

City of Huntsville

Online Business License Process

With this Online Business License Application you can; apply for a New Business License, Pay fee for New approved License, Check status of New License application, Submit supporting documents, and renew a current business license.

LOGIN PROCESS

If you are a returning user (have already created an account) click **Log-In**.

 **City of Huntsville**
Business License Application

[Log In]

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 here	Completed Application Forms
Must create a User Account	Username and Password you created
Create Account	Log In
Once logged in you can Start an application or review an existing Application .	

© Copyright 2014 All Rights Reserved | City of Huntsville, Alabama | [Privacy Policy](#)

Returning Users **Log In** by entering **Username** and **Password** and Click on **Log In**

 **City of Huntsville**
Business License Application

[Log In]

Home Start Application Help

LOG IN
Please enter your username and password.
[Register](#) if you don't have an account.

Account Information

Username:

Password:

Once logged in you can [Change Your Password](#)
Forgotten your password you can [Reset Your Password](#)

CREATE A NEW ACCOUNT

Click **Create Account**



 City of Huntsville
Business License Application

[Log In]

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 here Must create a User Account Create Account	Completed Application Forms Username and Password you created Log In

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

© Copyright 2014 All Rights Reserved | City of Huntsville, Alabama | [Privacy Policy](#)

Enter your **Username, E-Mail, and Password**, confirm Password and if you are an existing City of Huntsville Business Owner enter your **TaxPayerID**; click the **Create User**, button.



 City of Huntsville
Business License Application

[Log In]

Home Start Application Help

CREATE A NEW ACCOUNT

Use the form below to create a new account.
Passwords are required to be a minimum of 6

Account Information

User Name:

E-mail:

Password:

Confirm Password:

If you are an existing City of Huntsville Business Owner
please enter your City of Huntsville TaxPayer Id
Number.

TaxPayerID: [Create User](#)

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 here	Completed Application Forms
Must create a User Account	Username and Password you created
Create Account	Log In

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

© Copyright 2014 All Rights Reserved | City of Huntsville, Alabama | [Privacy Policy](#)

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

CITY OF HUNTSVILLE
BUSINESS LICENSE APPLICATION

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

COMODO SECURE

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?

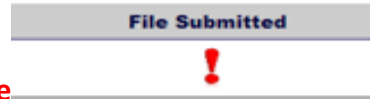
Is the business physically located in Huntsville, AL? Yes No

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.**

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
OwnershipForm.pdf	<input type="text"/> Browse... Upload	!
priv_license_residential.pdf	<input type="text"/> Browse... Upload	!
StatusConfirmationForm.pdf	<input type="text"/> Browse... Upload	!
TaxReturn.pdf	<input type="text"/> Browse... Upload	!

Submit Additional File: 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

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

Home Start Application Help

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

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

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

Submit Additional File:

Upload all completed forms and Submit Application to License Department

[Return To Application List](#)

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

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]

Home Start Application Help

✔ **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
OwnershipForm.pdf	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	ntsvilleOwnershipForm.pdf ✔
priv_license_residential.pdf	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	v_license_residential.pdf ✔
StatusConfirmationForm.pdf	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	ionFormSCF-1-Fillable.pdf ✔
TaxReturn.pdf	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	TaxReturn.pdf ✔

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.

RENEWAL OF A BUSINESS LICENSE (New way with PAY NOW active)

To renew a current Business License > **Click Start** > **Click Renewal**, answer the questions and click **Continue**

CITY OF HUNTSVILLE
BUSINESS LICENSE APPLICATION

Welcome **Test User!**
[[Log Out](#)]

Home **Start** Application Help

Start Application Process

New License or Renewal? **RENEWAL form must be completed, scanned and attached.** New **Renewal**

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

Are you adding or removing any schedules? Yes No

Do you have any changes to your taxpayer information, such as a change in address (mailing or location) or a different FEIN #? Yes No

Are you paying for the current year only? Yes No

Is the business physically located in Huntsville, AL?

Is business location commercial or residential based?

What is the type of ownership for this business?

Continue

If you are:

1. Renewing a **Business** License (not a Contractor license with Inspection dept.)
2. Not adding or removing any schedules
3. Don't have any changes to your taxpayer information
4. Paying for the **current year only**, and
5. Have previously paid for **at least one prior tax year**, then you are eligible to pay online and will be taken to the Locations screen.

Start Application Process

New License or Renewal? **RENEWAL form must be completed, scanned and attached.** New **Renewal**

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

Are you adding or removing any schedules? Yes **No**

Do you have any changes to your taxpayer information, such as a change in address (mailing or location) or a different FEIN #? Yes **No**

Are you paying for the current year only? **Yes** No

Select your **Location**



CITY OF HUNTSVILLE BUSINESS LICENSE APPLICATION



Welcome **Test User!**
[[Log Out](#)]



[Home](#) [Start](#) [Application](#) [Help](#)

Only one location per application can be paid for at a time.
Select location to calculate license renewal cost.

