



Online Business License

Quick Reference Guide

Go to www.huntsvilleal.gov for a business license application or call us at (256) 427-5082.

To access the Online Business License system:

1. Go to www.huntsvilleal.gov
2. Select "BUSINESS", "Licensing and Permits", then "Business Licenses".
3. Select "ONLINE" and you will be taken to the OBL homepage.
4. Select "Create Account", and enter the required information. Please be sure to remember your **User Name** and **Password**.
5. If you are renewing an existing license, be sure to add your Tax Payer account number (assigned by the City of Huntsville).
6. Click the **Create User** button. You will be taken back to the OBL homepage.
7. Select "Start" to begin your application.
8. Answer the questions and click **Continue**, then **OK**.
9. Download and complete the required forms. Use the **Browse** button to select each form and then **Upload** each.
10. After all forms have been uploaded, click the **Submit Application** button.
11. Click **Ok** to send the completed forms to the License Department.
12. You will receive emails updating you on the status of your application.
13. You can also check the status of your application by logging in and selecting the "Application" tab. Click the Application Id and if the Status is "**Approved**", you can click the **Pay Now** button to make your payment.