



# City of Bridgeport (9411) Business License Fee Schedule

including General Information/FAQs



## Thank you for doing business in the City of Bridgeport.

All businesses operating in the city limits or police jurisdiction of the City of Bridgeport 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](mailto: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](#)
- ✚ [Penalty and Interest, Rate of](#)
- ✚ [Posting of License](#)
- ✚ [Transfer of License information](#)
- ✚ [Type of License](#)
- ✚ [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 1<sup>st</sup>.

**License Delinquent Date:** Licenses are considered delinquent after January 31<sup>st</sup>.

**License Expiration:** All licenses (except temporary licenses) expire December 31<sup>st</sup>.

**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](mailto:bizlicensesupport@revds.com)

Website: [www.revds.com](http://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 |
|--------------|-----------|---|--------------------------------------|
| 541.00       | Flat      | Advertising   | \$100.00                             |
| 454.00       | Flat      | Agents/ Sales Persons   | \$75.00                              |
| 312.04       | Flat      | Alcohol - Importers License<br>Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)                             | \$250.00                             |
| 312.05       | Flat      | Alcohol - Liquor Wholesale License<br>Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)                      | \$375.00                             |
| 312.18       | Flat      | Alcohol - Package Store Retail Liquor License<br>Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)           | \$750.00                             |
| 312.12       | Flat      | Alcohol - Retail Beer For Off-Premise Consumption<br>Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)       | \$50.00                              |
| 312.13       | Flat      | Alcohol - Retail Beer for On-Premise Consumption<br>Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)        | \$75.00                              |
| 312.14       | Flat      | Alcohol - Retail Common Carrier Liquor License<br>Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)          | \$250.00                             |
| 312.11       | Flat      | Alcohol - Retail Table Wine for Off-Premise Consumption<br>Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board) | \$75.00                              |
| 312.06       | Flat      | Alcohol - Wholesale Beer<br>Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)                                | \$200.00                             |
| 312.08       | Flat      | Alcohol - Wholesale Beer & Wine<br>Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)                         | \$375.00                             |
| 312.07       | Flat      | Alcohol - Wholesale Wine<br>Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)                                | \$275.00                             |
| 312.03       | Flat      | Alcohol Beverages- Manufactures License<br>Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)                 | \$250.00                             |
| 541.01       | Flat      | Architects<br>Must Provide Board Certification: Architects Registration Board   | \$100.00                             |
| 541.02       | Flat      | Auctioneers<br>Must Provide Board Certification: Auctioneers Board  | \$100.00                             |
| 541.03       | Flat      | Auditors & Public Accountants<br>Must Provide Board Certification: Public Accountancy Board   | \$100.00                             |
| 441.00       | Flat      | Automobile Dealers<br>Must Provide Board Certification: Revenue Department - Regulatory License   | \$100.00                             |
| 532.00       | Flat      | Automobile or Truck Rental  | \$50.00                              |
| 453.00       | Flat      | Bait and Tackle Shop  | \$25.00                              |
| 311.00       | Flat      | Bakers/Bakeries- Prepared Inside City Limits<br>Must Provide Board Certification: Department of Health Permit                             | \$25.00                              |
| 311.01       | Flat      | Bakers/Bakeries- Prepared Outside City Limits<br>Must Provide Board Certification: Department of Health Permit                            | \$50.00                              |
| 522.00       | State Law | Banks- Capital, Surplus, Undivided Profits  | C                                    |
| 812.00       | Unit      | Barbers and Barber Shops – Each Chair (in or not in use)<br>Must Provide Board Certification: Alabama Board of Cosmetology                | \$25.00                              |

