

Town of Arley (9642)
Business License Fee Schedule
including General Information/FAQs



Thank you for doing business in the Town of Arley.

All businesses operating in the city limits or police jurisdiction of the Town of Arley must purchase an annual business license prior to the commencement of business.

How to file:

- **Preferred Method:** To remit payment online: Go to <https://rds.bizlicenseonline.com/>. Complete a simple registration, file and pay online. Any required certifications can be emailed to bizlicensesupport@revds.com.
- To remit payment by form: Complete the Business License Application located [here](#). For your convenience this form can be completed electronically with Adobe Reader, or printed then manually completed.

Make your check payable to Tax Trust Account and mail to RDS, Business License Department, P.O. Box 830900, Birmingham, AL 35283-0900. Be sure to enclose any required certifications with your payment.

Click on the following (or scroll to the bottom of the document) to see more information on the following topics:

- ✚ [Calculation](#)
- ✚ [Certification](#)
- ✚ [Gross Receipts, Definition of](#)
- ✚ [Location Specific, Definition](#)
- ✚ [New Business Information](#)
- ✚ [Police Jurisdiction \(PJ\), Definition and Rate of](#)
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- ✚ [Zoning](#)

File online:

<https://rds.bizlicenseonline.com/>

- Free • Fast • Secure • Step-by-Step •

Important facts to know when completing your business license:

License Due Date: Renew annually on January 1st.

License Delinquent Date: Licenses are considered delinquent after January 31st.

License Expiration: All licenses (except temporary licenses) expire December 31st.

To prevent a delay in the issuance of a license, please note the following:

- Gross-based schedules must report gross receipts for the previous year. For more details, click on "Gross Receipts" in the gray box to the left.
- Unit-based schedules must provide the number of units. Units may refer to number of employees, square footage, vehicles, days, agents, etc. See fee schedule for details for each business type.
- Schedules that indicate certification is required must have a copy of the certification submitted with the application.

Customer Service



Toll Free Phone: 800.556.7274
Toll Free Fax: 844.528.6529
Se habla español.



Email: bizlicensesupport@revds.com
Website: www.revds.com



Remit to address:
RDS-Business License Department
PO Box 830900
Birmingham, AL 35283-0900

Make checks payable to "Tax Trust Account"

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
721191.00	Flat	Accommodations - bed and breakfast inns and services	90.00
721110.00	Flat	Accommodations - hotels, motels and similar facilities	90.00
721310.00	Flat	Accommodations - rooming houses and boarding houses	90.00
721214.00	Flat	Accommodations - trailer parks, RV parks, and travel parks	90.00
541211.00	Flat	Accountant/CPAs - individual and/or firm professional license Must Provide Board Certification: Public Accountancy Board	90.00
561499.00	Flat	Administrative services - answering, employment, office, sec., travel, (including private investigator)	65.00
511120.00	Flat	Advertising Media	65.00
524210.00	Flat	Agent Office - administration of third parties, pension funds, annuities, etc.	90.00
115114.00	Flat	Agriculture support - cotton gins, farm management, post-harvest activities	65.00
561621.00	Flat	Alarm Companies - sprinklers & security-monitoring & installation Must Provide Board Certification: Alabama Electronic Security Board of Licensure	65.00
621910.00	Flat	Ambulance - ambulance company and/or services	65.00
713110.00	Flat	Amusement - arcades, golf clubs, marinas, fitness, bowling centers	90.00
112990.00	Flat	Animal Production - dairy, cattle, ranching, sheep, chickens, poultry	65.00
315999.00	Flat	Apparel manufacturing - women, men, children, hosiery, lingerie, outerwear, accessories	200.00
335211.00	Flat	Appliance manufacturing - small appliance, lighting, electrical, battery, freezer	200.00
541310.00	Flat	Architect - individual and/or firm professional license Must Provide Board Certification: Architects Registration Board	90.00
711310.00	Flat	Arts and sports - dance, musical, teams, tracks, promoters, agents	90.00
541110.00	Flat	Attorney/Lawyers - individual and/or firm professional license Must Provide Board Certification: Alabama State Bar	90.00
522111.00	Flat	Bank Branch or ATM - not main office of bank	10.00
522110.00	Flat	Bank Main Office - not branch location or ATM	125.00
812199.01	Flat	Barber Must Provide Board Certification: Alabama Board of Cosmetology and Barbering	65.00
812199.02	Flat	Beauty Shop Must Provide Board Certification: Alabama Board of Cosmetology and Barbering	65.00
312212.00	Flat	Beverage manufacturing - all types of soft drinks, bottled water, breweries, ice	200.00
515112.00	Flat	Broadcasting - radio and television stations	90.00
444130.00	Flat	Building materials and Gardening Equipment Dealers - hardware, paint, home center, wallpaper, nursery	65.00
722320.00	Flat	Caterers - and/or mobile food services Must Provide Board Certification: Department of Health Permit	65.00
325998.00	Flat	Chemical manufacturing - of fertilizer, wood, pesticide, paint, soap, resin	200.00

