

Thank you for doing business in the Town of Harpersville.

All businesses operating in the city limits or police jurisdiction of the Town of Harpersville 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:

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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
	Gross	* * MANUFACTURING – Gross receipts	
721191.00	Gross	Accommodations - bed and breakfast inns and services	A
721310.00	Gross	Accommodations - rooming houses and boarding houses	A
721214.00	Gross	Accommodations - trailer parks, RV parks, and travel parks	A
541211.00	Gross	Accountant/CPAs - individual and/or firm professional license Must Provide Board Certification: Public Accountancy Board	A
524292.00	Gross	Agent Office - administration of third parties, pension funds, annuities, etc	A
115114.00	Gross	Agriculture Support - Cotton Industry– Cotton Gin, Farm Mgt, Post-harvest activities.	A
312121.00	Flat	Alcohol - Beer - on/off premise - state regulated through ABC Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)	\$75.00 Per State Code
312122.00	Flat	Alcohol - Beer Off Premise Only Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)	\$50.00 Per State Code
445310.00	Gross	Alcohol - Beer, Wine Retail –(Package Stores – selling beer, wine and liquor plus general mdse) – Must also purchase 312141.03 Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)	A
312141.01	Flat	Alcohol - Club Liquor Class II State regulated through ABC Must also purchase 312121 & 312131 Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)	\$650.00 Per State Code
722410.00	Gross	Alcohol - Night Club (Drinking Establishment – club, lounge, bar or other (Must also purchase 31212 1& 31213 1& 312142 & any other state regulations.) Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)	A
312141.02	Flat	Alcohol - Package Store Liquor Class II State regulated through ABC Must also purchase 312121 & 312131 Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)	\$650.00 Per State Code
312141.00	Flat	Alcohol – Restaurant Retail Liquor — State regulated through ABC Must also purchase 312121 & 312131 Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)	\$650.00 Per State Code
312132.01	Flat	Alcohol - Wholesale Beer – Distributors License Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)	\$275.00 Per State Code
312132.00	Flat	Alcohol - Wholesale Table Wine & Beer – Distributors License Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)	\$375.00 Per State Code
312132.02	Flat	Alcohol - Wholesale Table Wine– Distributors License Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)	\$275.00 Per State Code
312131.00	Flat	Alcohol - Wine - on/off premise - state regulated through ABC Must Provide Board Certification: Alcoholic Beverage Control Board (ABC Board)	\$75.00 Per State Code

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
541310.00	Gross	Architect - individual and/or firm professional license Must Provide Board Certification: Architects Registration Board	A
522.01	Flat	ATM/Bank Branch	\$10.00
541110.00	Gross	Attorney/Lawyers - individual and/or firm professional license Must Provide Board Certification: Alabama State Bar	A
421990.00	Gross	Auto Parts, Wholesale	A
812200.00	Gross	Bail Bondsman Must Provide Board Certification: Alabama Security Commission	\$75.00 Plus additional \$1.00 for each additional \$1,000.00 of gross receipts in excess of \$100,000.00
999101.00	Gross	Delivery Bakery Truck – Department Store – Feed Truck – Furniture Store – Meat – Milk & Dairy Products – Produce & Groceries – Tobacco Products – Gas Companies / LPG	See Schedule V
522.00	Flat	Bank or S/L Main	\$125.00
812199.01	Gross	Barber Must Provide Board Certification: Alabama Board of Cosmetology and Barbering	A
812199.02	Gross	Beautician Must Provide Board Certification: Alabama Board of Cosmetology and Barbering	A
999102.00	Gross	Beverage, soft drink Delivery	See Schedule V
541211.01	Gross	Bookkeeper	A
444130.00	Gross	Building materials - hardware, paint, home center, wallpaper, nursery	A
561740.00	Gross	Carpet & Upholstery Cleaning Services	A
910003.00	Units	Category for number of – amusement devices and/or games (In addition to the license thereto, there shall be a cost per machine)	\$75.00 per coin operated machine/See Schedule P
910002.00	Units	Category for number of – Billiard and/or Pool Tables (In addition to the license thereto, there shall be a cost per machine)	\$75.00 per pool table/See Schedule O
722320.00	Gross	Caterers Must Provide Board Certification: Department of Health Permit	A
624410.00	Gross	Child Day Care Services Must Provide Board Certification: Department of Human Resources	A
621310.00	Gross	Chiropractor - individual and/or firm professional license Must Provide Board Certification: Chiropractic Examiners Board	A
541511.00	Gross	Computer Programmer - individual and/or professional firm license	A
236221.17	Gross	Contractors: Building Equipment & Mechanical Install	A
236221.08	Gross	Contractors: Carpentry	A
236221.11	Gross	Contractors: Concrete	A
236221.06	Gross	Contractors: Drywall, Acoustical & Insulation	A

