

### CITY OF HENAGAR, ALABAMA BUSINESS APPLICATION

(CONFIDENTIAL)

**Complete and Mail/Fax To:**

CITY OF HENAGAR  
PO BOX 39  
HENAGAR, AL 35978  
  
(256) 657-6282  
Fax (256) 657-5690

**Applicant Complete This Box**

FEIN \_\_\_\_\_  
ST of AL TAX # \_\_\_\_\_  
**FORM OF OWNERSHIP (Check One)**  
Sole Prop. \_\_\_\_\_ Partnership \_\_\_\_\_  
Corp. \_\_\_\_\_ Prof Assoc \_\_\_\_\_  
LLC \_\_\_\_\_ Other \_\_\_\_\_

Please Print or Type

SEE REVERSE SIDE FOR INSTRUCTIONS AND FURTHER INFORMATION

**Application Type:** New \_\_\_\_\_ Owner Change \_\_\_\_\_ Name Change \_\_\_\_\_ Location Change \_\_\_\_\_

**Legal Business Name:** \_\_\_\_\_

**Trade Name:** (If different from above) \_\_\_\_\_

**Business Activities:**(Brief description- Retail clothing sales, wholesale food sales, rental of industrial equip., computer consulting, etc)

**Physical Address:** \_\_\_\_\_  
(Street) (City) (State) (Zip)

**Mailing Address:** : \_\_\_\_\_  
(Street) (City) (State) (Zip)

**Telephone:** \_\_\_\_\_  
(Business) (Fax) (Home Phone)

**Name & Phone # for Contact Person** \_\_\_\_\_ ( ) \_\_\_\_\_

**Email address for contact:** \_\_\_\_\_

**List Following for Owner(s), Partners, or Officers (Attach separate sheet if necessary)**

Name Residence Address SSN (if not publicly traded co.) Title

**Date Business Activity Initiated or Proposed in Henagar:** \_\_\_\_\_ **# of Employees in Henagar** \_\_\_\_\_

This application has been examined by me and is, to the best of my knowledge, a true and complete representation of the above named entity, and person(s) listed.

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Title** \_\_\_\_\_

**THIS AREA FOR MUNICIPAL USE ONLY**

**REVIEWED BY:** \_\_\_\_\_

**ACCOUNT ID #** \_\_\_\_\_ **LICENSE CODE** \_\_\_\_\_ **AMOUNT \$** \_\_\_\_\_

**PHYSICAL LOCATION:**  CITY  POLICE JURISDICTION  OUTSIDE CORP LIMITS & PJ  
**ZONING CLASSIFICATION:** \_\_\_\_\_ **BUILDING APPROVAL:**  YES  NO  N/A **FIRE CODE**

**Tax Types:**  Sales/Seller's Use  Consumer Use  Rental/Lease  Alcohol  
 Tobacco  Gast/Motor Fuel  Business License

**Tax Filing Frequency:**  Monthly  Quarterly  Annual  Occasional

**Business Type:**  Retail  Wholesale  Building Contractor  Service  Professional  
 Manufacturer  Rental  Other \_\_\_\_\_

- **PLEASE COMPLETE ALL AREAS OF THE FORM EXCEPT FOR THE SHADED AREA AT THE BOTTOM.**
- **FORM SHOULD BE TYPED OR PRINTED LEGIBLY**
- **FORM SHOULD BE DATED AND SIGNED BY AN OWNER, PARTNER, OR OFFICER OF THE BUSINESS**
- **FORM WILL INITIATE THE PROCESS FOR REGISTERING YOUR BUSINESS WITH THE MUNICIPALITY**

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- **IF YOUR BUSINESS WILL HAVE A PHYSICAL LOCATION WITHIN THE MUNICIPALITY PLEASE USE THAT ADDRESS ON THE FRONT OF THIS FORM. (Complete separate forms for each physical location in the city)**
  - ***AFTER COMPLETING THIS FORM IT CAN BE MAILED, SENT BY FAX, OR WHERE POSSIBLE, SENT BY ELECTRONIC MAIL TO THE MUNICIPALITY.***
  - **UPON RECEIPT OF THE COMPLETED FORM, THE MUNICIPALITY WILL PROVIDE ANY ADDITIONAL FORMS AND INFORMATION REGARDING OTHER SPECIFIC REQUIREMENTS TO YOU IN ORDER TO COMPLETE THE LICENSING PROCESS.**

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**BEGINNING JANUARY 2008  
ALL LICENSE RENEWALS ARE DUE JANUARY 1 AND DELINQUENT AFTER JANUARY 31 WITH THE FOLLOWING EXCEPTIONS:**

**INSURANCE COMPANY LICENSE: DUE JANUARY 1, DELINQUENT AFTER MARCH 1**

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This form is intended as a simplified, standard mechanism for businesses to initiate contact with a municipality concerning their activities within that city. A business license will be required prior to engaging in business. If a business intends to maintain a physical location within the city, 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 city to create a mechanism for the reporting and payment of any tax liabilities. If that is the case, you will be provided the materials for that registration process.

The completion and submission of this 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.

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**SHOULD THERE BE ANY QUESTIONS CONCERNING THE COMPLETION OF THIS FORM OR THE LICENSING AND/OR REGISTRATION PROCESS, PLEASE CALL THE NUMBER ON THE FRONT OF THIS FORM TO OBTAIN MORE DETAILED EXPLANATION.**