

## City of Florence New Business Information Sheet

**Business License:** Your City of Florence business license is good through December 31 of each year. If your license is based on gross receipts, you will be asked to give us a projected gross amount from the month in which you begin your business through the end of the calendar year. License fees are adjustable at the end of the calendar year for the first renewal only. Flat fee license are pro-rated after July 1 of each year on a half-year basis only.

All licenses must be renewed before February 1 in order to avoid delinquent penalties of 15% or 30%. Renewals will be mailed to you at the mailing address that we have in our files the last week of December of each year. If you do not receive a notice by January 10, please contact us. You are required to renew if still in business on January 1, even if you do not receive a notice. Please notify us, in writing, if at any time you go out of business, change addresses, change ownership, or cease doing business during the year in the City of Florence.

**Zoning:** The Building Department must approve the office location, within the city limits, for every new business applicant to ensure proper zoning. Although zoning regulations prohibit the operation of a business from a residence, in some situations, some business operations are allowed as an accessory use to the residence. There are restrictions that apply to these uses which will be explained by a Building Department official.

**Utilities:** Florence Utilities application process includes electricity, gas, water/wastewater and/or garbage services. A Certificate of Occupancy is required, which is issued by the Building Department. A commercial utility deposit is required for all businesses.

**State of Alabama and/or Lauderdale County License:** Check with the License Commissioners office at the Florence-Lauderdale Government Building concerning both of these licenses. Their licenses expire each year on September 30. You should also check the licensing requirements in any city you may conduct business.

Florence-Lauderdale Government Bldg., 1<sup>st</sup> Floor, 102 S. Court Street, Florence, AL 35630, 256-760-5833  
[www.lauderdalecountyonline.com](http://www.lauderdalecountyonline.com)

**City of Florence Sales Tax:**

RDS/AlaTax, 2317 Third Ave., North, Birmingham, AL 35203, 205-324-0088 [www.alatax.com](http://www.alatax.com)

**State of Alabama Sales Tax:**

Alabama Department of Revenue Taxpayer Service Center, 874 Reservation Road, Muscle Shoals, AL 35661, 256-383-4631 [www.revenue.alabama.gov](http://www.revenue.alabama.gov)

**Federal Tax or Employee (EIN) ID Number:**

Internal Revenue Service, 205 S. Walnut St., Florence, AL 35630, 1-800-829-1040 [www.irs.gov](http://www.irs.gov)

**Contractors:** A Certificate of Insurance in the amount of \$300,000.00, listing the City of Florence as the certificate holder is required. The following contractors are required to have state certifications.

1. Heating and Air Contractors
2. Plumbing Contractors

3. Gas Contractors
4. Electrical Contractors
5. Home Builders
6. General Contractors

Any contractor, where the amount of the contract exceeds \$50,000.00 is required to have the Home Builders or the General Contractors license along with the respective specialized license.

Health Department Permit: The following types of businesses are required to furnish a copy of a Lauderdale County Health Department Food Permit before a City business license can be issued.

1. Restaurant (eateries)
2. Convenience stores/Package stores
3. Meat markets
4. Bars, lounges, and clubs
5. Bakeries
6. Mobile food vendors
7. Places of lodging
8. Food processing
9. Itinerant food vendors

Lauderdale County Health Department, 4112 Chisholm Rd., Florence, AL 35630, 256-764-7453

Private Investigators: A background check is required by the Florence Police Department. An application separate from the Business License Application is required to be completed. If approved a bond of \$2,500.00 will be required to purchase your business license.

Alcohol Beverage License: An Alcohol Beverage Application, separate from the city business license, is required to be completed for the sale of alcoholic beverages. Before making application with the city, applicant needs to apply with the Alabama Beverage Control (ABC) Office. The Alcohol Beverage Application will go before the City Council for approval. If approved, a resolution will be sent to the ABC Office. If approved, the applicant will be required to purchase the City of Florence license. A 5% liquor tax will be assessed on all liquor sales on a monthly basis.

ABC Office, 112 Titan Drive, Florence, AL 35630, 256-764-2435 [www.abc.alabama.gov/license.aspx](http://www.abc.alabama.gov/license.aspx)

Certifications: A business license shall be issued to any taxpayer who is subject to the jurisdiction of a particular state licensing board unless the taxpayer provides documentation that confirms that the taxpayer is duly licensed by and in good standing with the board.