



CITY OF SPRINGVILLE
Building & Zoning
Department

P.O. Box 948
151 Industrial Drive
Springville, AL 35146
205-467-2312
zoning@cityofspringville.com

NEW BUSINESS CHECKLIST
(Including Home Occupations)

Contact the Building and Zoning Department at 205-467-2312
Verification that proposed business, including home operated business, meet the Zoning Regulations and Uses Permitted <u>BEFORE</u> entering into a lease agreement.
Apply for Building Permit(s) <u>BEFORE</u> doing any work – Alteration, Electrical, Plumbing, HVAC
Apply for a Sign Permit <u>BEFORE</u> ordering or installing signs.
Business Inspection. All commercial buildings must be inspected by both the Building and Fire Department prior to a Business License being issued and business opening.
Required Items:
Apply for an Alabama Privilege License from St Clair County at www.stclairco.com/241/Licensing-Division
Apply for a City of Springville Business License, Application can be found at www.cityofspringville.com
Other Possible Items:
Health Department Inspection. All food service establishments must be inspected and permitted by the St. Clair County Health Department in Pell City. Contact Environmental Services at (205) 338-3357, Option #6
Apply for a Legal Business Name and/or Structure (ex: LLC, LLP, Corp, etc.). Contact the Alabama Secretary of State to register your name and structure at www.sos.alabama.gov
Apply for a Federal Identification Number (FEIN) with the Internal Revenue Service at www.irs.gov
Retail Businesses, apply for an Alabama Sales Tax Number at www.myalabamataxes.alabama.gov