

CITY OF FLORENCE

NEW BUSINESS INFORMATION SHEET

Your City of Florence business license is good through December 31st of each year. If your license is based on gross receipts, you will be asked to give us a projected gross amount from the month in which you begin your business through the end of the calendar year. License fees are adjustable at the end of the calendar year for the first renewal only. Flat fee license are pro-rated after July 1st of each year on a half-year basis only.

All licenses must be renewed before February 1st in order to avoid delinquent penalties of 15% or 30%. Renewals will be mailed to you at the mailing address that we have in our files the last week of December of each year. If you do not receive a notice by January 10th, please contact us. You are required to renew if still in business on January 1st and **IT'S YOUR RESPONSIBILITY TO DO SO WHETHER YOU RECEIVE A NOTICE OR NOT.**

Please notify us, in writing, if at any time you go out of business, change addresses, change ownership, or cease doing business during the year in the City of Florence.

ZONING: The Building Department must approve the office location, within the city limits, for every new business applicant to ensure proper zoning. Although zoning regulations prohibit the operation of a business from a residence, in some situations, some business operations are allowed as an accessory use to the residence. There are restrictions that apply to these uses which will be explained by a Building Department Official.

STATE OF ALABAMA AND/OR LAUDERDALE COUNTY LICENSE: Check with the License Commissioners Office at the Florence-Lauderdale Government Building concerning both of these licenses. These licenses expire each year on September 30th. Questions concerning State/County licenses can be answered by telephoning 760-5833. You should also check for the licensing requirements in any city you may conduct business.

CITY OF FLORENCE SALES TAX: Contact RDS/AlaTax; 2317 Third Ave. North: Birmingham, AL 35203 or by telephoning 205-324-0088 or online at www.AlaTax.com.

LAUDERDALE COUNTY SALES TAX: Contact RDS/AlaTax; 2317 Third Ave. North: Birmingham, AL 35203 or by telephoning 205-324-0088 or online at www.AlaTax.com.

STATE OF ALABAMA SALES TAX: Contact the Alabama Department of Revenue Taxpayer Service Center; 874 Reservation Road; Muscle Shoals, AL.; telephone number: 256-383-4631.

FEDERAL TAX I.D. NUMBER: Your EIN can be obtained by contacting the Internal Revenue Service, 205 S. Walnut St., Florence, AL 35630; telephone number 1-800-829-1040.

CONTRACTORS: A Certificate of Insurance in the amount of \$300,000.00, listing the City of Florence as the certificate holder, is required. The following contractors are required to have state certifications:

1. Heating and Air Contractors
2. Plumbing Contractors
3. Gas Contractors
4. Electrical Contractors
5. Home Builders
6. General Contractors

Any contractor, where the amount of the contract exceeds \$50,000.00, is required to have the Home Builders or the General Contractors license along with the respective specialized license.

HEALTH DEPARTMENT PERMITS: The following types of businesses are required to furnish a copy of a Lauderdale County Health Department Food Permit before a City of Florence business license can be issued:

1. Restaurant (eateries)
2. Convenience stores/ package stores
3. Meat markets
4. Bars, lounges, and clubs
5. Bakeries
6. Mobile food vendors
7. Places of lodging
8. Food processing
9. Itinerant food vendor

The Lauderdale County Health Department is located at 4112 Chisholm Rd., telephone number 764-7453.

PRIVATE INVESTIGATORS: A background check is required by the Florence Police Department. An application separate from the Business License Application is required to be completed. If approved a bond of \$2,500.00 will be required to purchase your business license.

ALCOHOLIC BEVERAGE LICENSES: A separate application is required to be completed for the sale of alcoholic beverages. Each department in the City of Florence will either approve or disapprove the application. If approved by the departments, the application will go before the Council for approval. If approved, a resolution will be sent to the ABC Board. The applicant will then need to apply with the ABC Board. Once the ABC Board approves their license, the applicant will be required to purchase the City of Florence license. A 5% liquor tax will be assessed on all liquor sales on a monthly basis.

CERTIFICATIONS: A business license shall not be issued to any taxpayer who is subject to the jurisdiction of a particular state licensing board unless the taxpayer provides documentation that confirms that the taxpayer is duly licensed by and in good standing with that board.