



Town of Glen Allen (9165) Business License Fee Schedule

including General Information/FAQs



Thank you for doing business in the Town of Glen Allen.

All businesses operating in the town limits of the Town of Glen Allen 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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- ✦ [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 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	\$50.00
721110.00	Flat	Accommodations – Hotels, motels, and similar facilities	\$50.00
721214.00	Flat	Accommodations – Trailer Parks, RV Parks, Travel Parks	\$150.00
541211.00	Flat	Accountant/CPAs – Individuals and/or firm professional license Must Provide Board Certification: Public Accountancy Board	\$50.00
541199.00	Flat	All other Legal Services Must Provide Board Certification: Alabama State Bar	\$25.00
522298.00	Flat	All Other Non-Depository Credit Intermediation- Pawn Shops, etc.	\$50.00
315999.00	Flat	Apparel Manufacturing – All apparel	\$50.00
541310.00	Flat	Architect – Individual and/or firm professional license Must Provide Board Certification: Architects Registration Board	\$50.00
541110.00	Flat	Attorney/Lawyers – Individual and/or firm professional license Must Provide Board Certification: Alabama State Bar	\$50.00
521111.00	Flat	Bank Branch or ATM	\$25.00
521110.00	Flat	Bank Main Office – Not branch location or an ATM	\$100.00
812111.00	Flat	Barber Shop Must Provide Board Certification: Alabama Board of Cosmetology and Barbering	\$25.00
812112.00	Flat	Beauty Shop Must Provide Board Certification: Alabama Board of Cosmetology and Barbering	\$25.00
212111.00	Flat	Bituminous Coal and Lignite Surface Mining	\$100.00
212112.00	Flat	Bituminous Coal Underground Mining	\$100.00
515210.00	Flat	Cable and Other Subscription Services	\$100.00
811192.00	Flat	Car Washes – Coin operated, manual	\$25.00
910003.00	Units	Category for Number of Amusement Devices/Games Must Provide Number of Devices	C
910002.00	Units	Category for Number of Pool Tables Must Provide Number of Pool Tables	D
910001.00	Units	Category for Number of Vending Machines – All types Must Provide Number of Machines	C
621310.00	Flat	Chiropractor – Individual and/or firm professional license Must Provide Board Certification: Chiropractic Examiners Board	\$100.00
448130.00	Flat	Clothing/Accessories – Men, women, children, infants, shoes, etc.	\$100.00
541519.00	Flat	Computer Related Services	\$25.00
236221.00	Flat	Contractors – General – itinerant not local Must Provide Board Certification: Alabama Licensing Board for General Contractors/Home Builders Licensure Board	\$50.00
236220.00	Flat	Contractors - General, commercial buildings, residential, subdivisions, etc. Must Provide Board Certification: Alabama Licensing Board for General Contractors/Home Builders Licensure Board	\$50.00
237991.00	Flat	Contractors – Heavy construction – itinerant not local Must Provide Board Certification: Alabama Licensing Board for General Contractors/Home Builders Licensure Board	\$50.00
237990.00	Flat	Contractors - Heavy construction, highway, bridge, street, water, sewer Must Provide Board Certification: Alabama Licensing Board for General Contractors/Home Builders Licensure Board	\$50.00

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
238920.00	Flat	Contractors – Specialty trades - All other type of specialty trade	\$50.00
238340.00	Flat	Contractors – Specialty trades – Carpentry contractors	\$50.00
238110.00	Flat	Contractors – Specialty trades – Concrete contractors	\$50.00
238310.00	Flat	Contractors – Specialty trades – Drywall and insulation contractors	\$50.00
238210.00	Flat	Contractors – Specialty trades – Electrical contractors Must Provide Board Certification: Alabama Electrical Contractors Board	\$50.00
238910.00	Flat	Contractors – Specialty trades - Excavation and site development	\$50.00
238350.00	Flat	Contractors – Specialty trades – Finishing contractors	\$50.00
238330.00	Flat	Contractors – Specialty trades – Floor coverings/all types	\$50.00
238130.00	Flat	Contractors – Specialty trades – Framing	\$50.00
238150.00	Flat	Contractors – Specialty trades – Glass and glazing contractors	\$50.00
238220.01	Flat	Contractors – Specialty trades – Heating, air conditioning Must Provide Board Certification: Alabama Board of Heating & Air Conditioning & Refrigeration Contractors	\$50.00
238140.00	Flat	Contractors – Specialty trades – Masonry and stone contractors	\$50.00
238320.00	Flat	Contractors – Specialty trades – Painting and wall covering	\$50.00
238220.00	Flat	Contractors – Specialty trades – Plumbing Must Provide Board Certification: State of Alabama Plumbers and Gas Fitters Examining Board	\$50.00
238160.00	Flat	Contractors – Specialty trades – Roofing contractors	\$50.00
238170.00	Flat	Contractors – Specialty trades – Siding contractors	\$50.00
238120.00	Flat	Contractors – Specialty trades – Structural steel erectors	\$50.00
445120.00	Flat	Convenience Stores	\$50.00
492110.00	Flat	Couriers – local messengers, services, local delivery services	\$50.00
624410.00	Flat	Day Care Services Must Provide Board Certification: Department of Human Resources	\$25.00
999999.00	Gross	Delivery-- Business Located Inside City Limits	V
999999.01	Gross	Delivery-- Business Located Outside City Limits	V
621210.00	Flat	Dentist – Individual and/or firm professional Must Provide Board Certification: Board of Dental Examiners of Alabama	\$100.00
541330.00	Flat	Engineer – Individual and/or firm professional license Must Provide Board Certification: Engineers & Land Surveyors Professional Licensure Board	\$50.00
561710.00	Flat	Exterminating Services – Exterminating company and its services Must Provide Board Certification: Department of Agriculture and Industries	\$50.00
713940.00	Flat	Fitness and Recreational Sports Industries	\$25.00
453110.00	Flat	Florists	\$50.00
311612.00	Flat	Food Manufacturing – Meat processed from carcasses	\$50.00