| Internal No. | Type  | Classification/Business Description including Certification information   | Calculation Information See Schedule |
|--------------|-------|---|--------------------------------------|
|              |       | and Barbering   |                                      |
| 812.03       | Unit  | Beauty Shops – Each Hairdresser/ Manicurist<br>Must Provide Board Certification: Alabama Board of Cosmetology and Barbering                               | \$25.00                              |
| 441.01       | Flat  | Bicycles/Motorcycles – Sales or Repairs when not in connection with another business  | \$25.00                              |
| 541.04       | Unit  | Billboards- Per Board   | \$100.00                             |
| 541.05       | Flat  | Bondsman  | \$100.00                             |
| 312.00       | Flat  | Bottler- Bottler of carbonated drinks with business inside corporate limits   | \$50.00                              |
| 713.00       | Unit  | Bowling Alley- Each Alley   | \$10.00                              |
| 444.01       | Flat  | Building Material Dealer- Located Outside Corporate Jurisdiction  | \$100.00                             |
| 444.00       | Flat  | Building Material Dealer- Within Corporate or PJ Limits   | \$50.00                              |
| 453.01       | Flat  | Butane, Propane, or Other Bottled Gases   | \$50.00                              |
| 910.09       | Flat  | Candy Machines  | \$35.00                              |
| 811.00       | Flat  | Car Wash  | \$25.00                              |
| 453.02       | Flat  | Cigarette and Cigar Dealers   | \$20.00                              |
| 713.01       | Unit  | Circus or Carnival – Per Day  | \$100.00                             |
| 713.02       | Unit  | Circus or Carnival – Per Week   | \$300.00                             |
| 448.00       | Flat  | Clothing – New  | \$50.00                              |
| 453.03       | Flat  | Clothing – Used – In Addition to Other Merchandise License  | \$50.00                              |
| 453.05       | Flat  | Coal Dealers – Non-Resident   | \$75.00                              |
| 453.04       | Flat  | Coal Dealers – Resident   | \$40.00                              |
| 493.00       | Flat  | Cold Storage  | \$25.00                              |
| 910.08       | Flat  | Condom Machines   | \$10.00                              |
| 236.00       | Flat  | Contractor/ Sub-Contractor- Commercial<br>Must Provide Board Certification: Alabama Licensing Board for General Contractors/Home Builders Licensure Board | \$500.00                             |
| 492.00       | Flat  | Courier/ Delivery Service - Business Located Inside City Limits   | V                                    |
| 492.01       | Gross | Courier/ Delivery Service - Business Located Outside City Limits  | V                                    |
| 238.02       | Flat  | Development of Property   | \$100.00                             |
| 541.06       | Flat  | Directory- Calendars  | \$100.00                             |
| 312.01       | Flat  | Distributor of beverage from outside city   | V                                    |
| 451.00       | Flat  | Dry Cleaners  | \$30.00                              |
| 522.01       | Flat  | Each Bank Branch  | \$50.00                              |

| Internal No. | Type      | Classification/Business Description including Certification information   | Calculation Information See Schedule |
|--------------|-----------|---|--------------------------------------|
| 451.02       | Flat      | Each Dealer in Ammunition Only  | \$10.00                              |
| 451.01       | Flat      | Each Dealer in Pistols/ Weapons   | \$75.00                              |
| 562.01       | Flat      | Each Dumpster/ Can/ Receptacle  | I                                    |
| 327.01       | Flat      | Each Manufacturer of Cement Blocks, Bricks, and Pipe  | \$100.00                             |
| 327.00       | Flat      | Each Manufacturer of Cement of Concrete Dealers or Suppliers  | \$100.00                             |
| 541.08       | Flat      | Each Person Engaged in Practicing   | \$150.00                             |
| 221.00       | State Law | Electric Power Companies  | 3% of gross                          |
| 711.00       | Unit      | Entertainment- Per Event- Per Week  | \$100.00                             |
| 711.01       | Flat      | Entertainment-Dance Schools etc....   | \$50.00                              |
| 484.00       | Flat      | Express Companies   | \$100.00                             |
| 561.00       | Flat      | Exterminator<br>Must Provide Board Certification: Department of Agriculture and Industries  | \$50.00                              |
| 522.02       | Flat      | Finance and Loan Companies<br>Must Provide Board Certification: Alabama Securities Commission   | \$100.00                             |
| 453.06       | Flat      | Fireworks Stand   | \$100.00                             |
| 812.04       | Flat      | Funeral Director/ Home<br>Must Provide Board Certification: Board of Funeral Services   | \$150.00                             |
| 442.00       | Flat      | Furniture Store   | \$100.00                             |
| 447.01       | Unit      | Gasoline Double Pumps   | L                                    |
| 447.00       | Unit      | Gasoline Single Pumps   | K                                    |
| 236.01       | Flat      | General Contractor- Houses<br>Must Provide Board Certification: Alabama Licensing Board for General Contractors/Home Builders Licensure Board | \$250.00                             |
| 713.03       | Flat      | Golf  | \$50.00                              |
| 623.00       | Flat      | Healthcare/ Home Health Care Companies  | \$100.00                             |
| 622.00       | Unit      | Hospital/ Clinics<br>Must Provide Board Certification: Alabama Board of Medical Examiners & Medical Licensure Commission of Alabama           | M                                    |
| 721.00       | Unit      | Hotels/ Motels  | J                                    |
| 524.00       | State Law | Insurance- Fire and Marine  | D                                    |
| 524.01       | State Law | Insurance- Other  | D                                    |
| 423.00       | Flat      | Junk or Salvage Yard  | \$100.00                             |
| 541.07       | Flat      | Kennel / Veterinary Hospital<br>Must Provide Board Certification: Alabama Veterinary Medical Examiners Board                                  | \$150.00                             |
| 541.10       | Unit      | Laundry – Self-Service  | E                                    |
| 541.09       | Flat      | Laundry Service   | \$30.00                              |

