

CITY OF DOTHAN, ALABAMA BUSINESS APPLICATION

Complete and Mail

City of Dothan
P.O. Box 2128
Dothan, AL 36302
(334) 615-3166
Fax: (334) 615-5167
Email: businesslicense@dothan.org

(CONFIDENTIAL)

Complete all highlighted areas

Please Print or Type
Refer to attached checklist for additional help

Applicant Complete This Box

FEIN:
ST of Ala Tax #:
NAICS CODE:
Form of Ownership (Check One)

- Form of Ownership (Check One)
Sole Proprietor
Partnership
Corporation
Professional Assoc.
LLC
Other

Business Activities: (Brief description of activity – ex. retail clothing sales, wholesale food sales, rental of industrial equipment, computer consulting, etc.)

APPLICATION TYPE: NEW RENEWAL OWNER CHANGE NAME CHANGE LOCATION CHANGE

Legal Business Name:

Trade Name: (If different from above)

Physical Address: (Street) (City) (State) (Zip)

Mailing Address: (Street) (City) (State) (Zip)

Telephone: (Business) (Fax) (Home Phone-In case of emergency)

Email: RDS Acct. #: RDS Taxpayer Name:

Name/Phone # for Contact Person: ( )

List Names of Owner(s), Partners, or Officers (Attach separate sheet if necessary)

Table with 4 columns: Name, Residence Address, SSN, Title

Date Business Activity Initiated or Proposed in Dothan: # of Employees in Dothan

This application has been examined by me and is, to the best of my knowledge, a true and complete representation of the above named entity, and person(s) listed. I understand that the issuance of a business license is contingent upon all applicable City of Dothan Code of Ordinances and State of Alabama licensing requirements being satisfied.

Date Signature Title

THIS AREA FOR MUNICIPAL USE ONLY
ACCOUNT ID # REVIEWED BY:
PHYSICAL LOCATION: CITY OUTSIDE CORP LIMITS
ZONING CLASSIFICATION: BUILDING APPROVAL: YES NO N/A FIRE CODE
TAX TYPES: SALES/SELLER'S USE CONSUMER USE RENTAL LODGINGS ALCOHOL OCCUPATIONAL TOBACCO GAS/MOTOR FUEL BUSINESS LICENSE
TAX FILING FREQUENCY: MONTHLY QUARTERLY ANNUAL OTHER
BUSINESS TYPE: RETAIL WHOLESALE BUILDING CONTRACTOR SERVICE PROFESSIONAL MANUFACTURER RENTAL OTHER

## CHECKLIST FOR BUSINESS LICENSE APPLICATION

- Did I provide my Federal Tax ID number (FEIN or TIN)? *This is issued by the IRS.*
- Did I provide my State of Alabama tax ID and/or sales tax number? *This number usually begins with the letter "R" unless filing under your SSN.*
- Did I provide my NAICS (North American Industry Classification System) Code? Visit <https://www.census.gov/eos/www/naics/> to determine your NAICS code. *Businesses with multiple activities may have more than one NAICS code they operate under. The Dothan Area Chamber of Commerce can be reached at (334) 792-5138 or (800) 221-1027 for assistance with determining the appropriate NAICS code.*
- Did I check the form of Ownership (Sole Proprietor, LLC, Corp, Partnership)? *You must select sole proprietor, unless you have legally filed LLC or Corporation papers with your Home County and/or state. Partnerships must provide agreement paperwork.*
- Did I provide the business name? *Legal business name is the name the business files taxes under. The trade name is usually DBA. Please list legal business name and, if applicable, DBA.*
- Did I provide the business activities? *License fees are based on the business activity conducted inside the city limits of Dothan. If more than one activity, please list each one.*
- Did I provide physical and mailing addresses? *If physical address is inside city limits, you must complete additional paperwork. A physical address cannot be a PO Box or UPS mailbox store.*
- Did I provide contact information? *A telephone number for the business and business owner is needed. You may also provide an email address as an additional contact means.*
- Did I provide name and number for a contact individual? *This individual is either the business owner or someone who you will allow the City of Dothan to speak with concerning your business license.*
- Did I provide information of all owners and/or partners? *SSN is not needed unless you file taxes under that number.*
- Did I provide a copy of recorded Articles of Incorporation, LLC, and/or partnership agreements (if applicable)? *A recorded copy is stamped showing where the articles were recorded in your home county and/or state.*
- Did I date and sign my application? *An application not signed is considered incomplete. It must be signed by someone who is authorized to act on behalf of the company and must be listed on application.*
- Did I provide the start date of business activities? *This is the date you began/will begin your business.*
- Did I provide the number of employees I will have inside the city limits of Dothan? *This does not apply to all businesses.*

If you need additional assistance, please contact the business license division at (334) 615-3166 or [businesslicense@dothan.org](mailto:businesslicense@dothan.org).