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
812119.00	Flat	Fortune Teller or Clairvoyant	\$50.00
442110.00	Flat	Furniture – Home furnishings	\$50.00
337129.00	Flat	Furniture Manufacturing – Cabinets, office, household, beds, outdoor, leisure	\$50.00
447110.00	Flat	Gasoline/Retail – Selling gasoline without convenience stores	\$100.00
811111.00	Flat	General Automobile Repair	\$50.00
452990.00	Flat	General Merchandise Stores – Department, Warehouse, Superstores	\$150.00
453220.00	Flat	Gift Shops – Novelty, souvenir shops	\$50.00
444130.00	Flat	Hardware Stores	\$50.00
524210.00	Flat	Insurance Agent Office – Administration of third parties, pension funds, annuities Must Provide Board Certification: Insurance Department	\$100.00
524126.00	State Law	Insurance Company – Casualty, fire, and/or marine premiums	11-51-120/123
524128.00	State Law	Insurance Company – Health, allied and all other premiums	11-51-120/123
561720.00	Flat	Janitorial Firm – Janitorial cleaning services – Individual or firm professional license	\$50.00
561730.00	Flat	Landscaping Services - Complete	E
561730.01	Flat	Landscaping Services - Mowing	E
531110.00	Flat	Lessor of Residential Buildings/Dwellings	\$50.00
333990.00	Flat	Machinery Manufacturing – Office machinery, industrial, engines, farm, HVAC	\$50.00
332999.00	Flat	Metal Fabrication – Cutlery, structural, ornamental, machine shops	\$50.00
212299.00	Flat	Mining – (Except oil and gas)	\$100.00
213112.00	Flat	Mining Support Services – for oil and gas mining activities, oil/gas wells, etc.	\$100.00
339999.00	Flat	Miscellaneous Manufacturing – Manufacturing not defined in separate category	\$50.00
441310.00	Flat	Motor Vehicle and Parts – Auto, motorcycles, boats, parts, accessories	\$50.00
441110.00	Flat	Motor Vehicles – New and or Used – Dealerships or Lots Must Provide Board Certification: Revenue Department - Regulatory License	\$50.00
812113.00	Flat	Nail Salon Must Provide Board Certification: Alabama Board of Cosmetology and Barbering	\$25.00
327331.00	Flat	Nonmetallic Manufacturing – Glass, cement, lime, pottery, brick, tile, etc.	\$50.00
454392.00	Gross	Non-Store Retailer – Peddlers license/itinerant peddler	B
454391.00	Gross	Non-Store Retailer – Peddlers license/local peddler	B
621390.00	Flat	Offices of all other Health Care Providers Must Provide Board Certification: Alabama Board of Medical Examiners & Medical Licensure Commission of Alabama	\$100.00
211111.00	Flat	Oil and Gas Extraction	\$100.00
621320.00	Flat	Optometrist – Individual and/or firm professional license Must Provide Board Certification: Optometry Board	\$100.00

