



City of Clay  
P. O. Box 345  
Clay, Alabama 35048  
205-680-1223 Office 205-681-6266 Fax  
Monday-Friday 8 a.m. to 4 p.m.  
[www.clayalabama.org](http://www.clayalabama.org)

**BUSINESS LICENSE APPLICATION**



Describe Type of Business: \_\_\_\_\_

NAICS Business Code: \_\_\_\_\_

Is your business located within the corporate city limits? Yes \_\_\_\_\_ No \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_  
(must have street address to receive Business License)

Mailing Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Numbers: Office: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Do you own or rent the building where you do business? Own \_\_\_\_\_ Rent \_\_\_\_\_

Landlord Name (if applicable): \_\_\_\_\_

Landlord Telephone Number : \_\_\_\_\_

**GIVE INFORMATION BELOW, WHERE APPLICABLE:**

Alabama Sales & Use Tax Number: \_\_\_\_\_

FEIN: \_\_\_\_\_

Jefferson County Health Permit Number: \_\_\_\_\_

ABC License Number: \_\_\_\_\_

Electrician Master Card Number: \_\_\_\_\_

Plumbers Master Card Number: \_\_\_\_\_

HVAC Master Card Number: \_\_\_\_\_

Home Builder Certification Number: \_\_\_\_\_

State General Contract Number: \_\_\_\_\_

Professional License Number: \_\_\_\_\_

Driver's License State and Number: \_\_\_\_\_

**Please submit copies of all current licenses and professional cards and applicable licenses. Business license cannot be issued without these documents on file.**

**By signing this document, I attest that the information provided in this document is true and correct and hereby declare, under the penalty of perjury, that I am a United States Citizen or that I am a lawfully present Alien of the United States. This Application is Confidential and Not Available to the Public.**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

THE ISSUANCE OF THIS BUSINESS LICENSE SHOULD NOT BE CONSIDERED AS APPROVAL BY THE CITY OF THE LICENSEE'S LOCATION FOR ZONING PURPOSES

**Credit Card Information**



Visa \_\_\_\_\_ MC \_\_\_\_\_ DISC \_\_\_\_\_ EXP. Date \_\_\_\_\_ CVV2 Code \_\_\_\_\_  
(MM/YY)

Card Number \_\_\_\_\_ Billing Address \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

License Fee: \$ _____
Gross Receipts: \$ _____ Over \$50K requires calculation
Penalty/Late Fee: \$ _____ 15% at 30 days & 15% at 60 days
Issuance Fee: \$ 10.00
Grand Total: \$ _____

- Please complete all areas of the form in full.
- The form should be typed or printed legibly.
- The form should be dated and signed by an owner, partner, or officer of the business.
- The form will initiate the process for registering your business with the municipality.

If your business will have a physical location within the municipality, please use that address on the front of this form. (Complete separate forms for each physical location in the city)

After completing this form it can be mailed, sent by fax or where possible, sent by electronic mail to the municipality.

Upon receipt of the completed form, the municipality will provide any additional forms and information regarding other specific requirements to you in order to complete the license process and collect fees due.

All license renewals are due January 1 and delinquent February 1, with the exception of insurance company licenses which are due January 1, delinquent March 2.

This form is intended as a simplified, standard mechanism for businesses to initiate contact with a municipality concerning their activities within that city. A business license will be required prior to engaging in business. If a business intends to maintain a physical location within the city, there are normally zoning and building code approvals required prior to the issuance of a license. In certain instances, a business may simply be required to register with the city to create a mechanism for the reporting and payment of any tax liabilities. Contact municipality for any zoning, building code and/or tax liability requirements.

The completion and submission of this form does not guarantee the approval or subsequent issuance of a license to do business. Any prerequisites for a particular type and location of the business must be satisfied prior to licensing.

All municipalities are required to obtain a copy of individual/entities board certifications and/or permits prior to issuance of a municipal business license.

Please provide a copy of your certification/permit along with your application if applicable.

Should you have any questions concerning the completion of this form or the licensing and/or registration process, please call the number on the front of this form to obtain a more detailed explanation. Issuance of a business license does not permit business operation unless the business is properly zoned and/or in compliance with all applicable laws/rules.