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
236221.04	Gross	Contractors: Electrical Contractors Must Provide Board Certification: Alabama Electrical Contractors Board	A
236221.15	Gross	Contractors: Excavation And Site Development	A
236221.09	Gross	Contractors: Floor Coverings/All Types	A
236220.00	Gross	Contractors: General, commercial building, residential subdivisions Must Provide Board Certification: Alabama Licensing Board for General Contractors/Home Builders Licensure Board	A
236221.14	Gross	Contractors: Glass And Glazing	A
236221.02	Gross	Contractors: Heating & Air Conditioning Must Provide Board Certification: Alabama Board of Heating & Air Conditioning & Refrigeration Contractors	A
236221.19	Gross	Contractors: Itinerant Not Local	A
236221.05	Gross	Contractors: Masonry And Stone	A
236221.18	Gross	Contractors: Non General & Non Heavy	A
236221.03	Gross	Contractors: Painting And Wall Covering	A
236221.01	Gross	Contractors: Plumbing Must Provide Board Certification: State of Alabama Plumbers and Gas Fitters Examining Board	A
236221.10	Gross	Contractors: Roofing, Siding & Sheet Metal	A
236221.13	Gross	Contractors: Structural Steel Erection	A
236221.07	Gross	Contractors: Tile, Marble, Terrazzo & Mosaic	A
236221.12	Gross	Contractors: Water Well Drilling & Irrigation	A
236221.16	Gross	Contractors: Wrecking And Demolition	A
492110.00	Flat	Deliveries - Business Located Inside City Limits- couriers and local messengers, services, local delivery services	V
492110.01	Gross	Deliveries -- Business Located Outside of City Limits	V
621200.00	Gross	Dentist - individual and/or firm professional license Must Provide Board Certification: Board of Dental Examiners of Alabama	A
443112.00	Gross	Electronic & appliance store - household, radio, television, computers	A
541330.00	Gross	Engineer - individual and/or firm professional license Must Provide Board Certification: Engineers & Land Surveyors Professional Licensure Board	A
561710.00	Gross	Exterminating services - exterminating company and its services Must Provide Board Certification: Department of Agriculture and Industries	A
111998.00	Gross	Feed, Seed, and Fertilizer (Farming & Crop Production)	A
453220.00	Gross	Florist	A
445120.00	Gross	Food & beverage stores - Grocery , convenience store, markets	A

