



GENERAL BUSINESS LICENSE CHECKLIST

This checklist is designed to aid both the Applicant and the City in the completion and processing of the business license application. Completed application and all required documentation may be submitted in person or by mail or email or online via the portal.

All business licenses expire December 31st. Renewals are due January 1st and are delinquent after January 31st. (Insurance company licenses are delinquent after March 1st.)

Completion of application:

Completed business license application (separate application per business location)

Application must be typed or printed
Signed by owner, partner, or business officer (unless submitted electronically, then an electronic signature will be required.)

Required documentation:

Copy of driver's license
Alabama State License Permit/Certificate (if applicable)
Cosmetologist (www.aboc.state.al.us)
Real Estate Agents/Property Managers (www.arec.alabama.gov)
Massage Therapist (www.almtbd.state.al.us)
Security Officers (www.asrb.alabama.gov)
Alabama State Contractors License Certification (if applicable)
Alabama Home Builders Licensure Board (www.hblb.alabama.gov)

Franchise Agreement (if applicable)

Separate application required with associated fees
City Council approval required
Businesses that may require franchise agreement:
Cable/satellite companies
Mobile food trucks
Public beach services
Sanitation
Taxi cabs

Utility services
Waste services (residential/non-residential/C&D)

Processing of application:

Physically located in the City of Leeds:

Revenue: reviews application and required documentation for completeness. Planning & Zoning: reviews for zoning compliance
Fire Marshal: performs safety inspection (if applicable)
Revenue: collects payment and issues certificate

Outside city limits of Leeds:

Revenue: reviews application and required documentation for completeness
Revenue: collects payment and issues certificate