



GENERAL BUSINESS LICENSE CHECKLIST

This checklist is designed to aid in the completion of and processing of the business license application. The completed application and all required documentation may be submitted in person, by mail, email, or online. Please go to our website www.cityofnorthport.org to submit your application online.

All business licenses expire December 31st. Licenses can be renewed January 1st and are delinquent after February 15th. Insurance company licenses are due March 1st.

Completion of application:

- Completed business license application
 - Application must be signed by owner, partner, or business officer (unless submitted electronically)
- Required documentation:
 - Copy of driver's license
 - Alabama State License Permit/Certificate (if applicable)
 - Cosmetologist (www.aboc.state.al.us)
 - Real Estate Agents/Property Managers (www.arec.alabama.gov)
 - Massage Therapist (www.almtbd.state.al.us)
 - Security Officers (www.asrb.alabama.gov)
 - Alabama State Contractors License Certification (if applicable)

Processing of application:

- Physically located in city limits of Northport:
 - Revenue: reviews application and required documentation for completeness
 - Planning & Zoning: reviews for zoning compliance
 - Building: Performs building code inspection
 - Fire: Performs safety inspection
 - Revenue: Collects payment and issues license
- Outside city limits of Northport:
 - Revenue: Reviews application and required documentation for completeness, collects payment, issues license
- Operating a business out of a home:
 - Revenue: reviews application and required documentation for completeness
 - Planning & Zoning: reviews for zoning compliance
 - Revenue: Collects payment and issues license