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
621310.00	Flat	Chiropractor - individual and/or firm professional license Must Provide Board Certification: Chiropractic Examiners Board	90.00
448130.00	Flat	Clothing & accessories - men, women, children, infant, shoe, jewelry	65.00
334419.00	Flat	Computer & electronic manufacturing - audio, video, circuit boards, peripherals	200.00
541511.00	Flat	Computer Programmer - individual and/or professional firm license	90.00
238990.01	Flat	Contractors - building equipment & mechanical install	65.00
238350.00	Flat	Contractors - carpentry contractors	65.00
238110.00	Flat	Contractors - concrete contractors	65.00
238310.00	Flat	Contractors - drywall, acoustical & insulation	65.00
238210.00	Flat	Contractors - electrical contractors Must Provide Board Certification: Alabama Electrical Contractors Board	65.00
238910.00	Flat	Contractors - excavation and site development	65.00
238330.00	Flat	Contractors - floor coverings/all types	65.00
236220.00	Flat	Contractors - <u>general contractors</u> , commercial building, residential, subdivisions Must Provide Board Certification: Alabama Licensing Board for General Contractors/Home Builders Licensure Board	90.00
238150.00	Flat	Contractors - glass and glazing contractors	65.00
238220.01	Flat	Contractors - heating & air conditioning Must Provide Board Certification: Alabama Board of Heating & Air Conditioning & Refrigeration Contractors	65.00
237990.00	Flat	Contractors - <u>heavy construction</u> , highway, bridge, street, water, sewer Must Provide Board Certification: Alabama Licensing Board for General Contractors/Home Builders Licensure Board	90.00
238140.00	Flat	Contractors - masonry and stone contractors	65.00
238990.02	Flat	Contractors - non-general & non-heavy	65.00
238320.00	Flat	Contractors - painting and wall covering	65.00
238220.00	Flat	Contractors - plumbing Must Provide Board Certification: State of Alabama Plumbers and Gas Fitters Examining Board	65.00
238160.00	Flat	Contractors - roofing, siding & sheet metal	65.00
238120.00	Flat	Contractors - structural steel erection	65.00
238430.00	Flat	Contractors - tile, marble, terrazzo & mosaic	65.00
238115.00	Flat	Contractors - water well drilling & irrigation	65.00
238990.00	Flat	Contractors - wrecking and demolition	65.00
492210.00	Flat	Couriers - local messengers, services, local delivery services	65.00
522390.00	Flat	Credit services - companies and activities related to credit and mediation	90.00
999999.00	Gross	Delivery License - Business Located Inside City Limits	V

