

GENERAL INFORMATION FOR NEW BUSINESSES

The City of Birmingham has authority through State law to license all businesses conducting trade or performing services within its city limits. The license year is based on a calendar year--January 1st through December 31st . **ALL licenses** (except transient or temporary event licenses) **expire December 31st of each year, regardless of the date purchased.**

Applications for new business licenses are taken daily between the hours of 8:00 a.m. and 4:45 p.m. at the office of the Tax and License (Revenue) Administration Division, First Floor, City Hall (Room TL-100), 710 North 20th Street, Birmingham, AL 35203. You may also download an "Application for Tax Certificate" (ATC) form. For a list of documents required to process a new business license application, please see Supplemental Documentation Checklist.

Office Phone Number:(205) 254-2198

Fax Number: (205) 254-2963

When permitted by the Business License Code (Ordinance 97-183 as amended), new business licenses are prorated by quarter-year increments. Alcoholic Beverage license fees, however, are NOT prorated. When based on gross receipts or gross revenues, your license will be annualized after the first ninety (90) days of operations, based on the amount of gross receipts generated during your first ninety (90) days, as attested to in a sworn affidavit. Renewal of your license for the second year of operation must also be calculated on an annualized figure, representative of 12 months of gross receipts.

BUSINESS LICENSE DUE DATES: All license renewals become DUE ANNUALLY ON JANUARY 1ST, and become delinquent as follows:

General Licenses:	Delinquent after February 15 th
Alcoholic Beverages:	Delinquent after January 15 th
Insurance Companies:	Delinquent after March 4 th

Applicable penalties will be assessed for late payment. (See also Due Dates, Penalties, Interest) If business operations have been discontinued as of January 1st, it is the responsibility of the taxpayer to notify the Tax and License Administration Division *in writing* of the cessation of the business operations in the City. Additionally, taxpayers are responsible for providing written notification of any change of address, business structure or organization, and/or ownership.

ALCOHOLIC BEVERAGE LICENSES: Applications for the retail sale or distribution of alcoholic beverages in a public location within the city limits are processed by the Tax and License Administration Division. *Applications are taken by appointment only.* Call (205) 254-2198 for information and/or an appointment. **Alcoholic beverage licenses are not assignable.** Contact the Tax and License Administration Division at (205) 254-2198, or the Alabama ABC Board Field Enforcement Office at (205) 942-7955 prior to purchasing a business which holds a valid ABC license. Please see Alcoholic Beverage Licenses for more information.

DANCE / POOL TABLE LICENSES: Applications for Division I and Division II Dance Hall licenses, and for the operation of pool tables (coin-operated and/or standard) are taken by the Tax and License Administration Division *by appointment only*. Please call **(205)254-2198** to make an appointment. Division I Dance Hall provides for patron dancing only. Division II Dance Hall is classified as an “ADULT ESTABLISHMENT” and covers all forms of entertainment dancing, exhibitions and/or performances, as defined by Ordinance No. 97-183, as amended.

DANCERS/PERFORMERS (Division IV Dancing) IN AN ESTABLISHMENT SERVING ALCOHOL must obtain the proper Police Department permit and a valid business license (Division IV Dancing) *before* dancing or performing. The establishment in which the applicant will dance or perform *must be a licensed Division II adult establishment*. Contact Officer Fred Patterson at (205) 254-6416, or the Tax and License Administration Division at (205) 254-2198 for more information.

TRANSIENT DEALERS - SPECIAL EVENTS: Transient Dealers are considered to be all persons, partnerships, associations, corporations, or any other type of business, both principals and agents, whether a resident of the City of Birmingham or not, who engage or conduct in this City either in one locality or in traveling from place to place, temporary shows, (including but not limited to, trade shows, festivals, fairs, arts and crafts shows, home shows, boat shows, gun shows), a temporary/seasonal business, a temporary or transient business of selling, or soliciting orders for the sale of goods, wares, or merchandise with the intention of continuing in said business in said City for a period of not more than 180 days, and who rent, lease, use, occupy, either in whole or in part, for the purpose of carrying on such business use, any room (including public rooms or space in hotels or motels), building, area within the Birmingham-Jefferson Civic Center or other publicly or privately-owned building, any lot or parcel of land, any motor vehicle including trucks and semi-trailers, tent, booth, stand or other approved structures within the City, for the exhibition and sale of such goods, wares and merchandise.

All transient dealers are required to be licensed pursuant to the provisions of Section 2, Ordinance No. 97-183. See Transient Dealers - Special Events for licensing requirements and additional information.

PEDDLERS & STREET VENDORS: No peddlers or street vendors (including ticket scalpers) are permitted to operate within the City without a current, valid business license. In addition to a current, valid business license, a special permit is required to peddle or vend in the downtown City Center Study Area* (**This area includes the Five Points South business district**). To obtain a permit to vend in this area, please contact Operation New Birmingham at (205) 324-8756. To obtain a permit to vend in the Birmingham Civil Rights District, please contact Urban Impact (not ONB), at (205) 328-1850.

