

TOWN OF BERLIN, ALABAMA BUSINESS LICENSE APPLICATION

COMPLETE ON-LINE AT: <https://berlinal.gov/business-licenses>

****CONFIDENTIAL****

Complete and Mail To:

TOWN OF BERLIN

461 COUNTY ROAD 1615
CULLMAN, AL 35058
CLERK@BERLINAL.GOV
WWW.BERLINAL.GOV
(256) 736-3138



2024

Applicant Complete This Box

FEIN or SSN #: _____

STATE OF ALABAMA TAX #: _____

FORM OF OWNERSHIP

Sole Prop. _____ Partnership _____
Corp. _____ Prof Assoc _____
LLC _____ Other _____

APPLICATION TYPE: RENEWAL LAST YEAR'S BUSINESS LICENSE #: _____ (if known) OWNER CHANGE: _____ OTHER: _____

LEGAL BUSINESS NAME: _____

TRADE NAME (DBA): (If different from above) _____

PHYSICAL ADDRESS: _____
(Street) (Apt, Suite, etc.) (City) (State) (Zip)

MAILING ADDRESS: _____
(Street) (Apt, Suite, etc.) (City) (State) (Zip)

TELEPHONE: _____
(Business) (Fax) (Home Phone)

BUSINESS ACTIVITIES: _____

(Brief description- Retail clothing sales, wholesale food sales, rental of property, computer consulting, etc.)

BUSINESS CONTACT INFORMATION

(Provide the information below for all principal business contacts. Please provide an attachment with any additional officers if necessary.)

CONTACT 1

CONTACT 2

CONTACT 3

NAME: _____

TITLE: _____

PHONE: _____

EMAIL: _____

DATE BUSINESS ACTIVITY INITIATED OR PROPOSED IN BERLIN: _____ # OF EMPLOYEES IN BERLIN: _____

DRIVER'S LICENSE INFO (Attach Copy)

Driver's License #: _____ Expiration Date: _____

Date: _____ Signature: _____ Title: _____

CONTRACTORS

MUST send a copy of current State contractor's license, and any certification pertinent to your field. General Contractors must be licensed by the State of Alabama Board of General Contractors. Home Builders and other contractors must be properly licensed or certified as required by law.

All contractors must provide a list of all subcontractors and suppliers with contact information. (Including name, address and phone number)

The completion and submission of this form does not guarantee the approval or subsequent issuance of a license to do business.
Any prerequisites for a particular type and location of the business must be satisfied prior to licensing.

**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**

MOST COMMON FEE SCHEDULES

(for complete list see <https://BerlinAL.gov/business-licenses>)

GENERAL		DELIVERY		INSURANCE – FIRE & MARINE		INSURANCE - OTHER	
GROSS RECEIPTS	AMOUNT DUE	GROSS RECEIPTS	AMOUNT DUE	GROSS RECEIPTS	AMOUNT DUE	GROSS RECEIPTS	AMOUNT DUE
Any	.0005 on all GR	\$0 - \$75,000	\$37.50	Any	.04 on all GR from within town limits	Any	.01 on all GR from within town limits
		Over \$75,000	\$37.50 PLUS .0005 on all GR over \$75,000 within limits				

Gross receipts from sales of merchandise, tobacco, gas, rents, real estate, etc., (less taxes collected) in 2023 = _____

A _____ License amount due from gross receipts or delivery license

B+ _____ **Late penalty + 15 % after January 31, additional 15% due after 60 days**

C+ _____ ISSUANCE FEE = \$14.00 OR \$10.00 FOR DELIVERY LICENSE

D= _____ **TOTAL DUE**

REQUIRED BUSINESS LICENSE SIGNATURE

The undersigned person declares that under the penalties of perjury the renewal for this license has been examined and to the best of their knowledge believes it is a true, accurate, and complete statement. The undersigned also declares that under the penalties of perjury he/she is a legal resident and/or citizen of the United States of America and has attached supporting documentation.

SIGNATURE: _____ DATE: _____

With complete information provided, your Town of Berlin Business License will be mailed to you within 30 days of receipt of your payment.

PLEASE READ THE FOLLOWING INFORMATION CONCERNING THE COMPLETION OF THIS FORM

- Please complete all areas of the form except for the shaded area.
- Form should be typed or printed legibly.
- Form should be dated and signed by an owner, partner, or officer of the business.
- Form will initiate the process for registering or renewing your business with the municipality.

⇒ If your business has a physical location within the municipality, please include that address as well as your mailing address.

****COMPLETE SEPARATE FORMS FOR EACH PHYSICAL LOCATION IN THE TOWN OF BERLIN****

⇒ After completing this form, it can be mailed or brought in person to the Berlin Town Hall. (461 County Road 1615 Cullman, AL 35058)

****IT IS PREFERRED THAT FORMS BE SUBMITTED ONLINE AT: <https://BerlinAL.gov/business-licenses>.****

⇒ 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.

Should there be any questions concerning the completion of this form or the licensing and/or registration process, please call the number on the front of this form to obtain a more detailed explanation.

THIS AREA FOR MUNICIPAL USE ONLY

AMOUNT PAID: _____ PAYMENT TYPE: _____ DATE RECEIVED: _____

NAICS #(s): _____ BUSINESS LICENSE #: _____

APPROVED

DENIED