

## NEW BUSINESS LICENSE APPLICATION

Click **Start**, to begin the Application process, or click **Application** to view existing applications .



**City of Huntsville Business License Application**

Welcome **Test User!**  
[ Log Out ]

COMODO SECURE

Home **Start** Application Help

Welcome to the City of Huntsville Online Business License Application

Use this site to:

- Apply for a New Business License
- Check Status of existing Application
- Renew an existing Business License
- Pay Fee for Approved Business License

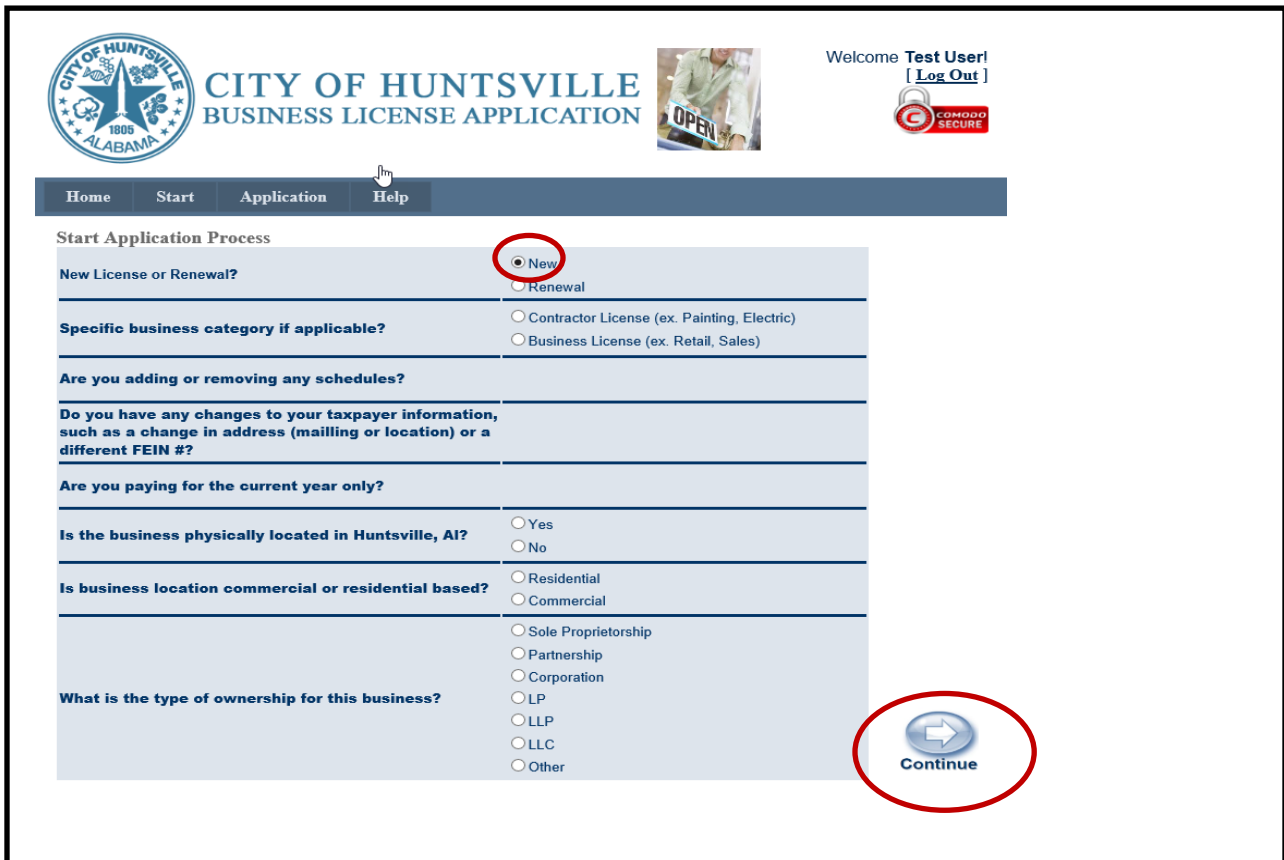
How to get started:

First Time Users...	Returning Users...
Review Business License Requirements <a href="#">here</a>	Completed Application Forms
Must create a User Account	Username and Password you created
<a href="#">Create Account</a>	<a href="#">Log In</a>

Once logged in you can [Start](#) an application or review an existing [Application](#).