| Internal No. | Type      | Classification/Business Description including Certification information                                | Calculation Information See Schedule |
|--------------|-----------|--|--------------------------------------|
| 541.11       | Flat      | Lawyers<br>Must Provide Board Certification: Alabama State Bar   | \$100.00                             |
| 812.02       | Flat      | Manicurist<br>Must Provide Board Certification: Department of Health Permit                            | \$25.00                              |
| 312.02       | Flat      | Manufacturer/ Distributor of non-carbonated drinks   | \$100.00                             |
| 313.00       | Gross     | Manufacturing  | A                                    |
| 812.05       | Flat      | Medium – Fortune Teller  | \$500.00                             |
| 452.00       | Gross     | Merchant – Retail  | B                                    |
| 453.07       | Flat      | Miscellaneous  | \$100.00                             |
| 721.01       | Unit      | Mobile Home Parks  | H                                    |
| 484.01       | Flat      | Motor Transportation   | \$100.00                             |
| 511.02       | Flat      | Newspaper - each Vending Machine   | \$10.00                              |
| 511.00       | Flat      | Newspaper – More than 1 issue per week   | \$50.00                              |
| 511.01       | Flat      | Newspaper – Published Outside City of Bridgeport   | \$50.00                              |
| 511.03       | Flat      | Newspaper – Selling of Newspaper Advertisements  | \$100.00                             |
| 910.03       | Flat      | Nickel or Dime Machine for Weighing  | \$10.00                              |
| 910.04       | Flat      | Nickel, Dime, or Greater for Music / Amusement   | \$15.00                              |
| 811.01       | Flat      | Paint and Body Shop  | \$100.00                             |
| 522.03       | Flat      | Pawn Broker  | \$100.00                             |
| 238.03       | Flat      | Plumber<br>Must Provide Board Certification: State of Alabama Plumbers and Gas Fitters Examining Board | \$75.00                              |
| 910.00       | Unit      | Pool Room- Each Pool Table   | \$15.00                              |
| 323.01       | Flat      | Print Shop – Outside City Making Deliveries Inside City  | \$150.00                             |
| 323.00       | Flat      | Print Shop – Within Corporate and PJ Limits  | \$100.00                             |
| 515.00       | Flat      | Radio and Television Station   | \$100.00                             |
| 482.00       | State Law | Railroad   | \$50.00                              |
| 531.00       | Flat      | Real Estate Agent, Broker, Dealer  | \$100.00                             |
| 532.02       | Unit      | Rental Apartments, House, Trailers - Each Unit   | \$10.00                              |
| 532.01       | Flat      | Renting or Leasing – Real or Personal Property   | \$100.00                             |
| 811.02       | Flat      | Repairs and Service  | \$50.00                              |
| 623.01       | Unit      | Rest Home or Sanitarium  | G                                    |
| 722.00       | Flat      | Restaurants<br>Must Provide Board Certification: Department of Health Permit                           | \$100.00                             |

| Internal No. | Type      | Classification/Business Description including Certification information  | Calculation Information See Schedule |
|--------------|-----------|--|--------------------------------------|
| 811.03       | Flat      | Sandblasting or Painting Service   | \$100.00                             |
| 611.00       | Flat      | Schools – Private/ College for Profit  | \$50.00                              |
| 812.01       | Flat      | Shoe Shine Stand   | \$5.00                               |
| 713.04       | Flat      | Shooting Gallery   | \$50.00                              |
| 713.05       | Flat      | Skating Rink   | \$100.00                             |
| 910.07       | Flat      | Soda Machines  | \$50.00                              |
| 312.17       | Flat      | Special Events Retail License  | \$500.00                             |
| 312.15       | Flat      | Special Retail License, Less than 30 Days  | \$600.00                             |
| 312.16       | Flat      | Special Retail License, More than 30 Days  | \$750.00                             |
| 238.00       | Flat      | Sub-Contractors<br>Must Provide Board Certification: Alabama Licensing Board for General Contractors/Home Builders Licensure Board | \$100.00                             |
| 447.02       | Flat      | Tank Trucks for Delivery   | \$50.00                              |
| 485.00       | Unit      | Taxicabs – Each Cab  | \$25.00                              |
| 517.00       | Flat      | Telegraph Companies  | \$75.00                              |
| 517.02       | State Law | Telephone - Long Distance  | \$27.00                              |
| 517.01       | State Law | Telephone Companies – Local Exchange   | \$105.00                             |
| 515.01       | Gross     | Television Cable Companies   | 3% of gross                          |
| 512.00       | Flat      | Theaters   | \$100.00                             |
| 441.02       | Flat      | Tire Dealers   | \$100.00                             |
| 441.03       | Flat      | Tire Repairs   | \$25.00                              |
| 238.01       | Flat      | Tradesman in Business  | \$20.00                              |
| 910.06       | Flat      | Vending Machines – Amusement Games (Electronic)  | \$15.00                              |
| 910.05       | Flat      | Vending Machines – Amusement Games (Manual)  | \$15.00                              |
| 910.01       | Flat      | Vending Machines – Penny Machines  | \$1.00                               |
| 910.02       | Flat      | Vending Peanuts or Peanut Products Only  | \$10.00                              |
| 312.1        | Flat      | Warehouse  | \$200.00                             |
| 312.09       | Flat      | Warehouse, In Addition to Principal Warehouse  | \$200.00                             |
| 562.00       | Gross     | Waste Garbage Grease Collection  | F                                    |