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
446110.00	Flat	Pharmacies and Drug Stores Must Provide Board Certification: Pharmacy Board	\$100.00
541921.00	Flat	Photographer – Studios, portrait, commercial, services	\$50.00
621111.00	Flat	Physician – Individual and/or firm professional license Must Provide Board Certification: Alabama Board of Medical Examiners & Medical Licensure Commission of Alabama	\$100.00
445230.00	Flat	Produce Markets – Fruit and Vegetable	\$25.00
541990.00	Flat	Professional Services Not Elsewhere Classified – Scientific, technical	\$50.00
511110.00	Flat	Publishing Industries – Newspapers, books, periodicals, databases, software	\$50.00
532310.00	Flat	Rental and Leasing – General rental centers	\$50.00
532230.00	Flat	Rental and Leasing – Movie and video rental	\$50.00
811219.00	Flat	Repairs and Maintenance – All Electronic Equipment	\$50.00
811412.00	Flat	Repairs and Maintenance – Appliance repair and Maintenance	\$50.00
811118.00	Flat	Repairs and Maintenance – Auto, paint/body, hand washing	\$50.00
811411.00	Flat	Repairs and Maintenance – Home and garden equipment	\$50.00
722212.00	Flat	Restaurant – Full service restaurant facility Must Provide Board Certification: Department of Health	\$50.00
722211.00	Flat	Restaurant – Limited facility or service Must Provide Board Certification: Department of Health	\$25.00
237110.00	Flat	Special Trades – Water well drilling and irrigation	\$50.00
445110.00	Flat	Supermarkets/Grocery Stores – Except Convenience Stores	\$100.00
541360.00	Flat	Surveyor – Individual and/or firm professional license Must Provide Board Certification: Engineers & Land Surveyors Professional Licensure Board	\$25.00
541213.00	Flat	Tax Preparation Services	\$50.00
513322.00	Flat	Telecommunications – Cellular and other wireless, paging, etc. (Per 11-51-128)	\$15.00
513310.00	Flat	Telecommunications – Telephone local (Per 11-51-128)	\$60.00
513320.00	Flat	Telecommunications – Telephone long distance (Per 11-51-128)	\$15.00
441320.00	Flat	Tire Dealers	\$50.00
453991.00	Flat	Tobacco Stores	\$100.00
336112.00	Flat	Transportation Manufacturing – Auto, truck, trailer, motor home, boat	\$50.00
999111.00	Flat	Unclassified Miscellaneous Business Services not elsewhere classified	\$50.00
999222.00	Flat	Unclassified Miscellaneous Personal Services not elsewhere classified	\$50.00
453310.00	Flat	Used Merchandise Stores	\$50.00
221122.00	Gross	Utilities - Electric power or light company – state regulated	A

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
221210.00	Gross	Utilities - Natural gas company – state regulated	A
541940.00	Flat	Veterinarian – Individual and/or firm professional license Must Provide Board Certification: Alabama Veterinary Medical Examiners Board	\$50.00
493110.00	Flat	Warehousing and Storage – Distribution, household, refrigerated, etc.	\$50.00
562998.00	Flat	Waste Management – Companies, trucks, septic tanks, landfill services, etc.	\$100.00
423990.00	Flat	Wholesale Trade – Durable , vehicle, machinery, equipment, furniture	\$100.00
424990.00	Flat	Wholesale Trade – Non-Durable , Paper, apparel, grocery, beverages, dairy	\$100.00
424720.00	Flat	Wholesale Trade - Wholesale gasoline distributor	\$100.00
321999.00	Flat	Wood Manufacturing – Sawmills, wood preservation, veneer, trusses, millwork	\$50.00

Calculation Information

SCHEDULE "A" – ELECTRICAL COMPANY AND GAS COMPANY

For selling or distributing electrical current or natural gas, an amount equal to three percent of the gross receipts of the business transacted in the municipality for the previous year for the sale or distribution of electrical current or natural gas from any point in or into the municipality. A municipality board is exempt from this license fee.

SCHEDULE "B" – PEDDLERS

Daily Rate	Issued for a single day sales activity	\$10
Weekly Rate	Issued for a week long of sales activity	\$30
Monthly Rate	Issued for a month long of sales activity	\$50
Yearly Rate	Issued for an annual sales activity	\$100

SCHEDULE "C" – VENDING MACHINES, AMUSEMENT DEVICES

There shall be a charge for each machine vending any merchandise product -- \$5 per machine

SCHEDULE "D" – BILLIARD AND/OR POOL TABLES

The license fee shall be as follows:

For one (1) to two (2) billiard or pool tables	\$75
All billiard or pool tables over two (2) in the establishment	\$45 per Table

SCHEDULE "E" – LANDSCAPING SERVICES

The license fee shall be as follows:

Complete landscaping services	\$30
Mowing and brush cutting services	\$10

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 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 (\$500.00) 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 15% for the first fifteen (15) days they shall be delinquent, and shall be measured by an additional 15% 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/>.