

PLEASE READ THE FOLLOWING INFORMATION CONCERNING THE COMPLETION OF THIS FORM.

- PLEASE COMPLETE **ALL** AREAS OF THE FORM EXCEPT THE SHADED AREA AT THE BOTTOM.
- FORM SHOULD BE TYPED OR PRINTED LEGIBLY
- FORM SHOULD BE DATED AND SIGNED BY AN OWNER, PARTNER, OR OFFICER OF THE BUSINESS
- FROM WILL INITIATE THE PROCESS FOR REGISTERING YOUR BUSINESS WITH THE CITY OF JACKSONVILLE

-
- 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 city)
 - AFTER COMPLETING THIS FORM IT CAN BE MAILED, SENT BY FAX OR WHERE POSSIBLE, SENT BY ELECTRONIC MAIL TO THE MUNICIPALITY.
 - UPON RECEIPT OF THE COMPLETED FORM, THE MUNICIPALITY WILL PROVIDE ANY ADDITIONAL FORMS AND INFORMATION REGARDING OTHER SPECIFIC REQUIREMENTS TO YOU IN ORDER TO COMPLETE THE LICENSING PROCESS.

ALL LICENSE RENEWALS ARE DUE JANUARY 1 AND DELINQUENT AFTER JANUARY 31, WITH THE FOLLOWING EXCEPTIONS:

INSURANCE COMPANY LICENSE: DUE JANUARY 1, DELINQUENT AFTER MARCH 1.

THIS FORM IS INTENDED AS A SIMPLIFIED, STANDARD MECHANISM FOR BUSINESSES TO INITIATE CONTACT WITH A MUNICIPALITY CONCERNING THEIR ACTIVITIES WITH IN THAT CITY. **A BUSINESS LICENSE WILL BE REQUIRED PRIOR TO ENGAGING IN BUSINESS.** IF A BUSINESS INTENDS TO MAINTAIN A PHYSICAL LOCATION WITHIN THE CITY, 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 CITY TO CREATE A MECHANISM FOR THE REPORTING AND PAYMENT OF ANY TAX LIABILITIES. IF THAT IS THE CASE, YOU WILL BE PROVIDED THE MATERIALS FOR THAT REGISTRATION PROCESS.

THE COMPLETION AND SUBMISSION OF THIS FORM DOES NOT GUARANTEE THE APPROVAL OR SUBSEQUENT ISSUANCE OF A LICENSES TO DO BUSINESS. ANY PREREQUISITES FOR A PARTICULAR TYPE AND LOCATION OF THE BUSINESS MUST BE SATISFIED PRIOR TO LICENSING.

SHOULD THERE BE ANY QUESTIONS CONCERNING THE COMPLETION OF THIS FORM OR THE LICENSING AND/OR REGISTRATION PROCESS, PLEASE CALL THE NUMBER AT THE TOP OF THIS FORM TO OBTAIN MORE DETAILED EXPLANATION.

NAICS CODE _____ THIS AREA FOR OFFICE USE ONLY CITY CODE _____

ACCOUNT ID# _____ REVIEWED BY _____

**NOTICE TO BUSINESS LICENSEES REGARDING
IMMIGRATION LAW COMPLIANCE**

As you may have already heard, the Alabama Legislature, <http://www.legislature.state.al.us/>, in its last legislative session, passed a sweeping immigration law in an effort to curb illegal immigration in the state. The law is known as the *Beason-Hammon Alabama Taxpayer and Citizen Protection Act*, Act 2011-535 (H. B. 56), (hereinafter referred to as the "Act"), which is now codified in Alabama Code sections 31-13-1 to 31-13-30 as well as section 32-6-9.

The new law imposes certain requirements on municipalities in the state including the obligation to see to it that individuals that receive a local public benefit, as defined by the Act, as well as those that enter into a business transaction with a municipality are U.S. citizens or are aliens lawfully present in the U.S. Business licensing is both a public benefit and a business transaction under the Act.

Therefore, in order to comply with the Act, the City of Jacksonville must obtain **from each individual who is a sole proprietor or partner in a partnership**, a declaration, either of citizenship or lawful presence, as appropriate, before a business license can be issued or renewed. Because a business license cannot be renewed or issued until the required declaration is received, failure to submit the required information by January 31 will result in a delinquency in renewing the license.

The following declaration must be executed by each individual sole proprietor or partner of a partnership, not by agents. Make additional copies, if necessary.

**DECLARATION OF CITIZENSHIP
OR LAWFUL STATUS**

Under penalty of perjury, I, _____ (print name), the undersigned, do hereby declare that I am a United States Citizen or that I am a lawfully present alien of the United States of America.

(declarant's signature)

_____/_____/_____
(date)

**DECLARATION OF CITIZENSHIP
OR LAWFUL STATUS**

Under penalty of perjury, I, _____ (print name), the undersigned, do hereby declare that I am a United States Citizen or that I am a lawfully present alien of the United States of America.

(declarant's signature)

_____/_____/_____
(date)

**CITY OF JACKSONVILLE
FINANCE DEPARTMENT**

Attention Licensee:

Enclosed with this letter are the application form and other necessary documents to renew your license to conduct business in the City of Jacksonville and its police jurisdiction. Please indicate on the application form any changes to the printed information, such as mailing address, telephone number, physical location, etc. Also, indicate any change in business activity. **Please provide your e-mail address (for emergency contact purposes ONLY).**

Most license fees are based on your gross receipts for the period **January 1 through December 31**. Compute the cost of your license according to the schedule(s) listed on the enclosed renewal application. Be sure to **include the issuances fee(s)** in your calculations. Be sure to sign the renewal application.

IMPORTANT DATES:

January 1 – License applications and fees are due.

January 31 (March 1st for Insurance Companies) – License application and fees must be postmarked or received in order to avoid a **penalty**.

February 1 (March 2nd for Insurance Companies) – License renewals postmarked or physically dropped off at City Hall on or after this date will be charged a **penalty of 15% plus 1% interest** on the license fee and penalty.

March 1 (April 1st for Insurance Companies) – License renewals postmarked or physically dropped off at City Hall on or after this date will be charged a **penalty of 30%** and an additional **1% interest** each month on the license fee and penalty. The business may also be subject to a municipal citation and court costs.

REGULATED BUSINESSES AND PROFESSIONS:

All regulated businesses and professions, such as electrical, HVAC*, plumbing**, home builder, general contractor, security system, physicians, etc., **must include a copy of their current State permit or license**. All **locksmiths** must be registered with AESBL. Businesses selling food other than pre-packaged, must enclose a current copy of their **food permit**.

If you have any questions or need assistance in completing your license application, you may contact us as shown below.

Finance Department Office Hours
8:00am- 4:30pm
Monday - Friday
(256-435-7611)

** All HVAC contractors must obtain separate licenses for HVAC and Refrigeration. If you are conducting both businesses, please fill out both enclosed schedules and provide payment to obtain both licenses.*

*** Only Master Plumbers/Gasfitters are allowed to individually obtain a business license. If a Journeyman Plumber/Gasfitter works under a Master Plumber/Gasfitter, no license is required. However, a journeyman Plumber can ONLY work under a Master Plumber and a Journeyman Gasfitter can ONLY work under a Master Gasfitter.*

Separate licenses are also required for a Master Plumber and Master Gasfitter. If two individuals are performing each job, please fill out both enclosed schedules and provide payment to obtain both licenses. If the owner of the business is a Master Plumber & Master Gasfitter, only one license is required.

(see Notice re Immigration Law on Reverse)