You must have a copy of your Renewal Notice in order to renew a business license online.


Step 2 – Click on the **Renew License** button on the left side on the page.

Step 3 – Select Single Classification or Multiple Classifications from the drop-down menu next to “Renew Type”.

**TIP:** License classification(s) for the business are listed on the Renewal Notice. If there is only one license classification listed, select Single Classification. If more than one license classification is listed, select Multiple Classifications.

*If you selected Single Classification, proceed to Step 4.*

*If you selected Multiple Classifications, proceed to Step 5.*
Step 4 – For those who selected Single Classification in Step 3 – Enter the License Number and Pin Number found on the Renewal Notice. Then click the orange “Search” button. Proceed to Step 8.
Step 5 – For those who selected Multiple Classification in Step 3 – Enter the Account Number for the business.

**TIP:** The Account Number is found on the Renewal Notice. An example is shown below.

Step 6 – Be sure all license classifications have a check mark in the “Renew” column, then click the orange “Renew” button.
Step 7 – Enter the corresponding Pin Number for each License Number, then click the orange “Search” button.

**TIP:** The License and Pin Numbers are listed on the Renewal Notice. An example is shown below.

Step 8 – Click the “Renew License” hyperlink.
Step 9 – Review the Renewal Period. The Renewal Period should be for One year – January, 2020 through December, 2020. Click the orange “Continue” button to move to the next step.

Step 10 – Review any additional charges, then click the orange “Continue” button.

**TIP:** All accounts will be charged one $12.00 license issuance fee.
Step 11 – Review any additional requirements, then click the orange “Continue” button.

**TIP:**  Not all license classifications will have additional requirements. Those businesses without additional requirements will not see this screen.

Step 12 – For those who selected Multiple Classification in Step 3 – You will be asked to repeat Steps 7 – 11 for each license classification. After reviewing any additional requirements for the last license classification, you will be directed to Step 13.

Step 13 – Review charges, then select the “Pay Bill” hyperlink.

Step 14 – Enter your Payment Information.

**TIP:**  The City of Dothan accepts Visa or MasterCard. Each credit or debit card transaction is assessed an additional 1.6% service charge.
Step 15 – Review your payment and charge information. This screen will display your total amount due as well as a breakdown of total license fees and service charges. After reviewing all charges, click the orange “Continue” button.

Step 16 – If your payment was successful, a receipt will display. Please print this receipt for your records.

After reviewing the transaction to ensure all licenses were renewed, all additional requirements were met, and the license issuance fee was paid, staff will mail your business license to the mailing address on file with the City of Dothan. If all requirements are met, you will receive your license within 10 to 14 days. If additional information is required, staff will contact you by telephone and/or mail.

BUSINESS LICENSES MUST BE RENEWED BY JANUARY 31ST TO AVOID INCURRING PENALTIES AND INTEREST.