Location ID	Loc DBA	Full Street	Address	Loc#
49974	WINDMILL BEVERAGES	MEMORIAL PKY SW	13136	1
54812	WINDMILL BEVERAGES	MEMORIAL PKY SW	3022	2
59381	WINDMILL BEVERAGES	US 431 S HWY SE	6310	3

Select a **Schedule** to pay, and continue until all Schedules are completed



CITY OF HUNTSVILLE BUSINESS LICENSE APPLICATION



Welcome **Test User!**
[[Log Out](#)]



[Home](#) [Start](#) [Application](#) [Help](#)

Current Tax Year:

Please select a Schedule Number

Sch#	SchDesc	Gross/Computation	Amt	Sch#	SchID
08 011	LOUNGE RETAIL LIQUOR- CLASS II (PACKAGE)		\$0.00	08 011	162
56	MERCHANT RETAIL		\$0.00	56	71

Schedule Total:
Issue Fee:
Penalty/Late Fee:
Total Cost:

I swear or affirm the above is a true and correct statement to the best of my knowledge and belief.

On the Schedule Calculation screen, enter the required amount and hit the **Calculate** button, then **Ok** to continue

Home Start Application Help

Schedule # Description

56 MERCHANT RETAIL

Enter Gross Receipts And/Or Computation For This Schedule

GROSS 10000 Fee \$65.00

Calculate Ok

After all schedules have been entered, you can then check the **affirmation checkbox** and **Continue**

Home Start Application Help

Current Tax Year: 2020

Please select a Schedule Number

SchNbr	SchDesc	Gross/Computation	Amt	Sch#	SchID
08 011	LOUNGE RETAIL LIQUOR- CLASS II (PACKAGE) BUSINESS	BUSINESS	\$1,200.00	08 011	162
56	MERCHANT RETAIL	GROSS	\$65.00	56	71

Schedule Total: \$1,265.00

Issue Fee: \$12.00

Penalty/Late Fee: \$379.50

Total Cost: \$1,656.50

I wear or affirm the above is a true and correct statement to the best of my knowlege and belief Continue

Upload your renewal form and any additional supporting files, if needed, and then hit the **Pay Now** button

CITY OF HUNTSVILLE
BUSINESS LICENSE APPLICATION

Welcome **Test User!**
[[Log Out](#)]

Home Start **Application** Help

Renewals are delinquent after January 31st of each year. Please call 256-427-5082 for Penalty & Interest rates.

Application has been Approved and is Ready for Payment

User: Test User ApplicationID: 1066 TaxID: 48985 Loc No: 1 Dept: CT
Type: Renewal Status: **Approved** Cost: \$1,656.50 StartDate: 9/18/2020 3:16:54 PM
ApproveDate: 9/18/2020 3:17:12 PM PaymentDate: AuthCode:
CompleteDate: TranID:
Memo: Online renewal, signed by Test User.

Pay Now

Submit Additional File: Browse... Upload

Submit Application

[Return To Application List](#)

You will now be taken to the **Online Payment Gateway**, which is outlined further below in the **PAYMENT PROCESS** section

RENEWAL OF A BUSINESS LICENSE (Old way with PAY NOW inactive)

To renew a current Business License > **Click Start** > **Click Renewal**, answer the questions and click **Continue**



CITY OF HUNTSVILLE
BUSINESS LICENSE APPLICATION



Welcome **Test User!**
[[Log Out](#)]



Home Start Application Help

Start Application Process

New License or Renewal? RENEWAL form must be completed, scanned and attached.	<input type="radio"/> New <input checked="" type="radio"/> Renewal
Specific business category if applicable?	<input type="radio"/> Contractor License (ex. Painting, Electric) <input type="radio"/> Business License (ex. Retail, Sales)
Are you adding or removing any schedules?	<input type="radio"/> Yes <input type="radio"/> No
Do you have any changes to your taxpayer information, such as a change in address (mailing or location) or a different FEIN #?	<input type="radio"/> Yes <input type="radio"/> No
Are you paying for the current year only?	<input type="radio"/> Yes <input type="radio"/> No
Is the business physically located in Huntsville, AL?	
Is business location commercial or residential based?	
What is the type of ownership for this business?	



Continue

Scan your renewal form to your computer and browse out to the renewal form and upload the form using Submit **Additional File field**.

City of Huntsville
Business License Application

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

Home Start Application Help

Please scan in your renewal form and Upload as additional file

User: AppID: TaxID: Loc No:

Type: Status: StartDate: CompleteDate:

Cost: PaymentDate: AuthCode:

Memo:

Submit Additional File:

Upload all completed forms and Submit Application to License Department

[Return To Application List](#)

Click **Submit Application**

You will get confirmation on the screen that your application has been submitted for Review



Click **“Return to Application List”**

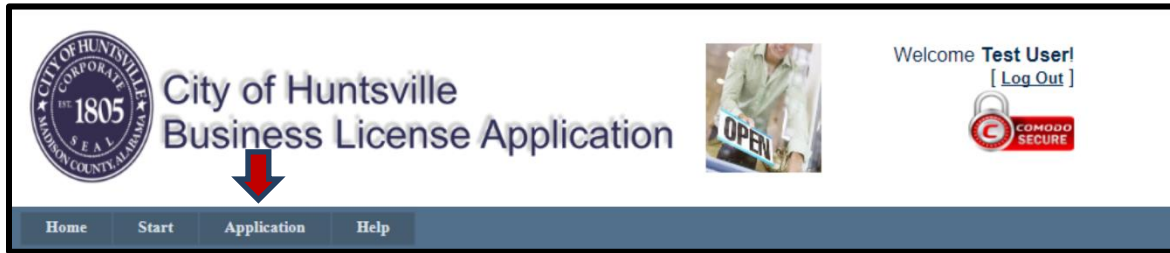
A list of your applications with the columns headings Application ID, Type, Status, Started, Completed, Paid, Pay Code and the Memo will be displayed. You can check the status of your application on this screen.

