



## City of Enterprise Revenue Department

Enterprise, AL 36330 • (334) 348-2606 • Fax (334) 348-2613  
P.O. BOX 311000, Enterprise, AL. 36331

### Physical Location Business License Application Checklist

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Mail completed forms and applicable documents to:

**City of Enterprise**  
**Revenue Department**  
**PO Box 311000**  
**Enterprise, AL 36331**

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- Fully completed Business License Application signed by duly authorized person. The person listed must be listed on the requested Articles. If the person is not listed on the requested Articles, a letter of authorization must be provided on company letterhead to allow an individual to apply on behalf of the company. **If** providing the company's EIN, please omit any and all Social Security Number(s) on the application.
- Fully completed Declaration and Verification of Citizenship (DVC) Form signed by a duly authorized person.
- If the company is an LLC or Corporation, a copy of the Articles of Organization/Incorporation. The AL Secretary of State is the entity to create and establish an LLC or Corporation. The contact information is (334) 242-4200 or visit their website at [www.sos.alabama.gov](http://www.sos.alabama.gov).
- A copy of valid government issued identification of the authorized individual signing the business license application and DVC.
- Any and all applicable state board certifications.
- If location is a commercial property or the renting or leasing of a space located within an existing business, a copy of current lease or proof of ownership.
- Clearance from the Engineering Department must be obtained. This may include, but not be limited to, a Certificate of Occupancy (CO) or home occupation approval letter. Please contact the Engineering Department at (334) 348-2671 for more information regarding this matter.
- All applicable business license fees.
- Any other documentation or information required by the Revenue Department.



**City of Enterprise  
Revenue Department**

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**Physical Location Business License Application**

APPLICATION DATE: \_\_\_\_\_ FEIN/SSN: \_\_\_\_\_  
FORM OF OWNERSHIP:  CORPORATION  LLC  SOLE PROPRIETOR  PARTNERSHIP  S-CORP  
APPLICATION TYPE:  NEW  RENEWAL  OWNERSHIP CHANGE  LOCATION CHANGE  NAME CHANGE

LEGAL BUSINESS NAME: \_\_\_\_\_

DBA: \_\_\_\_\_

BUSINESS ACTIVITIES \_\_\_\_\_ BUSINESS TELEPHONE #: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

BUSINESS OWNER: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

MAILING ADDRESS:  
 SAME AS PHYSICAL  OTHER \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE OF INITIATED OR PROPOSED BUSINESS ACTIVITY: \_\_\_\_\_ # of EMPLOYEES IN ENTERPRISE, AL \_\_\_\_\_

A business may not occupy a building or tenant space or commence operations until the business owner has received approval from the Engineering Dept. or if the business is a home-based business, the business owner must complete a Home Occupation Form through the Engineering Department. Approval will not be granted until the city has inspected the property for final code compliance. Please contact the Engineering Department at (334) 348-2671 to schedule appointments for the required business walk-through inspections and/or Home Occupation Forms.

**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 persons listed.**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

THIS AREA FOR MUNICIPAL USE ONLY		
ACCOUNT ID:	REVIEWED BY:	DATE:
BUILDING APPROVAL:		BUSINESS CLASSIFICATION:
TAX TYPES: <input type="checkbox"/> SALES/SELLER'S USE <input type="checkbox"/> CONSUMER USE <input type="checkbox"/> RENTAL <input type="checkbox"/> LODGING <input type="checkbox"/> ALCOHOL <input type="checkbox"/> OCCUPATIONAL <input type="checkbox"/> TOBACCO <input type="checkbox"/> GAS/MOTOR FUEL <input type="checkbox"/> BUSINESS LICENSE		
TAX FILING FREQUENCY: <input type="checkbox"/> MONTHLY <input type="checkbox"/> QUARTERLY <input type="checkbox"/> ANNUAL <input type="checkbox"/> OTHER _____		
BUSINESS TYPE: <input type="checkbox"/> RETAIL <input type="checkbox"/> WHOLESALE <input type="checkbox"/> BUILDING CONTRACTOR <input type="checkbox"/> SERVICE <input type="checkbox"/> PROFESSIONAL <input type="checkbox"/> MANUFACTURER <input type="checkbox"/> RENTAL <input type="checkbox"/> OTHER _____		

**COUNCIL**

**SONYA W. RICH, District 1**  
**EUGENE GOOLSBY, District 2**  
**GREG PADGETT, District 3**  
**SCOTTY JOHNSON, District 4**  
**TURNER TOWNSEND, District 5**

# City of Enterprise

**WILLIAM E. (BILL) COOPER, MAYOR**  
501 South Main  
P. O. Box 311000  
Enterprise, Alabama 36331-1000

**CITY ADMINISTRATOR**  
**JONATHAN TULLOS**

**CITY CLERK**  
**BEVERLY SWEENEY**

**CHIEF FINANCIAL OFFICER**  
**LEBAHN SWARTZ, CPA**

**(334) 347-1211**  
**(334) 348-2619 FAX**

## DECLARATION AND VERIFICATION OF CITIZENSHIP/AUTHORIZED ALIEN STATUS FORM

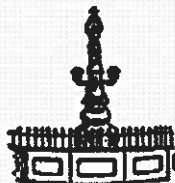
As per the provisions of State of Alabama Act 2011-535, the **Beason-Hammon Taxpayer and Citizen Protection Act**, I hereby declare that I am

\_\_\_\_\_ A Citizen of the United States.

\_\_\_\_\_ An Alien lawfully present in the United States

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

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



**UPDATED: 11/23/2020**