

Send Completed Form To:

City of Clay
P.O. Box 345 Clay, AL 35048
205-680-1223 (Phone)
office@cityofclayal.gov



CITY OF CLAY, AL
BUSINESS LICENSE

APPLICATION

Applicant Complete This Box:

Federal Tax ID #: _____

NAICS Code: _____

Form of Ownership (Circle One)

Sole Proprietor Partnership

Corporation

Professional Assoc

LLC

Other: _____

Application Type: ☐ New ☐ Renewal ☐ Name Change ☐ Location Change

Legal Business Name: _____

Trade Name (if different from above): _____

Brief Description of Business Activities in Clay: _____

Physical Address: _____

Mailing Address: _____

Business Phone: _____ Fax: _____ Email: _____

Contact Person: _____ Estimated Gross Receipts: _____

Date Business Activity Initiated or Proposed in Clay: _____

If your company has no physical presence in Clay and only delivers into Clay via owned, leased or contracted vehicles and your company's gross receipts are under \$75,000.00, you may elect to purchase a DELIVERY License pursuant to State and City Code in the amount of \$100.00. If you qualify for this option and wish to exercise it, please check this box ☐ **DELIVERY**

Please submit copies of all current professional cards, applicable licenses, current Liability Insurance, and a state issued photo ID. Business license may not be issued without these documents on file.

By signing this document, I attest that the information provided in this document is true and correct and that I am an owner or officer of the business authorized to sign documents for said business and hereby declare, under penalty of perjury, that I am a United States Citizen or that I am a lawfully present Alien of the United States.

Signature: _____

Printed Name: _____ Date: _____

Card Number: _____ Exp: _____/_____/____ CVV Code: _____

Cardholder Name: _____ Signature: _____

Billing Address and Zip: _____

FOR MUNICIPAL USE ONLY

Business License # _____

Physical Location: City Other

License Fee: _____

Zoning Classification: _____

Building Approval: Y N NA

Penalty & Int: _____

Reviewed By: _____

Notes: _____

Issue Fee: \$14.00

Total Due: _____