

How To Complete the Downloadable Form for Alabama Business Licenses

Free, Easy Online Filing available at
www.bizlicenseonline.com

- Please complete all areas of the form in full.
- The form should be typed or printed legibly.
- The form should be dated and signed by an owner, partner, or officer of the business.
- The form will initiate the process for registering your business with the municipality.

If your business will have a physical location within the municipality, please use that address on the front of the form. Complete separate forms for each physical location in the municipality. A business license must be purchased for every municipality and/or county in which the business has a physical presence if required by said municipality/county. To file for multiple jurisdictions, visit our website at www.bizlicenseonline.com.

After completing the form it can be mailed, sent by fax, or emailed to RDS.

Upon receipt of the completed form, RDS will provide any additional forms and information regarding other specific requirements to you in order to complete the license process and collect fees due.

All license renewals are due January 1st and delinquent February 1st, unless otherwise specified, with the exception of insurance company licenses which are due January 1st, delinquent March 2nd.

The form is intended as a simplified, standard mechanism for businesses to initiate contact with a municipality concerning their activities within that municipality. All questions regarding the business license renewal process should be directed to RDS.

Requirements/Definitions:

Location: Business licenses are location-specific. The up-to-date physical location must be provided on all renewals in order to prevent delays in 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.

Definition of Police Jurisdiction: The area outside the incorporated municipality limits. Businesses located in this area may be subject to purchase a business license based on 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. Review the fee schedule [here](#) to confirm if a Police Jurisdiction fee is enforced and the rate.

Certifications: All municipalities are required to obtain a copy of each individual's/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.

Definition of Gross Receipts: If your fee is based upon the amount of capital invested or value of goods, stocks, furniture and fixtures or amount of sales or receipts as required for disclosure in order to obtain a business license, you must calculate and pay the additional license fee. Your application will not be accepted if you fail to do so and may result in additional penalties and interest.

If the business has a physical location within the municipality, all gross receipts for that location are used, including receipts from sales outside the municipality or within its police jurisdiction. However, if there are also branches located outside the municipality, only the sales made into the municipality by those branches would be included. Only receipts derived from sales within ALABAMA should be included; sales into other states should not be included. (See the US Constitution's Commerce Clause.) **If your municipality's business license fee is based on gross receipts, you must report those gross receipts in order to obtain your business license.**

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