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
999999.01	Gross	Delivery License - Business Located Outside City Limits	V
621210.00	Flat	Dentist - individual and/or firm professional license Must Provide Board Certification: Board of Dental Examiners of Alabama	90.00
611699.00	Flat	Educational services - technical, computer, sports, services, business	65.00
443112.00	Flat	Electronic & appliance store - household, radio, television, computers	65.00
541330.00	Flat	Engineer - individual and/or firm professional license Must Provide Board Certification: Engineers & Land Surveyors Professional Licensure Board	90.00
561710.00	Flat	Exterminating services - exterminating company and its services Must Provide Board Certification: Department of Agriculture and Industries	65.00
111998.00	Flat	Farming and Crop Production - agriculture, nursery, fruit growers	65.00
114119.00	Flat	Fishing & hunting - hunting and trapping, finfish, shellfish, supplies	65.00
445120.00	Flat	Food & beverage stores - grocery, convenience store, markets	90.00
311991.00	Flat	Food manufacturing - meat, seafood, grain, fruit, dairy, animal, poultry processing	200.00
113110.00	Flat	Forestry - logging, forestry, timber track operations, timber management	90.00
812990.01	Flat	Fortune Teller or Clairvoyant - individual reader license	500.00
525990.00	Flat	Funds, trusts, other financial agencies - funds, plans, and/or programs organized to pool securities or other assets for others	90.00
812210.00	Flat	Funeral Homes and Funeral Services Must Provide Board Certification: Board of Funeral Services	65.00
442110.00	Flat	Furniture - home furnishings, stores, floor coverings, window	90.00
337129.00	Flat	Furniture manufacturing - cabinets, office, household, beds, medical, kitchen	200.00
447110.00	Flat	Gasoline Retail - selling gasoline with or without convenience stores	65.00
452990.00	Flat	General merchandise stores - department, warehouse clubs, superstores	90.00
446110.00	Flat	Health and Personal Care stores - drug, pharmacy, cosmetic, optical, pharmacy, cosmetic, optical, health food Must Provide Board Certification: Pharmacy Board	65.00
621491.00	Flat	HMO - medical centers and services	90.00
622110.00	Flat	Hospitals - surgical, substance abuse, psychiatric, general care, special	90.00
519190.00	Flat	Information services and data processing - providing, storing, processing, access to information	65.00
524126.00	State Law	Insurance Company and/or its agents - casualty, fire, and/or marine premiums	State regulated §11-51-120-123
524128.00	State Law	Insurance Company and/or its agents - health, allied and all other premiums	State regulated §11-51-120-123
561720.00	Flat	Janitorial firm - janitorial cleaning services - individual or firm	65.00
561730.00	Flat	Landscaping Services - tree removal, irrigation sprinkler	65.00
561731.00	Flat	Lawn Maintenance - tree trimming, lawn maintenance, pressure	90.00

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
		washing	
316993.00	Flat	Leather manufacturing - shoes, luggage, handbag, related products, all footwear	200.00
333990.00	Flat	Machinery manufacturing - office machinery, industrial, engines, farm, HVAC	200.00
551111.00	Flat	Management companies - offices, enterprises, regional, corporate	90.00
332999.00	Flat	Metal fabrication - cutlery, structural, ornamental, machine shops	200.00
212299.00	Flat	Mining - (except for oil and gas) all related mining activities (where not state regulated)	90.00
213112.00	Flat	Mining support services - for oil and gas mining activities, oil/gas wells (where not state regulated)	90.00
339999.00	Flat	Miscellaneous manufacturing - specialty manufacturing not defined in separate categories	200.00
453220.00	Flat	Miscellaneous retailers - florist, gift, novelty, pet, art, tobacco	65.00
512131.00	Flat	Motion pictures - theaters, videos, recording, drive-ins, sound studios	90.00
441310.00	Flat	Motor vehicle parts - auto, motorcycles, boats, parts, accessories	65.00
441110.00	Flat	Motor vehicles - new and/or used - automobiles, motorcycles, etc. - dealerships and lots Must Provide Board Certification: Revenue Department - Regulatory License	65.00
712110.00	Flat	Museums - museums and historical sites, zoos, botanical gardens, parks	65.00
812199.04	Flat	Nail Salon Must Provide Board Certification: Department of Health Permit	65.00
327331.00	Flat	Nonmetallic manufacturing - glass, cement, lime, pottery, ceramic, brick, tile	200.00
454391.00	Units	Non-Store Retailer - peddlers license / itinerant peddler Calculation based on number of days	Per day: 35.00
454210.00	Flat	Non-store retailers - vending machine operators, direct selling, mail order	90.00
623110.00	Flat	Nursing care - residential care facility, day care, assisted living	65.00
623312.00	Flat	Nursing Home - care for elderly and continuing care facilities Must Provide Board Certification: Alabama Board of Examiners of Nursing Home Administrators	65.00
211111.00	Flat	Oil and gas extraction - natural gas liquid extraction, crude extraction - where not state regulated - See § 40-20-2(c)	90.00
621320.00	Flat	Optometrist - individual and/or firm professional license Must Provide Board Certification: Optometry Board	90.00
314129.00	Flat	Other manufacturing - mill operations not covered in 313, rugs, linen, curtains	200.00
812990.00	Flat	Other Personal Services - (including bail bondsmen)	65.00
621498.00	Flat	Outpatient Care Centers - all other types of services	90.00
322229.00	Flat	Paper manufacturing - pulp, paper, and converted products, stationary, tubes, cores	200.00
485114.00	State Law	Passenger transportation - bus terminals	State regulated § 37-3-33
485320.00	Flat	Passenger transportation - buses, taxi cabs, limousine service, buggy, charters	65.00