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If you clicked **Start**, click **New** and answer the questions in the form below and click **Continue**



**CITY OF HUNTSVILLE BUSINESS LICENSE APPLICATION**

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Home Start **Application** Help

Start Application Process

New License or Renewal? ☒ **New** ☐ Renewal

Specific business category if applicable? ☐ Contractor License (ex. Painting, Electric)  
☐ Business License (ex. Retail, Sales)

Are you adding or removing any schedules?

Do you have any changes to your taxpayer information, such as a change in address (mailing or location) or a different FEIN #?

Are you paying for the current year only?

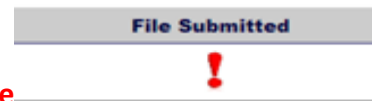
Is the business physically located in Huntsville, AL? ☐ Yes ☐ No

Is business location commercial or residential based? ☐ Residential ☐ Commercial

What is the type of ownership for this business? ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ LP ☐ LLP ☐ LLC ☐ Other

**Continue**

Verify the information is correct, click each form under the **Forms Required** column and fill out the form save it to your computer. Click the **Browse** button and find the form click it to display it under **Submit Form** column. Click **Upload** this will upload the form and each form will be



displayed under the **File Submitted** column. **Note: If you see a red exclamation Mark under the File submitted column you have not uploaded the required file.**

City of Huntsville Business License Application

Welcome Test user! [Log Out]

Download each required file, fill out and then upload your completed form

User: Test User AppID: 271 TaxID: 121212 Loc No: [ ]

Type: New Status: New StartDate: 11/19/2014 8:18:40 AM CompleteDate: [ ]

Cost: [ ] PaymentDate: [ ] AuthCode: [ ]

Memo: [ ]

Pay Now

Forms Required	Submit Form	File Submitted
<a href="#">OwnershipForm.pdf</a>	Browse... Upload	!
<a href="#">priv_license_residential.pdf</a>	Browse... Upload	!
<a href="#">StatusConfirmationForm.pdf</a>	Browse... Upload	!
<a href="#">TaxReturn.pdf</a>	Browse... Upload	!
<b>Submit Additional File:</b> [ ] Browse... Upload		

Upload all completed forms and Submit Application to License Department

[Return To Application List](#) Submit Application

If you are required to submit additional form(s) do so using the **Submit Additional File**: Name the form browse out to the file select it then click upload.

When all forms have been filled out and uploaded click **Submit Application**.

City of Huntsville  
Business License Application

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Download each required file, fill out and then upload your completed form

User: Test User AppID: 271 TaxID: 121212 Loc No:

Type: New Status: New StartDate: 11/19/2014 8:18:40 AM CompleteDate:

Cost:  PaymentDate:  AuthCode:

Memo:

Pay Now

Forms Required	Submit Form	File Submitted
<a href="#">OwnershipForm.pdf</a>	<input type="text"/> Browse... Upload	<a href="#">nts villeOwnershipForm.pdf</a> ✓
<a href="#">priv_license_residential.pdf</a>	<input type="text"/> Browse... Upload	<a href="#">v_license_residential.pdf</a> ✓
<a href="#">StatusConfirmationForm.pdf</a>	<input type="text"/> Browse... Upload	<a href="#">ionFormSCF-1-Fillable.pdf</a> ✓
<a href="#">TaxReturn.pdf</a>	<input type="text"/> Browse... Upload	<a href="#">TaxReturn.pdf</a> ✓

Submit Additional File:  Browse... Upload

Upload all completed forms and Submit Application to License Department

[Return To Application List](#) **Submit Application**

Click **OK** to send the completed forms to the License Department

Message from webpage

Click OK to send your completed forms to the License Department

OK Cancel

You will see the screen below confirming your application has been submitted for review



# City of Huntsville Business License Application



Welcome **Test user!**  
[ Log Out ]



HomeStartApplicationHelp

✔ **Your application has been submitted for Review**

User:  AppID:  TaxID:  Loc No:   
Type:  Status:  StartDate:  CompleteDate:   
Cost:  PaymentDate:  AuthCode:   
Memo:

Forms Required	Submit Form	File Submitted
<a href="#">OwnershipForm.pdf</a>	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	<a href="#">ntsvilleOwnershipForm.pdf</a> ✔
<a href="#">priv_license_residential.pdf</a>	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	<a href="#">v_license_residential.pdf</a> ✔
<a href="#">StatusConfirmationForm.pdf</a>	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	<a href="#">ionFormSCF-1-Fillable.pdf</a> ✔
<a href="#">TaxReturn.pdf</a>	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	<a href="#">TaxReturn.pdf</a> ✔

Submit Additional File:

Upload all completed forms and Submit Application to License Department

[Return To Application List](#)

Click **Return to Application List**, to see your list of and/or status of your Business License Applications.