

Complete and Mail to
City of Robertsdale, Revenue Dept.
P.O. Box 429
Robertsdale, AL 36567-0429
(251) 947-8920 FAX (251) 947-1129
TDD (251) 947-2122
freddiethomas@robertsdale.org
www.robertsdale.org

(CONFIDENTIAL)

Please Print or Type
SEE REVERSE SIDE FOR INSTRUCTIONS
AND FURTHER INFORMATION

Date of Application:

Applicant Complete This Box
FEIN
AL Dept of Revenue #
Alabama Regulatory Lic #
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: (Brief description - example. retail clothing sales, wholesale food sales, rental of industrial equip., computer consulting, etc)

Activity: Product:

If you make deliveries or sales into the City's Taxing Jurisdiction, indicate the method: Sales Delivery

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

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

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

Email:

Name/Phone Number for Contact Person: ( )

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

Table with 4 columns: Name, Residence Address, SSN, Title

Are hazardous materials used at this location? Yes or No Coin-Operated Vending Machines at this location? Yes or No

Annual Anticipated Gross Receipts or Gross Receipts for the preceding year: \$

Date Business Activity Initiated or Proposed in ROBERTSDALE: # of Employees in Robertsdale

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

Robertsdale ACCOUNT #
PHYSICAL LOCATION: CITY POLICE JURISDICTION OUTSIDE CORP LIMITS & PJ
REVIEWED BY:
ZONING CLASSIFICATION: BUILDING APPROVAL: YES NO N/A <INITIALS> FIRE CODE
TAX TYPES: SALES/SELLER'S USE CONSUMER USE RENTAL LODGINGS ALCOHOL OCCUPATIONAL TOBACCO GAS/MOTOR FUEL BUSINESS LICENSE
TAX FILING FREQUENCY: MONTHLY QUARTERLY ANNUAL OTHER
BUSINESS TYPE: RETAIL WHOLESALE CONTRACTOR SERVICE PROFESSIONAL MANUFACTURER RENTAL OTHER
NAICS CODE(S) State of Alabama Regulatory Agency & License #

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PLEASE READ THE FOLLOWING INFORMATION CONCERNING THE COMPLETION OF THIS FORM  
PLEASE COMPLETE ALL AREAS OF THE FORM EXCEPT FOR THE SHADED AREA AT THE BOTTOM.

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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

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==> 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 ADDITIONAL FORMS AND INFORMATION REGARDING OTHER SPECIFIC REQUIREMENTS TO YOU IN ORDER TO COMPLETE THE LICENSING PROCESS.

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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

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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.

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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.