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
485113.00	Flat	Passenger transportation - charter and other vehicle transit services (where not state regulated)	65.00
485321.00	Flat	Passenger transportation - number of taxis, cabs, limousines, or buggies	65.00
522298.00	Flat	Pawn Shop - whether title pawn or merchandise	90.00
812199.00	Flat	Personal Care Services - hair, skin, diet	65.00
324199.00	Flat	Petroleum and coal manufacturing - asphalt, grease, roofing, paving products	200.00
541921.00	Flat	Photographer - studios, portrait, commercial, services	65.00
621111.00	Flat	Physician - individual and/or firm professional license Must Provide Board Certification: Alabama Board of Medical Examiners & Medical Licensure Commission of Alabama	90.00
326291.00	Flat	Plastic & rubber manufacturing - tires, pipe, hoses, belts, bottles, sheet, wrap, film	200.00
331521.00	Flat	Primary metal manufacturing - iron, steel, aluminum, wire, copper, foundries	200.00
323110.00	Flat	Printing - screen, quick, digital, books, lithographic, handbills, commercial	65.00
541990.00	Flat	Professional Services Not Elsewhere Classified - scientific, technical, (includes lumber dealers)	65.00
511110.00	Flat	Publishing industries - (except internet) newspaper, book, periodical, databases, software	65.00
531210.00	Flat	Real estate - offices, agents, brokers, management, appraisers	65.00
423930.00	Flat	Recyclable Material	75.00
532310.00	Flat	Rental and leasing - auto, truck, trailer, RV, all tangible property	90.00
532230.00	Flat	Rental and leasing - movie and video rental	65.00
811412.00	Flat	Repairs and maintenance - all appliances, home & garden equipment	65.00
811219.00	Flat	Repairs and maintenance - all electronic equipment	65.00
811118.00	Flat	Repairs and maintenance - auto, paint/body, carwash, other vehicular	65.00
722110.00	Flat	Restaurant - full service restaurant facility Must Provide Board Certification: Department of Health Permit	65.00
722211.00	Flat	Restaurant - limited facility or service Must Provide Board Certification: Department of Health Permit	65.00
522121.00	Flat	S&L Branch or ATM - not main office of S&L	10.00
517410.00	Flat	Satellite Sales / service and set up	65.00
522120.00	Flat	Savings and Loans - not branch location or ATM	125.00
523999.00	Flat	Securities, commodity - brokerage, portfolio, investment, other financial services Must Provide Board Certification: Alabama Securities Commission	90.00
811430.00	Flat	Shoe Shop - Repair	65.00
487990.00	Flat	Sightseeing transportation - scenic and sightseeing, land, air, water, special transportation	65.00

