



2024 Business License Application Checklist

City of Springville

P.O. Box 919

160 Walker Drive

Springville, AL 35146

(205) 467-6133

BusinessLicense@cityofspringville.com

Before applying for a City of Springville Business License:

- Apply for an Alabama Privilege License from St Clair County at www.stclairco.com/241/Licensing-Division
- If applying for a Legal Business Name and/or Structure (ex: LLC, LLP, Corp, etc.). Apply with the Alabama Secretary of State to register your name and structure on their website at www.sos.alabama.gov.
- If applying for a Federal Identification Number (FEIN). Apply with the Internal Revenue Service at www.irs.gov.
- Retail Businesses, apply for an Alabama Sales Tax Number at www.myalabamataxes.alabama.gov.

Business License Application Requirements:

- Complete ALL the application information; if it does not apply to your business enter N/A.
- A copy of at least one (1) owner/officer/partner's Driver's License.
- A copy of ANY Certificate issued by a State of Alabama Licensure Board applicable to your business. (i.e., St Clair County Health Department, Medical License, General Contractors, Home Builders, Electrical, Plumbing and Gas Fitter, Mechanical, etc.)
- Submit the completed application and ALL required documents via email, mail or in person:

E-mail:	BusinessLicense@cityofspringville.com	
Mail:	In Person:	
City of Springville Business Licenses P.O. Box 919 Springville, AL 35146	Contractors: Building & Zoning Department 151 Industrial Drive	All Other Businesses: Springville City Hall 160 Walker Drive

- Contractors contact Stefanie O'Donnell at (205) 467-2312 or sodonnell@cityofspringville.com
- All other businesses contact Kim Stone at (205) 467-6133 or kstone@cityofspringville.com

New Businesses Physically Located in the City of Springville:

- Approval from the Building and Zoning Department.** All businesses, including home operated businesses, must verify that the proposed business meets the Zoning Regulations and Uses Permitted **BEFORE** you enter into a lease agreement. Contact the Building and Zoning Department at (205) 467-2312 for approval.
- Business Inspection.** All commercial buildings must be inspected by both the Building and Fire Department prior to business opening. Contact the Building and Zoning Department at (205) 467-2312 to schedule an inspection.
- 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.



2024 Business License Application

City of Springville
 P.O. Box 919
 Springville, AL 35146
 (205) 467-6311

BusinessLicense@cityofspringville.com

OFFICE USE	
<i>Business License #:</i>	
<i>License Issuance Date:</i>	
<i>License mailed/mailed:</i>	
<i>Application Scanned:</i>	

Application Type:	<input type="checkbox"/> New	<input type="checkbox"/> Renewal	Business Structure:	<input type="checkbox"/> Sole Proprietorship
	<input type="checkbox"/> Name Change			<input type="checkbox"/> Partnership
	<input type="checkbox"/> Owner Change			<input type="checkbox"/> LLC
	<input type="checkbox"/> Physical Location Change			<input type="checkbox"/> Corporation
	<input type="checkbox"/> FEIN/Structure Change			<input type="checkbox"/> LLP
	<input type="checkbox"/> Reactivate Account			<input type="checkbox"/> Other

Business Description/Activity (Be Specific)							
Legal Business Name				Trade Name (DBA)			
Physical Address of Business (street name, suite #, etc)				Mailing Address of Business (P.O. Box, Street Name, Suite #, Etc.)			
City		State	Zip Code	City		State	Zip Code
Federal ID (FEIN)				State of Alabama Tax ID/Sales Tax Number			
Business Phone				Email			
Contact Name				Contact Title			
Contact Phone				Contact Email			

Owner(s), Partners, or Officers (attach a separate sheet if necessary) * Please provide a copy of owner's driver's license						
Name			Title		Phone Number	
Home Address				Driver' License #		
City		State	Zip Code	Social Security Number		
Name			Title		Phone Number	
Home Address				Driver' License #		
City		State	Zip Code	Social Security Number		

Is the physical location of your business inside the City Limits of Springville?	Yes	No
Will sales, repair, and/or delivery people enter into the City of Springville?	Yes	No
Are you enrolled in E-Verify?	Yes	No
What date will you start conducting business in the City of Springville?		