# Calculation Information

## Schedule "A" – Manufacturing

If number of employees are:

|                                       |          |
|---------------------------------------|----------|
| Under 25 Employees                    | \$25.00  |
| Between 25 Employees and 50 employees | \$50.00  |
| Over 50 employees                     | \$100.00 |

## Schedule "B" – Merchant Retail

|                       |          |
|-----------------------|----------|
| Less than \$20,000.00 | \$50.00  |
| Over \$20,000.00      | \$125.00 |

## Schedule "C" – Banks

|  |         |
|--|---------|
| Banks- Capital, Surplus, Undivided Profits     |         |
| \$50,000 or less                               | \$10.00 |
| \$50,000 - \$100,000                           | \$20.00 |
| \$100,001 - \$150,000                          | \$30.00 |
| \$150,001 - \$200,000                          | \$40.00 |
| \$200,001 - \$250,000                          | \$50.00 |
| \$250,001 - \$300,000                          | \$60.00 |
| \$10.00 per \$50,000 Increments Over \$300,000 |         |

## Schedule "D" – Insurance

Insurance- Fire and Marine- shall pay an annual license of \$4.00 on each \$100.00 or major fraction thereof of the gross premiums. 1<sup>st</sup> year of business, minimum of \$30.00 is to be paid.

Insurance- Other- annual license tax of \$50.00; plus \$1.00 for each \$100.00 or major fraction thereof the gross premium returns on all policies. 1<sup>st</sup> year of business, minimum of \$50.00 is to be paid

## Schedule "E" – Laundry Self Service

|                          |         |
|--------------------------|---------|
| Each Machine up to ten   | \$10.00 |
| For each machine over 10 | \$5.00  |

## Schedule "F" – Waste Garbage Grease Collection

|                                 |          |
|---------------------------------|----------|
| First Truck                     | \$500.00 |
| Each additional truck operating | \$200.00 |

### **Schedule “G” – Rest Home or Sanitarium**

|                     |         |
|---------------------|---------|
| Five beds or less   | \$50.00 |
| Each additional Bed | \$3.00  |

### **Schedule “H” – Mobile Home Parks**

|                             |         |
|-----------------------------|---------|
| Each Lot up to 10           | \$30.00 |
| Each additional lot over 10 | \$3.00  |

### **Schedule “I” – Each Dumpster/ Can/ Receptacle**

|                                 |         |
|---------------------------------|---------|
| Each Dumpster/Can/Receptacle    | \$50.00 |
| Fee for servicing each customer | \$6.00  |

### **Schedule “J” – Hotels/ Motels**

|                      |          |
|----------------------|----------|
| First 25 Rooms       | \$100.00 |
| Each additional room | \$4.00   |

### **Schedule “K” – Gasoline Single Pumps**

|                             |         |
|-----------------------------|---------|
| First Single Pump           | \$20.00 |
| Each additional single hose | \$10.00 |

### **Schedule “L” – Gasoline Double Pumps**

|                             |         |
|-----------------------------|---------|
| First Double Hose           | \$40.00 |
| Each additional double hose | \$20.00 |

### **Schedule “M” – Hospital/ Clinics**

|                     |          |
|---------------------|----------|
| Five beds or less   | \$100.00 |
| Each additional bed | \$5.00   |



## Schedule "V" - Delivery License

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

\$ 100.00

**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. 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 (\$500.00). All licenses not paid within thirty (30) days from the date they fall due (January 1<sup>st</sup>) will increase by a 15% penalty due February 1<sup>st</sup> plus 1% interest. An additional 15% penalty will be due March 2<sup>nd</sup> 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](http://www.revds.com)

Email: [bizlicensesupport@revds.com](mailto:bizlicensesupport@revds.com)

Phone: 800.556.7274

Fax: 844.528.6529

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