





# Instructions

## Application for Temporary Business License

Please complete all areas of the form in full.  
The form should be typed or printed legibly.  
The form should be dated and signed by an owner, partner, or officer of the business.  
The form will initiate the process for registering your business with the municipality.

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**Free-Fast-Easy-Secure Online Filing is available at [www.bizlicenseonline.com](http://www.bizlicenseonline.com)**

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Accepted methods of payment:

- Municipalities: Checks or Cash.
  - Online Filing: ACH Debit and Credit Cards (Visa, MasterCard, Discover)
- There is a 3% convenience fee/surcharge for selecting the pay by credit card option.
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All license renewals are due January 1 and delinquent February 1, with the exception of insurance company licenses which are due January 1, delinquent March 2 unless otherwise indicated in the municipality's ordinance.

New businesses must purchase their license prior to starting operation in the municipality in order to avoid penalties and interest.

Issuance of a business license by Avenu does not permit business operation unless the business is properly zoned and/or in compliance with all applicable laws/rules.

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This form is intended as a simplified, standard mechanism for businesses to initiate contact with a municipality concerning their activities within that municipality. A business license will be required prior to engaging in business. If a business intends to maintain a physical location within the municipality, there are normally zoning and building code approvals required prior to the issuance of a license. In certain instances, a business may simply be required to register with the municipality to create a mechanism for the reporting and payment of any tax liabilities. Contact the municipality for any zoning, building code and/or tax liability requirements.

**Location:** Business licenses are location specific. The physical location must be provided or updated on all renewals in order to prevent delays in the issuance of the license. If your business will have a physical location within the municipality, please use that address on the front of this form (Complete separate forms for each physical location in the municipality.)

**Certification:** If your business will have a physical location within the municipality, please use that address on the front of this form (Complete separate forms for each physical location in the municipality.) Please provide a copy of your certification/permit along with your application (if applicable).

**Definition of Gross Receipts:** If your fee is based upon the amount of capital invested or value of goods, stocks, furniture and fixtures or amount of sales or receipts as required for disclosure in order to obtain a business license, you must calculate and pay the additional license fee. Your application will not be accepted if you fail to do so and may result in additional penalties and interest.

If the business has a physical location within the municipality, all gross receipts for that location are used, including receipts from sales outside the municipality or within its police jurisdiction. However, if there are also branches located outside the municipality, only the sales made into the municipality by those branches would be included. Only receipts derived from sales within ALABAMA should be included, sales into other states should not be included. (See the US Constitution's Commerce Clause.) If your municipality's business license fee is based on gross receipts, you must report those gross receipts in order to obtain your business license.

**Definition of Police Jurisdiction:** The area outside the incorporated municipality limits. Businesses located in this area may be subject to purchase a business license based on the municipality's ordinance at one half the normal rates if applicable. Those businesses located in this area may receive, but are not limited to, police, fire, safety, water, sewer, public health, safety protection from the municipality. See the fee schedule at [www.avenuinsights.com](http://www.avenuinsights.com) to confirm if a Police Jurisdiction fee is enforced and the rate.

**Zoning:** If a business intends to maintain a physical location within the municipality, there are normally zoning and building code approvals required prior to the issuance of a license. In certain instances, a business may simply be required to register with the municipality to create a mechanism for the reporting and payment of any tax liabilities. Contact municipality for any zoning, building code and/or tax liability requirements. The completion and submission of this form does not guarantee the approval or subsequent issuance of a license to do business. Any prerequisites for a particular type and location of the business must be satisfied prior to licensing.

**Questions?** All questions regarding the business license renewal process should be directed to Avenu.

Website: [www.bizlicenseonline.com](http://www.bizlicenseonline.com)  
Email: [businesslicensesupport@avenuinsights.com](mailto:businesslicensesupport@avenuinsights.com)  
Phone: (800) 556-7274  
Fax: (844) 528-6529