



CITY OF DOTHAN

Department of Planning and Development

Business License Division

P. O. Box 2128 · DOTHAN, ALABAMA 36302 · 334-615-4410 (o) · 334-615-4419 (f)

www.dothan.org

Email: revenueofficer@dothan.org

Privilege License Procedure

The following are simplified procedures for obtaining a Privilege License in Dothan. Not all of the following apply in every instance.

- 1) **Complete an Application for a Privilege License.** This is obtained in the Business License Office by calling (334) 615-3165 or from the website at www.dothan.org under the "How Do I?" tab. Information needed for the application includes: ownership, name of business, type of business, address, (both mailing and physical location), telephone number, federal ID number, etc. Applicants will be given a compliance form when the application is filed.
- 2) **Zoning Clearance.** This is your first stop because not all uses are appropriate at a given location in the city. Certain uses may require rezoning approval or special exception approval before a license will be granted including home-based businesses. Site improvements may be required. These processes are in addition to the business license compliance process and may require additional time and money. We strongly advise you to contact the Planning and Development Department early in the process. Most signs (including portables) also require permitting. Please contact (334) 615-4410 for more information.
- 3) **Complete the Compliance Form.** After getting zoning clearance, complete the compliance form. Compliance forms are available from the Business License Office. Businesses which are located in the corporate limits of the City of Dothan must be inspected and approved by the Building Inspections office, (334-615-4450), and the Fire Marshal's office (334-615-3500). In addition, several other approvals are required from various agencies located in City Hall. Those agencies are listed on the compliance form.
- 4) **Businesses wanting to serve food must obtain a health certificate or food permit from the Houston County Health Department.** A grease interceptor will be required (new) or inspected (existing) for a food service establishment. For more information about obtaining a food permit from the Houston County Health Department, call (334) 678-2815.
- 5) **If alcoholic beverages are applied for, the applicant must have the Board of Commissioner's approval.** An application for an alcohol license is initiated with the ABC Board, telephone (334) 792-9155, and applies to the sale of alcoholic beverages both on and off premise. Once complete, submit the application to the City Clerk in Room 213 of the Roy Driggers Municipal Building (Civic Center), telephone (334) 615-3162. Additional information may be required to complete processing.
- 6) **Businesses in the building or construction industry, in addition to obtaining a City of Dothan Privilege License, may also need a state contractor's/homebuilder's license and have a bond on file.** For more information concerning contractors/homebuilders licenses, call the Business License Office at (334) 615-3165.
- 7) **If you are planning to make alterations to the building you intend to occupy, you may need a building, electrical and/or plumbing permit depending on the improvements planned.** For more information concerning construction permits, call (334) 615-4450.
- 8) **If you are planning to install an alarm system now, or in the future, you must notify the Dothan Police Department of its existence and secure a permit from the Police Chief.** Please contact (334) 615-3625 for more information.
- 9) **Historical areas of the city.** Dothan has three historic districts. If you plan to locate in one of these areas, especially in older downtown, please note that a separate approval from the Historic Preservation Commission is required for ANY external work including signs and painting. There are some exceptions so please contact the Planning and Development Department at (334) 615-4410.
- 10) **If you have any questions or need more information, please contact the License Office, either by:**

U.S. Mail

City of Dothan
Department of Planning and Development
Business License Division
P. O. Box 2128 Dothan, AL 36302

Telephone

(334) 615-3163 or (334) 615-3165

Getting a Business License in Dothan Alabama. A Checklist

___ Obtain a Business License application from the Business License Office or online at www.dothan.org.

___ Obtain a Compliance Form from the Business License Office. (334) 615-3163/3165.

Check with zoning (334-615-4410). This should be your first stop. Is the property zoned for the desired use? Y/N - Is the property located in a Historic District? Y/N - Does the property require SITE improvements? - Y/N **Compliance form signature required.**

___ *The Downtown Group (334-793-3097) or the Downtown Redevelopment Authority (334-699-8118) may be able assist you.*

___ Check with Engineering Services for easements (334-615-6620). **Compliance form signature required.**

___ Do you need an address? (334-615-6620). **Compliance form signature required.**

Schedule an inspection with Building Inspections (334-615-4450). **Compliance form signature required.**

___ Day/Time of my Inspection is: _____

Schedule an inspection with the Fire Marshal (334-615-3500). **Compliance form signature required.**

___ Day/Time of my inspection is: _____

___ Arrange for Utilities to be connected (334-615-4450). **Compliance form signature required.**

___ Do you need an alcohol beverage license? *This is a separate process.* Contact the ABC Board at 334-792-9155 and City Clerk's Office, 334-615-3162.

___ Are you going to prepare and serve food? Health Department approval required. Grease (FOG) interceptor required. **Compliance form signature required.** Contact the Houston County Health Department at 334-678-2815.

___ Are you going to put up a new sign or use a temporary sign? A sign permit is required. *This is a separate process.* Contact Planning & Development at 334-615-4410.

___ Are you forming an LLC or Corporation? Contact the Secretary of State at www.sos.alabama.gov, 334-242-5324 and Houston County Probate Office at 334-677-4723.

___ Do you have your Federal Tax ID number? Contact the IRS at www.irs.gov

___ Are you selling a taxable product? Get a sales tax ID number. Contact RDS of Alabama at 800-556-7274 or Alabama Department of Revenue, Dothan Division at 334-793-5803.

___ Contractors: Contact the Business License Division **BEFORE** beginning jobs inside the city limits. 334-615-3163/3165 (see contractor's reference sheet).

___ Need to obtain a business loan, start a business, or keep your business afloat? Contact the Alabama Small Business Development Center at 334-674-2425 or www.asbdc.org.

Other suggested resources:

Small Business Toolkit, Dothan Chamber of Commerce. Available online at <http://www.dothan.com> - under the "Doing Business" tab.

Downtown Welcome Packet, available online at www.dothan.org/Departments/Planning - see "Resources" section.

The Downtown Group, phone 334-793-3097

The Downtown Dothan Redevelopment Authority, 334-699-9118.