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
624110.00	Flat	Social assistance - shelters, vocational, child care, abuse, emergency	65.00
711310.01	Flat	Special Events - promoter of activity, disc jockey	65.00
451110.00	Flat	Sporting goods & hobbies - toy, fish, gun, books, games	65.00
541360.00	Flat	Surveyor - individual and/or firm professional license Must Provide Board Certification: Engineers & Land Surveyors Professional Licensure Board	90.00
812199.03	Flat	Tanning Salon	65.00
517322.00	Flat	Telecommunications - cellular and other wireless, paging	90.00
517310.01	Flat	Telecommunications - resellers of service	90.00
517310.00	State Law	Telecommunications - telephone local	State regulated §11-51-128
517320.00	State Law	Telecommunications - telephone long distance	State regulated §11-51-128
313112.00	Flat	Textile manufacturing - fabric, yarn, carpet, canvas, rope, twine, fabric mills	200.00
336112.00	Flat	Transportation manufacturing - manufacturing auto, truck, trailer, motor home, boat, ship, motorcycle	200.00
484110.00	Flat	Truck transportation - local, long-distance, freight, moving, and storage	65.00
484230.00	State Law	Truck transportation – terminal	State regulated §37-3-33
999111.00	Flat	Unclassified miscellaneous business services not elsewhere classified	65.00
999222.00	Flat	Unclassified miscellaneous personal services not elsewhere classified (including wrecker services)	90.00
453212.00	Flat	Used Merchandise Stores - books, miscellaneous, consignment, flea market	65.00
221122.00	Gross	Utilities - electric power or light company	State regulated 11-51-129
221210.00	Gross	Utilities - natural gas company	State regulated §11-51-129
221310.00	Flat	Utilities - water, sewage treatment, steam, and other (where not state regulated)	90.00
541940.00	Flat	Veterinarian - individual and/or firm professional license Must Provide Board Certification: Alabama Veterinary Medical Examiners Board	90.00
493110.00	Flat	Warehousing and storage - distribution, household, refrigerated, special	65.00
562998.00	Flat	Waste management - companies, trucks, septic tanks, landfill, services	65.00
421990.00	Flat	Wholesale trade – <u> durable </u> - vehicle, machinery, equipment, furniture	90.00
422720.00	Flat	Wholesale trade - wholesale gasoline distributor	90.00
422990.00	Flat	Wholesale trade - <u> non-durable </u> - paper, apparel, grocery, beverages, dairy	90.00
321999.00	Flat	Wood manufacturing - sawmills, wood preservation, veneer, trusses, millwork	200.00

Schedule "V" - Delivery License

The rate for the delivery license is established in Section 21 and is:

\$ 65.00

Delivery License per §11-51-194 Modified by 2017-415 (SB316)

(a) (1) Each municipality shall allow the purchase of a delivery license by any business that has no other physical presence within the municipality or its police jurisdiction for the privilege of delivering its merchandise therein. The amount of the delivery license shall not exceed one hundred dollars (\$100). Nothing herein shall prohibit a municipality from requiring by ordinance the purchase of a decal by the taxpayer for each delivery vehicle making deliveries within the municipality or its police jurisdiction. The charge for such decal shall not exceed the municipality's actual cost of the decal.

(2) Notwithstanding any other provision of law, a municipality may charge a taxpayer an issuance fee for a business delivery license not to exceed ten dollars (\$10).

(b) As used in this section, a delivery license shall mean a fixed rate business license issued by a municipality for the limited privilege of delivering and requisite set-up and installation, by the taxpayer's employees or agents, of the taxpayer's own merchandise in that municipality, by means of delivery vehicles owned, leased, or contracted by the taxpayer; provided that the gross receipts derived from the sale and any requisite set-up or installation of all merchandise so delivered into the municipality shall not exceed seventy-five thousand dollars (\$75,000) during the license year, and any set-up or installation shall relate only to

- (1) that required by the contract between the taxpayer and the customer or as may be required by state or local law, and
- (2) the merchandise so delivered.

Mere delivery of the taxpayer's merchandise by common carrier shall not allow the taxing jurisdiction to assess a business license tax or a delivery license tax against the taxpayer, but the gross receipts derived from any sale and delivery accomplished by means of a common carrier shall be counted against the seventy-five thousand dollar (\$75,000) limitation described in the preceding sentence if the taxpayer also during the same license year sells and delivers into the taxing jurisdiction using a delivery vehicle other than a common carrier. Provided that the dollar limitation prescribed above shall be increased, but not decreased, every five years under the standards prescribed by Section 11-51-90 with respect to the uniform license issuance fee and may be increased by a municipality at any time, up to one hundred fifty thousand dollars (\$150,000), by adoption of an ordinance. A common carrier, contract carrier, or similar delivery service making deliveries on behalf of others shall not be entitled to purchase a delivery license hereunder.

(c) A taxpayer that otherwise meets the criteria for the purchase of a delivery license pursuant to subsections (a) and (b) is not required to purchase a delivery license or a regular business license if the following criteria apply:

- 1) The taxpayer's gross receipts that are derived from within the municipality or its police jurisdiction do not exceed ten thousand dollars (\$10,000) during the year; and
- (2) the taxpayer has no other physical presence within the municipality or its police jurisdiction during the year.

