City of Northport, Alabama
New Business Application

Finance Department · Revenue Division

3500 McFarland Blvd · P.O. Box 569
Northport, Alabama 35476

Phone (205) 339-7000
Fax (205) 339-3046

revenue@cityofnorthport.org

FOR OFFICE USE ONLY
DATE RECEIVED & BY:

Account ID #: _____

Please Print or Type

Application Type: ☐ **New** ☐ **Owner Change** ☐ **Name Change** ☐ **Location Change** ☐ **Reactivation**

Form of Ownership: ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Limited Liability Company
☐ Non-Profit Organization ☐ Other (Specify) _____

FEIN Number: _____ **State of Alabama Resale Number:** _____

Legal Business Name _____

Trade Name (DBA) (if different from above) _____

Type of Business: ☐ Retailer ☐ Wholesaler ☐ Manufacturer ☐ Restaurant ☐ Contractor ☐ Transportation
☐ Convenience Store/Gas Station ☐ Professional Services ☐ Financial, Insurance, Real Estate ☐ Other

Brief Description of Business _____

Physical Address _____
STREET CITY STATE ZIP

Mailing Address _____
STREET CITY STATE ZIP

Business Telephone _____ **Fax** _____ **Cell** _____

Email Address _____

FEIN Number _____ **State of AL Tax Number** _____

List the owner(s), partners, or officers of the entity. Attach an additional sheet if necessary.

	Name	Title	DL State & Number (attach copy)	SSN
1.				
2.				
3.				

Contact Person Name and Phone: _____

Date Business Activity Initiated or Proposed in Northport: _____ **# of Employees:** _____

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Physical Location: ☐ **Northport City Limits** ☐ **Northport Police Jurisdiction** ☐ **Outside City Limits & PJ**

Tax Types: ☐ **Sales** ☐ **Sellers/Consumers Use** ☐ **Rental** ☐ **Lodging** ☐ **Liquor** ☐ **Tobacco**

Others Needed: ☐ **Home Occupation** ☐ **Code Compliance** **Project #:** _____
☐ **Health Dept.** ☐ **Home Builders License** ☐ **General Contractor License**
☐ **Specialty Board License** ☐ **ABC Board/Alcohol License Process**

Please read the following before completing and signing the application.

- You must be a citizen of the United States or lawfully present in the United States to get a business license with the City of Northport. Proof of citizenship or lawful presence must be shown (i.e., driver's license, passport, United States Visa, etc.).
- If you will have a physical location in Northport or will be operating a business out of your home, other departments must sign off on your location before a business license can be issued. Contact our office for more information.
- State law requires any facility selling food to have a current food service permit that is issued by the local county health department. Please provide a copy with this application.
- All HVAC, electrical, plumbing, landscaping and other trade or craft licensees must provide a copy of the appropriate State Certification Card required of said trade person or craftsman.
- City of Northport business licenses are based on gross receipts from the prior year. For a first-year business license, you must estimate your gross receipts from the time business operations begin until December 31st of the current year. This estimate will be corrected and annualized (if needed) the next year, which may result in a balance/credit being applied to the next year's license fee.
- City of Northport business licenses are for a calendar year. Our business licenses expire December 31st and are to be renewed by February 15th to avoid penalty and interest. There is no waiver of penalties for business license. A renewal reminder will be mailed to the mailing address listed on this application.

Business License Fee – Contact our office at 205-339-7000 for help with code and fee.

NAICS Code: _____ Schedule: _____	
Estimated Gross Receipts (for remainder of this year) $_____ X _____%	**$**_____
Base Fee	**$**_____
Application Fee	**$ 30.00**
Issue Fee	**$ 10.00**
Penalty/Interest (if applicable)	**$**_____
Half Year Credit (if applicable)	**$**_____
Total Amount Due	**$**_____

By signing this application, you certify that the information provided on this document is true and correct to the best of your knowledge and you understand and agree to the policies listed herein. You also certify, under penalty of perjury, that you are a U.S. Citizen or are lawfully present in the United States and are conducting this transaction on behalf of a U.S. Citizen or lawfully present alien. Please note that Section 30 of Act 2011-535 establishes criminal penalties for entering into a business transaction on behalf of an illegal alien.

_____ _____
Printed Name Title

_____ _____
Signature Date