

CONTACT INFORMATION (Person(s) who can answer tax/licensing questions about the business) *(Attach additional sheets if necessary)*

Name: _____ Title: _____

Business Phone # _____ Alternative Phone # _____ Fax # _____ Email _____

REGULATORY BOARD LICENSING AND BOND REQUIREMENTS

- Applicants licensed by a State of Alabama regulatory board, **must** present a copy of the current State license before the City of Auburn business license can be issued (contact the Revenue Office for additional details).
- General contractors, plumbers, and electricians **must** post an indemnity bond before the City of Auburn business license can be issued (contact the Revenue Office for additional details).

CITY OF AUBURN LICENSING REQUIREMENTS

- **ALL** Auburn-based business **must** submit a completed Page 3 before a business license will be issued. Page 3 documents the issuance of a Zoning Certificate/Home Occupation Permit by the Planning Department and the completion of Fire/Life/Safety Inspection or issuance of Certificate of Occupancy by the Codes Department.
- Owner/partner/officer section **must** be completed before a business license will be issued. Applicants may elect to provide either the social security number or driver’s license number. One of the aforementioned **must** be provided before a business license will be issued.
- Registration form **must** be signed by the person(s) legally responsible for the business.
- A completed registration form and license fee must be remitted prior to applying for a City of Auburn Liquor license through the Auburn City Council.

LICENSE FEES

Start Date Jan 1st – Jun 30th

Start Date July 1st or Later

• General Business License	\$100 plus \$5 issuance fee	\$50 plus \$5 issuance fee
• General Contractors/HomeBuilders	\$150 plus \$5 issuance fee	\$75 plus \$5 issuance fee
• Subcontractors	\$100 plus \$5 issuance fee	\$50 plus \$5 issuance fee
• Money Lenders	\$500 plus \$5 issuance fee	\$250 plus \$5 issuance fee

Note1: In addition to base license fee, general contractors, home builders, and subcontractors are required to remit the quarterly contractors/subcontractors license fee of ¼ of 1% (.0025) of contract monies received in the City of Auburn.

Note2: State regulated agencies (i.e. banks, insurance companies, etc) are subject to different licensing fees (contact Revenue Office for details).

PAYMENT INFORMATION: Cash, check, money order, or credit card (Visa/MasterCard ONLY)

- Credit card payments may be made in person at the Revenue Office or by phone by calling (334) 501-7239. To process a phone payment, a copy of the registration form and applicable documents **must** be faxed to (334) 501-7297.

STATEMENT OF DECLARATION

Under penalties of perjury, I declare that I have examined this form and to the best of my knowledge and belief, it is true, correct, and complete. My signature indicates that I am legally responsible for the business and assume all tax/licensing liabilities of this business that might occur.

Signature of the Person Legally Responsible for Business

Print Name of the Person Legally Responsible for Business

Date _____

CITY OF AUBURN CODES/PLANNING BUSINESS LICENSE APPROVAL FOR BUSINESS LOCATED WITHIN THE CITY LIMITS OF AUBURN

All new business license applicants locating inside the city limits of Auburn must complete this form and have the physical location approved by the Planning Department and Codes Department before the business license will be issued by the Revenue Office.

APPLICANT INFORMATION

(To be completed by the applicant)

Name of Business _____

Date business activities will begin in Auburn _____(Month)_____(Day)_____(Year)

Describe business activities in Auburn _____

Physical Address of Business _____

Note: If address is a residence, ONLY complete Section 1. If not, MUST complete Sections 1 and 2.

Contact Name _____ Contact Number _____

Signature of Applicant _____ Date _____

SECTION 1: PLANNING DEPARTMENT—171 N Ross St • Auburn, AL • (334) 501-3040

(To be completed by the Planning Department)

Is this a residence? ___Yes ___ No

If Yes: Home Occupation Permit # _____ Date Issued _____

Is this a commercial property? ___Yes ___ No Zoning District _____ Approved: ___Yes ___ No

Signature of Planning Official _____ Date _____

Comments _____

SECTION 2: CODES DEPARTMENT—171 N Ross St • Auburn, AL • (334) 501-3170

(To be completed by the Codes Department)

Is a Life/Fire/Safety Inspection required? ___Yes ___ No If Yes: Date Passed _____

Is a Certificate of Occupancy required? ___Yes ___ No If Yes: Date Issued _____

Signature of Building Inspector _____ Date _____

Comments _____

AUBURN—BASED BUSINESSES MUST RETURN COMPLETED PAGE 3 TO OBTAIN BUSINESS LICENSES