Any other taxpayer that meets the criteria for the purchase of a delivery license, as provided in subsections (a) and (b), and meets those criteria during the current license year as well, shall purchase either a delivery license or a regular business license otherwise applicable to the taxpayer, at its option.

(d) Notwithstanding Section 11-51-90.2, the delivery license shall be calculated in arrears, based on the related gross receipts during the preceding license year.

(e) The purchase of a delivery license or the exemption from the purchase of a delivery license pursuant to subsection (c) shall not, in and of itself, establish nexus between the taxpayer and the municipality for purposes of the taxes levied by or under the authority of Title 40 or other provisions of this title, nor does the purchase of a delivery license, in and of itself, establish that nexus does not exist between the taxpayer and the municipality.

(f) If at any time during the current license year the taxpayer fails to meet the criteria specified in subsections (a) and (b), then within 45 days after any of the criteria have been violated or exceeded, the taxpayer shall purchase a business delivery license or other appropriate license from the municipality and may be subject to a penalty not to exceed ten dollars (\$10).

Appendix

Certification Requirements

All municipalities are required to obtain a copy of each individual/entity's board certifications and/or permits prior to issuance of a municipal business license. For a list of types of licenses that require board certification, [please visit our website here](#). Please provide a copy of your certification/permit along with your application (if applicable).

Issuance of a business license by RDS does not permit business operation unless the business is properly zoned and/or in compliance with all applicable laws/rules and meet all required certifications.

Gross Receipts, Definition of

If the business is physically located in the incorporated city limits or police jurisdiction, the business must report ALL gross receipts for the business conducted in the State of Alabama. They can deduct out-of-state sales. If the business is a service-based business and not physically located in the incorporated city limits or police jurisdiction then they must report the gross receipts for that jurisdiction only.

The measure of any and all receipts of a business from whatever source derived, to the maximum extent permitted by applicable laws and constitutional provisions, is to be used in calculating the amount due for a business license. Provided, however, that:

- A. Gross receipts shall not include any of the following taxes collected by the business on behalf of any taxing jurisdiction or the federal government: All taxes which are imposed on the ultimate consumer, collected by the taxpayer and remitted by or on behalf of the taxpayer to the taxing authority, whether state, local or federal, including utility gross receipts levied pursuant to Article 3, Chapter 21, Title 40; license taxes levied pursuant to Article 2, Chapter 21, Title 40; or reimbursements to professional employer organizations of federal, state or local payroll taxes or unemployment insurance contributions; but no other deductions or exclusions from gross receipts shall be allowed except as provided in this article.
- B. A different basis for calculating the business license may be used by the municipality with respect to certain categories of taxpayers as prescribed in Section 11-51-90B.
- C. For a utility or other entity described in Section 11-51-129, gross receipts shall be limited to the gross receipts derived from the retail furnishing of utility services within the municipality during the preceding year that are taxed under Article 3 of Chapter 21 of Title 40, except that nothing herein shall affect any existing contract or agreement between a municipality and a utility or other entity. The gross receipts derived from the furnishing of utility services shall not be subject to further business license taxation by the municipality.
- D. Gross receipts shall not include dividends or other distributions received by a corporation, or proceeds from borrowing, the sale of a capital asset, the repayment of the principal portion of a loan, the issuance of stock or other equity investments, or capital contributions, or the undistributed earnings of subsidiary entities.

Location Specific, Definition

The up-to-date physical location must be provided on all renewals in order to prevent delays in the issuance of the license.

