



CITY of OPELIKA
Revenue Department

204 South 7th Street • P.O. Box 390
 Opelika, AL 36803-0390
 (p) 334-705-5160
 revenue@opelika-al.gov

BUSINESS LICENSE and Tax Registration Application

Your application may be subject to further review and referred to PLANNING, PUBLIC WORKS, BUILDING INSPECTION & FIRE INSPECTION DEPARTMENTS. As part of the approval and clearance processes, inspections may be conducted as necessary. Please be advised that business cannot operate until approval has been obtained from all departments and purchase of a business license.

Application Type: New License Address Change effective date _____
 Renewal Owner Change effective date _____

Ownership: Individual Partnership Corporation LLC Non-Profit

Non-Profit organizations must provide a copy of their 501(c) 3 letter or other proof of non-profit status.

Business Name (DBA):	FEIN:
Physical Address:	Mailing Address: <i>(If different from physical)</i>
Email Address:	
Business Phone: ()	
Secondary Phone: ()	
Is this business conducted in/from a residence inside the city limits? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, please obtain home occupation permit. See Planning Department 700 Fox Trail Opelika, AL 36801)</i>	
Type of Business: <input type="checkbox"/> Contractor <input type="checkbox"/> Professional <input type="checkbox"/> Manufacturing <input type="checkbox"/> Wholesale <input type="checkbox"/> Retail <input type="checkbox"/> Service <input type="checkbox"/> Other _____	
Brief description of activity (any activity which comprises 10% or more of the total gross receipts) _____ _____	
If your business falls under any of the following categories additional permits, or licenses may be required. (Please ask for additional information and/or specific forms.)	
Food vendor Vehicle for Hire Electrical Plumbing/Gas Fitters General Contractor Homebuilding Solicitor Cosmetology Landscaping HVAC Electronic Security Massage	
Electrical and Plumbing contractors must have a \$5,000 surety bond.	

Business Name _____

Owner Information

<u>Owner(s) Name:</u>	<u>If corporation, name of Officer:</u>
<u>Owner's Phone:</u>	<u>Social Security #</u>
<u>Driver License #/State Issued</u>	<u>State License #</u>

Contact Information

<u>Contact Name:</u>	<u>Contact Phone:</u>
<u>Email address:</u>	<u>Fax:</u>

Will above named company have workers in the city limits of Opelika? No Yes

If yes, W-2 or 1099 (circle one). See attached instructions for additional information.

Please list name, address and phone number of 1099 workers only.

Name	Address	Phone Number

I certify the application has been examined by me and is to the best of my knowledge, a true and accurate representation of the above-named entity and person(s) listed.

Print	Signature	Title	Date
--------------	------------------	--------------	-------------

Instructions: Business License and Tax Registration Application

General Information

The Business License Application is used to apply for sales or services done inside the city limits of Opelika. Please be advised that licenses are location specific. This application can be used to register only for a City of Opelika business license and an occupational license account. If applicable, businesses must register for sales, rental taxes and lodging taxes with Avenu Insights and Analytics.

For business license(s) to be approved for locations(s) inside the city limits of Opelika, a workflow is put in place for departments to approve. Please note that it is the owner's responsibility to assure that each department has a good contact phone number and email for contact if questions or inspections are required. If for any reason the business fails an inspection(s), the owner must contact the appropriate department when the issues have been corrected.

- Planning Department 334-705-5156
- Public Works 334-705-5400
- Building Inspection 334-705-5420
- Fire Inspection 334-705-5300

Note that certain businesses are required to provide additional permits and licenses. Registration for business license using this application will not be complete until full approval and the receipt of all business license fees at City of Opelika Revenue Department.

A standard business license expires at the end of a calendar year and must be renewed by February 15th of the upcoming year. If contact by writing, email or fax has not been made by this date to the revenue department to inactivate or renew, penalty and interest accrues monthly. Also, it is important that you notify the City of Opelika Department of Revenue if:

- The business ownership changes in any manner including:
 - selling or closing of the business,
 - adding or changing partners,
 - any transfer or change in the ownership of the business,
 - any change in corporate structure requiring a new charter or certificate of authority; or
- The business location changes, or there is a change to your business classification.

Please be sure to refer to <https://library.municode.com/al/opelika> for the City of Opelika business license ordinance.

Occupational Taxes:

The City of Opelika has a city tax of 1 ½ % of all wages for any person who works within the city limits of Opelika to be paid. Businesses that provide a W-2 to their employees are required to report a quarterly return form, remit payment and a year end reconciliation form to the City of Opelika Revenue department by the corresponding due date. For businesses that has 1099 workers (ex. subcontractors), owners must provide the name, address and phone number of all 1099 individuals. Be sure to make the 1099 workers aware that they, in fact, must obtain a City of Opelika business license as well in order to conduct business within the city limits. Owners, failure to provide the requested information, will make the 1 ½% of all workers' wages inside the city limits your responsibility. The quarterly return form and year end reconciliation form can be found at www.opelika-al.gov.

Should there be any questions, please feel free to contact the Revenue department at 334-705-5160.

Helpful Information:

Business owners may need to obtain county/state business licenses, establish a tax account, or to comply with other requirements. Listed below, for your convenience, are agencies that can assist you with the above:

Avenu Insights and Analytics
600 Beacon Parkway West Suite 900
Birmingham, AL 35209
(800) 556-7274

Probate Judge's Office
Lee County Courthouse
215 South Ninth Street
Opelika, AL 36801
Tel (334) 737-3655
Fax (334) 705-5082

Internal Revenue Service
Montgomery, AL
(334) 264-2453
www.irs.gov