

TAX/LICENSING INFORMATION:

Will you have any employees (business representatives) conducting business in the City of Auburn? ____ Yes ____ No
 If yes, how many? _____

Note: Any person working in the City on your behalf must either be a W-2 employee on your payroll or purchase his/her own business license.

Will you have any employees soliciting business door-to-door? ____ Yes ____ No

Note: A \$75 solicitor's license is required for each person soliciting door-to-door.

How will your product be delivered into the City of Auburn? Company-owned/leased vehicle Common-carrier

Will your business engage in the selling of alcoholic beverages (i.e. beer, wine, fortified wine, liquor)? ____ Yes ____ No

Note: City Council approval is required, a copy of the State of Alabama Alcoholic Beverage license must be provided, and the City of Auburn alcoholic beverage license fee must be remitted.

Will your business prepare/sell food items? ____ Yes ____ No

Note: A copy of the Lee County Health Department food permit must be provided.

Will your business provide childcare services? ____ Yes ____ No

Note: Your business may be subject to additional state and local (codes) requirements.

REGULATORY BOARD LICENSING AND BOND REQUIREMENTS:

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

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 (Note1)	\$150 plus \$5 issuance fee	\$75 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 and subcontractors are required to remit the quarterly contractors/subcontractors license fee of ¼ of 1% 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)

Note3: Licenses expire on **Dec 31st** and are renewable between **Jan 1st – Feb 15th**. If renewed after **Feb 15th**, a 15% penalty will be added. If renewed after **Feb 28th**, a 30% penalty plus 1% interest for each month delinquent will be added.

PAYMENT INFORMATION: Payments may be at the Revenue Office, via US Mail, or over the phone (credit card only).

Accepted Forms of Payment: Cash, Check, Money Order, Credit Card (**Visa/MasterCard ONLY**)

Name of Cardholder: _____ Card Type: ____ Visa ____ MasterCard

Card Number: _____ - _____ - _____ - _____ Expiration Date: ____/____/____ Amount Paid: _____

Under penalties of perjury, I declare that I have examined this form and to best of my knowledge and belief, it is true, correct, and complete. My signature indicates that I take full responsibility for the information presented on this form and any tax liability that might occur.

 Signature of the Person Completing This Registration Form

 Date

 Print Name of the Person Completing This Registration Form

CITY OF AUBURN CODES/PLANNING BUSINESS LICENSE APPROVAL

All new business license applicants locating inside the city limits of Auburn must have this form completed before a business license will be issued by the Revenue Office.

APPLICANT INFORMATION (To be completed by applicant)

Name of Business _____

Date business activities will begin in Auburn _____

Describe business activity in Auburn _____

Physical Address of Business _____

Note: If address is a residence go to **Section 1**. If not, go to **Section 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 Planning Department)

Is this a residence? Yes No

If Yes: Home Occupation Permit # _____ Date Issued _____

Signature of Planning Official _____

Is this a commercial property? Yes No

Zone _____ 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 Codes Department)

Is a Life/Fire/Safety Inspection required? Yes No

If Yes: Date Passed _____

Signature of Building Inspector _____

Date _____

Is a Certificate of Occupancy required? Yes No

If Yes: Date Issued _____

Signature of Building Inspector _____

Date _____

Comments _____
