

GENERAL BUSINESS LICENSE CHECKLIST

FINANCE AND ADMINISTRATION SERVICES

This checklist is designed to aid both the Applicant and the City in the completion and processing of the business license application. Completed application and all required documentation may be submitted in person or by mail, email revenue@cityofgulfshores.com.

All business licenses expire December 31st. Renewals are due January 1st and are delinquent after January 31st. (Insurance company licenses are delinquent after March 1st.)

Completion of application:

- Completed business license application (separate application per business location)
 - Application must be typed or printed
 - Signed by owner, partner, or business officer (unless submitted electronically)
- Required documentation:
 - Copy of driver's license
 - Alabama State License Permit/Certificate (if applicable)
 - Cosmetologist (www.aboc.state.al.us)
 - Real Estate Agents/Property Managers (www.arec.alabama.gov)
 - Massage Therapist (www.almtbd.state.al.us)
 - Security Officers (www.asrb.alabama.gov)
 - Alabama State Contractors License Certification (if applicable)
- Franchise Agreement (if applicable)
 - Separate application required with associated fees
 - City Council approval required
 - Businesses that may require franchise agreement:
 - Cable/satellite companies
 - Mobile food trucks
 - Public beach services
 - Sanitation
 - Taxi cabs
 - Utility services
 - Waste services (residential/non-residential/C&D)

Processing of application:

- Physically located in Gulf Shores:
 - Revenue: reviews application and required documentation for completeness
 - Planning & Zoning: reviews for zoning compliance
 - Fire Marshal: performs safety inspection (if applicable)
 - Revenue: collects payment and issues certificate
- Outside city limits of Gulf Shores:
 - Revenue: reviews application and required documentation for completeness
 - Revenue: collects payment and issues certificate