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
442290.00	Gross	Furniture - furniture, home furnishings, stores, floor coverings, window	A
331528.04	Gross	Furniture manufacturing - cabinets, office, household, beds, medical, kitchen	A
447110.01	Gross	Gasoline Pump	Base Rate with Gross Receipt PLUS per nozzle pump fee of \$30.00 per nozzle
447110.00	Gross	Gasoline Retail - selling gasoline with or without convenience stores	A
446199.00	Gross	Health care stores - cosmetic, optical, health food	A
524126.00	State Regulated	Insurance Company - health, allied and all other premiums	11-51-120/123
524126.01	State Regulated	Insurance Company - casualty, fire, and/or marine premiums	11-51-120/123
561720.00	Gross	Janitorial firm - janitorial cleaning services - individual or firm	A
453310.01	Gross	Junk Dealer	A
561730.00	Gross	Landscaping- tree removal, irrigation sprinkler	A
561731.00	Gross	Lawn Maintenance- tree trimming, lawn main., pressure washing	A
811117.00	Gross	Locksmith	A
331528.03	Gross	Machinery manufacturing - office machinery, industrial, engines, farm, HVAC	A
811119.00	Gross	Machinery Repair Shop	A
331528.02	Gross	Metal fabrication - cutlery, structural, ornamental, machine shops	A
331528.01	Gross	Miscellaneous manufacturing - specialty manufacturing not defined in separate categories (pallet manufacturers,others)	A
453992.00	Gross	Miscellaneous retailers - gift, novelty, pet, art, tobacco,	A
722110.03	Units	Mobile Food Unit per day Annual Operating Permit issued by the City Clerk Department of Health Permit	B
722110.02	Units	Mobile Food Unit per week Annual Operating Permit issued by the City Clerk Department of Health Permit	B
722110.04	Flat	Mobile Food Unit per year Annual Operating Permit issued by the City Clerk Department of Health Permit	B
236223.00	Gross	Mobile Home- Movers/ Sales & deliveries	A
423990.00	Gross	Monument Dealers	A
512131.00	Gross	Motion pictures - theatres , videos, recording, drive-ins, sound studios	A
441310.00	Gross	Motor vehicle & parts - auto, motorcycles, boats, parts, accessories	A
441311.00	Gross	Motor vehicles - new and/or used - dealerships and lots Must Provide Board Certification: Revenue Department - Regulatory License	A

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
454391.00	Units	Non-Store Retailers - direct selling, mail order, Temp.Vendors/Commercial promoted, Concession stands/ Souvenir, Solicitor	\$40.00 weekly
454392.00	Units	Non-Store Retailers - direct selling, mail order, Temp.Vendors/Commercial promoted, Concession stands/ Souvenir, Solicitor	\$20.00 daily
623110.00	Gross	Nursing Home/Care - residential care facility, day care, assisted living Must Provide Board Certification: Alabama Board of Examiners of Nursing Home Administrators	A
621320.00	Gross	Optometrist - individual and/or firm professional license Must Provide Board Certification: Optometry Board	A
485113.00	Gross	Passenger transportation - charter and other vehicle transit services	A
522298.00	Gross	Pawn Shop (Broker) - whether title pawn or merchandise	A
454391.01	Gross	Peddlers selling <i>Door-to-Door</i> or Store-to-Store:	<u>Up To \$75.00/see Schedule I</u>
812199.00	Gross	Personal Services - hair, skin, diet, nail, tanning	A
446199.01	Gross	Pharmacy/Drug Store	A
541921.00	Gross	Photographer - studios, portrait, commercial, services	A
621111.00	Gross	Physician - individual and/or firm professional license Must Provide Board Certification: Alabama Board of Medical Examiners & Medical Licensure Commission of Alabama	A
331528.00	Gross	Primary metal manufacturing - iron, steel, aluminum, wire, copper, foundries Cotton Gin –	A
541990.00	Gross	Professional Services Not Elsewhere Classified - scientific, technical, perc test	A
531390.00	Gross	Real estate - offices, agents, brokers, management, appraisers	A
532230.00	Gross	Rental and leasing - movie and video rental , auto, truck, trailer, RV, all tangible property	A
811118.00	Gross	Repairs and maintenance - auto, paint/body, carwash, other vehicular/ tire repair only/ all electronic equipment/ all appliances, home & garden equipment	A
722110.00	Gross	Restaurant - full service restaurant facility Must Provide Board Certification: Department of Health Permit	A
722211.00	Gross	Restaurant –Deli Must Provide Board Certification: Department of Health Permit	A
453993.00	Gross	Sales	A
517410.00	Gross	Satellite- setup/ dealers	A
236222.00	Gross	Service Man	A
624229.00	Gross	Social assistance – shelter, vocational, abuse, emergency, (Recreation Building)	A
541360.00	Gross	Surveyor - individual and/or firm professional license Must Provide Board Certification: Engineers & Land Surveyors Professional Licensure Board	A
812199.03	Gross	Tanning	A

