



**City of Enterprise
Revenue Department**

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

Special Event/Vendor Business License Application Checklist

Mail completed forms and applicable documents to:

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

- 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
- A copy of the Articles of Organization/Incorporation if the company is not a Sole Proprietor
- A copy of valid government issued identification of the authorized individual signing the business license application and DVC
- All applicable business license fees - \$37.00 for participation in one calendar event or \$87.00 for participation in all special events held through the year in the city. All checks should be made payable to the City of Enterprise. Mailing address: City of Enterprise, Revenue Dept., PO Box 311000, Enterprise, AL 36331

FOOD VENDORS ONLY – ALL OF THE ABOVE DOCUMENTATION, PLUS THE FOLLOWING:

- Clearance from the Engineering & Enterprise Fire Dept. A city representative will contact you within 10 business days prior to the special event to arrange clearance.
- Exemption from the Coffee County Health Department. The event sponsor is responsible for the Coffee County exemption letter for the event, in its entirety.

PLEASE NOTE: Food Vendor Business License Applications will not be processed and/or issued without all of the above-mentioned documents and information.



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Special Event/Vendor Business License Application

FORM OF OWNERSHIP: CORPORATION LLC SOLE PROPRIETOR PARTNERSHIP

FEIN / SSN: _____

LEGAL BUSINESS NAME: _____

DBA: _____

BUSINESS ACTIVITIES: _____

NAME OF EVENT: _____ DATE OF EVENT: _____

CONTACT PERSON: _____ TELEPHONE NO: _____

E-MAIL ADDRESS: _____

PHYSICAL ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

MAILING ADDRESS:

SAME AS PHYSICAL ADDRESS

MAILING ADDRESS _____

CITY: _____ STATE: _____ ZIP: _____

- I am participating in one (1) event _____ (\$37.00) or _____ multiple events (\$87.00). PLEASE CHECK WHICH APPLIES
- I have registered for the event through the event sponsor.
- I have paid the event sponsor all applicable vendor fees.
- I have received and will report any and all sales tax information to the sales tax administrator.

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:

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
LEEANN SWARTZ, CPA

(334) 347-1211
(334) 348-2613 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

