa (above the water department). Our physical address is 2230 6 th Street, 3 rd Floor, Tuscaloosa, AL 35401.
IF PHYSICALLY LOCATED IN THE CITY OR ITS POLICE JURISDICTION: You must contact the Revenue Division prior to the steps below.	
	You must have a completed code compliance form. The Revenue Division will issue a code compliance form once you apply. Depending on the type of business, they will contact the necessary departments, by email, for approval. All departments that require approval must sign off before a business license is issued. The specific department may contact you to schedule an inspection of the property. YOU CANNOT OPERATE UNTIL A BUSINESS LICENSE HAS BEEN ISSUED.
	PLANNING DEPARTMENT – All businesses located in the City or It's Police Jurisdiction, including home operated, must have approval from zoning. <u>Before</u> you enter into a lease agreement, please contact 205-248-5100.
	FIRE DEPARTMENT - All commercial buildings physically located in the City Tuscaloosa or its Police Jurisdiction must be inspected by the Fire Department each time a business opens. 205-248-5420 ext 2
	HEALTH DEPARTMENT – All businesses dealing with food must be approved by the Tuscaloosa Health Department. 205-554-4540
	POLICE DEPARTMENT – Security, Detective, Pistol/Knives, Carnival/Fair, Transportation, Wrecker, Pawn Shop, Door-to-Door, and others as needed. 205-349-2121
	WASTEWATER DEPARTMENT - All businesses dealing with food in a commercial property or Food Truck/Cart, Gas Stations, Mobile Car Wash, and others as needed. 205-248-5900

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A Disadvantaged Business Enterprise (DBE) is a for-profit business concern where socially and economically disadvantaged individuals own at least a 51% interest, and they also control management and daily business operations.

African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged.

Other individuals may also qualify as socially and economically disadvantaged on a case-by-case basis. Persons who are not members of one of the above groups and own and control their business may also be eligible if they establish their "social" and "economic" disadvantage. For example, people with disabilities have disproportionately low incomes and high rates of unemployment, and therefore a business owned by a person with a disability may be socially and economically disadvantaged and may be considered a DBE.. A determination of whether an individual with a disability meets DBE eligibility criteria is made on a case-by-case basis. In order to be considered a Disadvantaged Business Enterprise, a business must be at least 51% owned by a socially and economically disadvantaged individual(s).

Factors to determine ownership for purposes of whether a business is considered a DBE: independence; control; and burden of proof of ownership:

- Independence- The business must not be tied to another business entity in such a way as to compromise its independence and control.
- Control- A disadvantaged owner must possess the power to direct or cause the direction of the management and policies of the business. The owner must also have an overall understanding of, and managerial and technical competence and experience directly related to, the type of business in which the business is engaged.
- Burden of Proof Allocation- Businesses seeking to be considered a DBE carry the burden of proof regarding their eligibility and must demonstrate that they meet all requirements concerning group membership or individual disadvantage, ownership, and control.