- a. For each place at which any business is carried on, a separate license shall be paid, and any person desiring to engage in any business for which a license is required shall designate the place at which business is carried on, and the license to be issued shall designate such place, and such license shall authorize the carrying on of such business only at the place designated.
- b. Every person dealing in two or more of the articles, or engaging in two or more of the businesses, vocations, occupations or professions scheduled herein, shall take out and pay for a license for each line of business.
- c. A taxpayer subject to the license authorized by this ordinance that is engaged in business in other municipalities, may account for its gross receipts so that the part of its gross receipts attributable to its branch offices will not be subject to the business license imposed by this ordinance. To establish a bona fide branch office, the taxpayer must demonstrate proof of all following criteria:
 - (i) The taxpayer must demonstrate the continuing existence of an actual facility located outside the police jurisdiction in which its principal business office is located, such as a retail store, outlet, business office, showroom, or warehouse, to which employees and/or independent contractors are assigned or located during regular normal working hours.
 - (ii) The taxpayer must maintain books and records, which reasonably indicate a segregation or allocation of the taxpayer's gross receipts to the particular facility of facilities.
 - (iii) The taxpayer must provide proof that separate telephone listings, signs, and other indications of its separate activity are in existence.
 - (iv) Billing and/or collection activities relating to the business conducted at the branch office or offices are performed by an employee or other representative, of the taxpayer who has such responsibility for the branch office.
 - (v) All business claimed by a branch office or offices must be conducted by and through said office or offices.
 - (vi) The taxpayer must supply proof that all applicable business licenses with respect to the branch office or offices have been issued.
- d. Nothing herein shall be construed as exempting businesses from payment of a license on the basis of a lack of physical location.

New Business Information

Every person who commences business on or after July 1st may pay one-half (1/2) the annual license for such business for that calendar year.

New Business Penalty: In the case of persons who began business on or after the first day of the calendar year, the license fee for such "new business" shall be increased by fifteen (15%) percent for the first fifteen (15) days they shall be delinquent, and shall be measured by an additional fifteen (15%) percent for a delinquency of forty-five (45) days or more.

Police Jurisdiction (PJ), Definition and Rate of

The area outside the incorporated municipality limits. Businesses located in the police jurisdiction are subject to purchase a business license per the municipality's ordinance at one half the normal rates if applicable. Those businesses located in this area may receive, but are not limited to, police, fire, safety, water, sewer, public health, safety, and protection from the municipality.

Penalty and Interest, Rate of

Failure to purchase a license can be punishable by a fine not to exceed the sum of five hundred dollars (\$500) for each offense, and/or imprisonment.

All licenses not paid within thirty (30) days from the date they fall due (January 1st) will increase by a 15% penalty due February 1st plus 1% interest. An additional 15% penalty will be due March 2nd plus 1% interest per month thereafter.

New Business Penalty: In the case of persons who began business on or after the first day of the calendar year, the license fee for such "new business" shall be increased by fifteen (15%) percent for the first fifteen (15) days they shall be delinquent, and shall be measured by an additional fifteen (15%) percent for a delinquency of forty-five (45) days or more.

Posting of License

Every license shall be posted in a conspicuous place, where said business, trade or occupation is carried on, and the holder of the license shall immediately show same to the designee of the municipality upon being requested so to do.

Transfer of License information

No license shall be transferred except with the consent of the council or other governing body of the municipality or of the director of finance or other chief revenue officer or his or her designee, and no license shall be transferred to reflect a physical change of address of the taxpayer within the municipality more than once during a license year and never from one taxpayer to another. Provided that a mere change in the name or ownership of a taxpayer that is a corporation, partnership, limited liability company or other form of legal entity now or hereafter recognized by the laws of Alabama shall not constitute a transfer for purposes of this chapter, unless (1) the change requires the taxpayer to obtain a new federal employer identification number or Department of Revenue taxpayer identification number or (2), in the discretion of the municipality, the subject license is one for the sale of alcoholic beverages. Nothing in this section shall prohibit a municipality from requiring a new business license application and approval for an alcoholic beverage license.

Type of License

Gross-based licenses require the gross receipts to be provided. See Gross Receipts definition for more information. Unit-based licenses require the number of units (employees, vehicles, rooms, agents, days, etc.) to be provided. Flat-based fees have the rates indicated. Failure to provide the required information will delay the issuance of the license.

Zoning

If a business intends to maintain a physical location within the municipality, 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 municipality to create a mechanism for the reporting and payment of any tax liabilities. Contact the municipality for any zoning, building code and/or tax liability requirements. The completion and submission of the 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.

Questions?

All questions regarding the business license renewal process should be directed to RDS.

Website: www.revds.com

Email: bizlicensesupport@revds.com

Phone: 800.556.7274

Fax: 844.528.6529

Free, Easy Online Filing available at <https://rds.bizlicenseonline.com/>.