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
517310.00	Gross	Telecommunications - Cellular and other Wireless, paging - resellers of service	A
517310.01	State Regulated	Telephone Local	– Apply Code of Ala 11-51-128
517310.02	State Regulated	Telephone Long Distance	– Apply Code of Ala 11-51-128
454389.00	Gross	Temporary Permit – Auction, Circus, Seasonal businesses etc.	A
484230.00	State Regulated	Truck transportation - terminal - state regulated	37-3-33
453310.00	Gross	Used Merchandise Stores - books, miscellaneous, consignment, flea market	A
221122.00	Gross	Utilities - electric power or light company - state regulated	3% of gross * /See Schedule G
221210.00	Gross	Utilities - natural gas company - state regulated	3% of gross * /See Schedule G
221310.00	Gross	Utilities - water, sewage treatment, steam, and other	3% of gross * /See Schedule G
541940.00	Gross	Veterinarian - individual and/or firm professional license Must Provide Board Certification: Alabama Veterinary Medical Examiners Board	A
453991.00	Gross	Washateria – Laundry – Dry Cleaning	A
562998.00	Gross	Waste management (Sanitation Service) - companies, trucks, septic tanks, landfill, services Must Provide Board Certification: Alabama Onsite Waterwaste Board	A
811410.00	Gross	Wrecker Service- wrecker services	A

Calculation Information

Schedule "A" - \$75.00 Plus Additional \$1.00 for each additional \$1,000 of gross receipts in excess of \$100,000.

Schedule "B" – Mobile Food Unit

\$75.00 yearly
\$40.00 weekly
\$20.00 daily

Schedule "G" - Utilities

Amount of license is state regulated. See Section 11-51-129 of the Code of Alabama 1975. For those utilities covered, the license shall not exceed an amount equal to three percent of the gross receipts of the business transacted in the municipality for the previous year

Schedule "H" - Beer, Wine & Liquor

State of Alabama Code	Classification	Amount	Licensing Notes
040 (Beer On/Off Premise)	312121	\$75.00	
050 (Beer Off Premise Only)	312122	\$50.00	
060 (Table Wine On/Off Premise)	312131	\$75.00	
070 (Table Wine Off Premise Only)	312131	\$75.00	
010 (Lounge Retail Liquor Class I)	312121	\$75.00	All three codes are part of the package plus the business license code.
	312141	\$650.00	
	312131	\$75.00	
011 (Package Store Liquor Class II)	312122	\$75.00	All three codes are part of the package plus the business license code.
	312141	\$650.00	
	312131	\$75.00	
020 (Restaurant Retail Liquor)	312121	\$75.00	All three codes are part of the package plus the business license code.
	312141	\$650.00	
	312131	\$75.00	
032 (Club Liquor Class II)	312121	\$75.00	All three codes are part of the package plus the business license code.
	312141	\$650.00	
	313131	\$75.00	
110 (Wholesale Table Wine & Beer)	312132	\$375.00	Distributors License

Schedule "I" – Peddlers - Sch # 454391)

Daily Rate	issued for single day sales activity	\$ 20.00
Weekly Rate	issued for week long sales activity	\$ 45.00
Monthly Rate	issued for month long sales activity	\$ 50.00
Yearly Rate	issued for annual sales activity	\$ 75.00

Schedule "K" - Telephones & Telecommunications

Rate: \$75.00 Plus Addl \$1.00 for each addl \$1,000 of gross receipts in excess of \$100,000 Except for State Regulated Licenses

Schedule "L" - Special Events Licenses – See Sch # 454389

Rate: \$75.00 Plus an additional \$1.00 for each additional \$1,000 of gross receipts in excess of \$100,000

Schedule "N" - Vending Machines

In addition to the license thereto, there shall be a fee for each machine.

Schedule "O" - Billiard and/or Pool Tables – See Sch #910002

In addition to the license thereto, there shall be a fee for each table.

Schedule "P" - Amusement Devices – See Sch # 910003

In addition to the license thereto, there shall be a toffee for each machine.

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). 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/>.