- * “No vending is allowed on sidewalks, streets, highways, or roadways located within the “Study Area” designated under the Master Plan for Downtown Birmingham, namely that area bounded on the north by 12th Avenue North, on the east by Red Mountain Expressway and 26th Street North, on the south by Highland Avenue South and 12th Avenue South and on the west by I-65,

and the streets and sidewalks within neighborhood retail business districts within the City without authorization. Such authorization must be obtained in addition to a business license.”

REGULATED LICENSES: Applicants for certain types of licenses are required to show evidence of current, valid licensure or certification by a City, County or State Board regulating the specific business or industry *before* a City business license can be issued or renewed. Examples of such businesses include, but are not limited to: Electricians, Plumbers, Gas Fitters, Heating and Air Conditioning Contractors, Landscape Architects and Gardeners; Tree Pruners and/or Tree Surgeons.

In addition to providing proof of Board licensure or certification, as the case may be, electricians, plumbers, and/or gas fitters are required to post a surety bond with the City. The bond must be executed on the City’s bond form. Generic bond forms will *not* be accepted. Bond forms may be obtained via mail, fax, or they may be downloaded (Electricians, Plumbers, etc. Bond Forms). While it is acceptable to fax a copy of the properly executed bond form to the Tax and License Administration Division at (205) 254-2963 to begin the application process, the *original* bond form containing original signatures must be received in the office of the Tax and License Administration Division before the application process can be completed.

Applicants for licenses for eating/food establishments, bars, tattoo parlors, boarding homes, domiciliaries, and similar businesses must present a current, valid Health Department permit at the time of application. Day Care centers must present a current, valid Zoning Certificate of Operation (ZCO), as well as a current, valid Day Care license issued through the County or State Department of Human Resources *before* a City license can be issued.

There may also be additional requirements for these and other types of businesses; therefore, applicants should contact the Tax and License Administration Division at (205) 254-2198 for additional information about licensing requirements for specific types of businesses.

REFERENCE LIST OF AGENCIES

State of Alabama: *Note:* State business licenses are issued through the local county courthouse.

Alcoholic Beverage Control Board, Field Enforcement Office
Ste 106, 211 Summit Pkwy, Homewood, AL 35209
Phone: (205) 942-7955

Alabama Department of Revenue, (ADOR) Sales and Use Tax Division
2024 3rd Avenue North, Birmingham, AL 35203
Phone: (205) 323-0012

Jefferson County:

Health Department
1400 6th Avenue South, Birmingham, AL 35233
Phone: (205) 930-1215 (Food Services Division) (205) 933-9110 (Other Divisions)

Jefferson County Revenue Department
A-100 Jefferson County Courthouse, Birmingham, AL 35203
Phone: Business Licenses (205) 325-5197
Phone: Sales, Use, Occupational, Liquor Tax(205) 325-5185

Jefferson County Sheriff's Department
2200 8th Ave N., Birmingham, AL 35203
Information: (205) 325-5900

Shelby County:

Health Department-Environmental Division
Phone: (205) 733-0878

Business License Inspector
200 W College St., Columbiana, AL
Phone: (205) 669-3740

Federal Government:

Internal Revenue Service
Federal Tax Information and Assistance
1-800-829-1040

Chamber of Commerce:

2027 1st Avenue North, Birmingham, AL 35203
Phone: (205) 324-5461

Operation New Birmingham:

215 20th Street North, Birmingham, AL 35203
Phone: (205) 324-8796

City of Birmingham Regulatory and Enforcement Divisions

Vending - Restricted Areas / Special Permits

City Center Study Area - Downtown and Five Points South Business Districts
Operation New Birmingham (205) 324-8756

Civil Rights Museum Area - 14th to 18th St N. / 2nd Ave to 8th Ave N.
Urban Impact (205) 328-1850

Religious/Charitable Solicitation
Mayor's Office - Scotty Colson (205) 254-2317

Legion Field; Linn Park; Park or Stadium Property
Park and Recreation Board (205) 254-2391

Transient Vendors - Multi-vendor sponsored events
Tax and License Administration Division (205) 254-2198

Police Department:

Vice Division - Officer Fred Patterson (205) 254-6416
Sale of Alcoholic Beverages
Ticket Scalpers
Street Vending/Peddling
Dance Hall - Division I and II
Adult Establishments
Dancer Permits
Pool Tables
Pornography
Escort Services
Massage Parlors

Inspections Division - Officer Doug Foster (205) 254-1737
Taxi and Limousine
Wreckers
Jitneys

Inspections Division - Sgt. B. R. McDonald (205) 254-1738
Pawn Shops
Gold & Silver Dealers