CITY OF DOTHAN, ALABAMA BUSINESS APPLICATION

Complete and Mail

City of Dothan P.O. Box 2128 Dothan, AL 36302 (334) 615-3166 Fax: (334) 615-5167

Email: businesslicense@dothan.org

(CONFIDENTIAL)

Complete all highlighted areas

Please Print or Type Refer to attached checklist for additional help

Applicant Complete This Box					
	FEIN:				
	ST of Ala 1	<mark>Гах #:</mark>			
	NAICS CO	<mark>DE:</mark>			
Form of Ownership (Check One)					
☐ Sole Proprietor		☐ Partnership			
☐ Corporation		☐ Professional Assoc.			
□ LLC		☐ Other			

Business Activities: (Brief description of activity – ex. retail clothing sales, wholesale food sales, rental of industrial equipment, computer consulting, etc.)

APPLICATION TYPE: NEW	RENEWAL	☐ OWNER CHANGE	□ NAME CHANGE	☐ LOCATION CHANGE		
Legal Business Name:						
Trade Name: (If different from a	above)					
Physical Address:						
(Street)		(City)		(State)	(Zip)	
Mailing Address:						
(Street)		(City)		(State)	(Zip)	
Telephone:(Business)		(Fax)		(Home Phone-In	case of emergency)	
		(rdx)		(Home Phone-In case of emergency)		
Email:		RDS Acct. #:	RDS T	axpayer Name:		
Name/Phone # for Contact Pers	<mark>on</mark> :		()_			
List Names of Owner(s), Partner	rs, or Officers (Attach	n separate sheet if necess	<mark>ary)</mark>			
<u>Name</u>	Residence A	<u>ddress</u>	<u>SSN</u>	<u>Title</u>		
Date Business Activity Initiated This application has been exami						
person(s) listed. I understand th	at the issuance of a					
of Alabama licensing requireme Date Si	nts being satisfied. gnature			Title		
		THIS AREA FOR MUNIC	IPAL USE ONLY			
ACCOUNT ID #			REVIEW	ED BY:		
PHYSICAL LOCATION:	□СІТУ	□OUT	SIDE CORP LIMITS			
ZONING CLASSIFICATION:		RUII D	ING APPROVAL: □YES	□NO □N/A	FIRE CODE	
					1 III 2002	
TAX TYPES: □SALES/SELLER'S	USE □CONSUMI	ER USE □RENTAL	□LODGINGS	□ALCOHOL		
□OCCUPATIONAL	□товассо	□GAS/MOTOR	FUEL □BUSINE	ESS LICENSE		
TAX FILING FREQUENCY:	□MONTHLY [□QUARTERLY □ANN	UAL □OTHER			
BUSINESS TYPE: □RETAIL	□WHOLESA	LE BUILDING CONT	RACTOR SERVIC	E □PROFESSIONAI		
□MANUFA	CTURER [□RENTAL □OTH	ER			
					_	

CHECKLIST FOR BUSINESS LICENSE APPLICATION

Did I provide my Federal Tax ID number (FEIN or TIN)? This is issued by the IRS.
Did I provide my State of Alabama tax ID and/or sales tax number? This number usually begins with the letter "Funless filing under your SSN.
Did I provide my NAICS (North American Industry Classification System) Code? <i>Visit</i> https://www.census.gov/eos/www/naics/ to determine your NAICS code. Businesses with multiple activities may have more than one NAICS code they operate under. The Dothan Area Chamber of Commerce can be reached at (334) 792-5138 or (800) 221-1027 for assistance with determining the appropriate NAICS code.
Did I check the form of Ownership (Sole Proprietor, LLC, Corp, Partnership)? You must select sole proprietor, unless you have legally filed LLC or Corporation papers with your Home County and/or state. Partnerships must provide agreement paperwork.
Did I provide the business name? Legal business name is the name the business files taxes under. The trade name is usually DBA. Please list legal business name and, if applicable, DBA.
Did I provide the business activities? <i>License fees are based on the business activity conducted inside the city limits of Dothan. If more than one activity, please list each one.</i>
Did I provide physical and mailing addresses? If physical address is inside city limits, you must complete additional paperwork. A physical address cannot be a PO Box or UPS mailbox store.
Did I provide contact information? A telephone number for the business and business owner is needed. You may also provide an email address as an additional contact means.
Did I provide name and number for a contact individual? This individual is either the business owner or someone who you will allow the City of Dothan to speak with concerning your business license.
Did I provide information of all owners and/or partners? SSN is not needed unless you file taxes under that number.
Did I provide a copy of recorded Articles of Incorporation, LLC, and/or partnership agreements (if applicable)? A recorded copy is stamped showing where the articles were recorded in your home county and/or state.
Did I date and sign my application? An application not signed is considered incomplete. It must be signed by someone who is authorized to act on behalf of the company and must be listed on application.
Did I provide the start date of business activities? This is the date you began/will begin your business.
Did I provide the number of employees I will have inside the city limits of Dothan? This does not apply to all businesses.

If you need additional assistance, please contact the business license division at (334) 615-3166 or businesslicense@dothan.org.