Pending Application(s)							
Application ID	Type	Status	Started	Completed	Paid	Pay Code	Memo
159	New	Approved	9/19/2014 8:31 AM				Ready for payment by:lparker
160	New	Approved	9/19/2014 9:02 AM				Awaiting approval. by:lparker Ready for Payment by:lparker
162	New	Approved	9/19/2014 10:58 AM				Pending Fire inspection. by:lparker Ready for payment by:lparker
207	Renewal	Approved	10/15/2014 8:49 AM				Ready for payment by:lparker
208	New	Complete	10/15/2014 8:52 AM	11/13/2014 10:25 AM	11/13/2014 10:15 AM	123456	Ready for payment by:lparker

To open the application, click the underlined number under **“Application ID”** column.

PAYMENT PROCESS

Open the City of Huntsville Business License Application and click **Application** on the home screen.



If the **Status** of the application is **Approved**; click on the underlined **Application ID** number to open the application.

City of Huntsville Business License Application

Welcome Test User!
[Log Out]

Home Start Application Admin Help

Pending Application(s)

Application ID	Type	Status	Started	Completed	Paid	Pay Code	Memo
162	New	Approved	9/19/2014 10:58 AM				Pending Fire inspection. by:\parker Ready for payment by:\parker
163	New	Approved	9/19/2014 10:58 AM				Ready for payment by:\parker
207	Renewal	Approved	10/15/2014 8:49 AM				Ready for payment by:\parker

Once the Application is opened click the **“Pay Now”** button if you are ready to make payment.

City of Huntsville Business License Application

Welcome Test User! [Log Out]

Home Start Application Help

Application has been Approved and is Ready for Payment

User: Test User ApplID: 259 TaxID: 121212 Loc No:
Type: New Status: Approved StartDate: 11/13/2014 8:52:36 AM CompleteDate:
Cost: \$75.00 PaymentDate: AuthCode: TranID:
Memo: Ready for payment by:lparker

Pay Now

Forms Required	Submit Form	File Submitted
OwnershipForm.pdf	<input type="text"/> Browse... Upload	yofHuntsvilleOwnershipForm.pdf ✔
priv_license_commercial.pdf	<input type="text"/> Browse... Upload	priv_license_commercial.pdf ✔
TaxReturn.pdf	<input type="text"/> Browse... Upload	TaxReturn.pdf ✔

Submit Additional File: Browse... Upload

[Return To Application List](#)

Confirm Payment information if correct Click **Continue**

City of Huntsville Online Payment Gateway

About

CREATE PAYMENT

*Indicates required entry

ACCOUNT

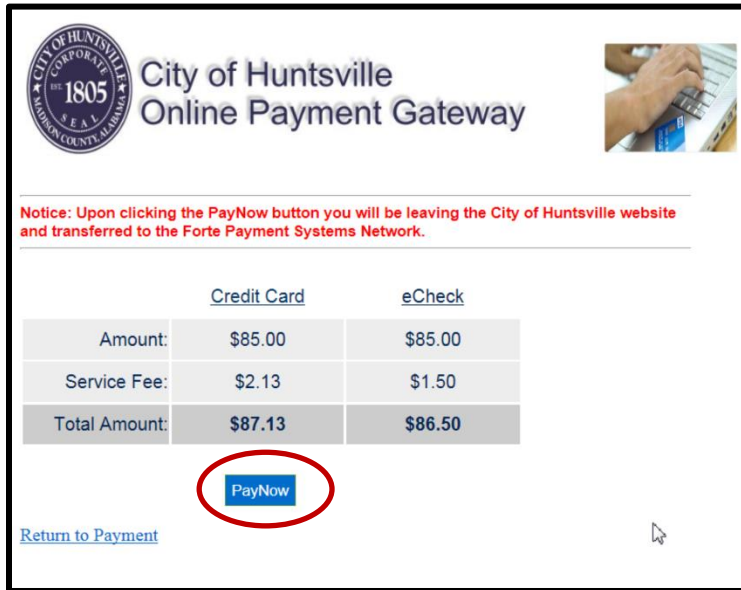
*Account Name: HUNTSVILLE BUSINESS LICENSE WEB

Complete payment entry and click continue to proceed.

PAYMENT

*Payment Amount: 85.00 Swipe?
Payment ID: TaxpayerID: 121212; Location Nbr: 3
Memo: AppID: 208
*Entered By: Test User

Confirm payment information; if correct click **Pay Now** or Click Return to Payment Window.

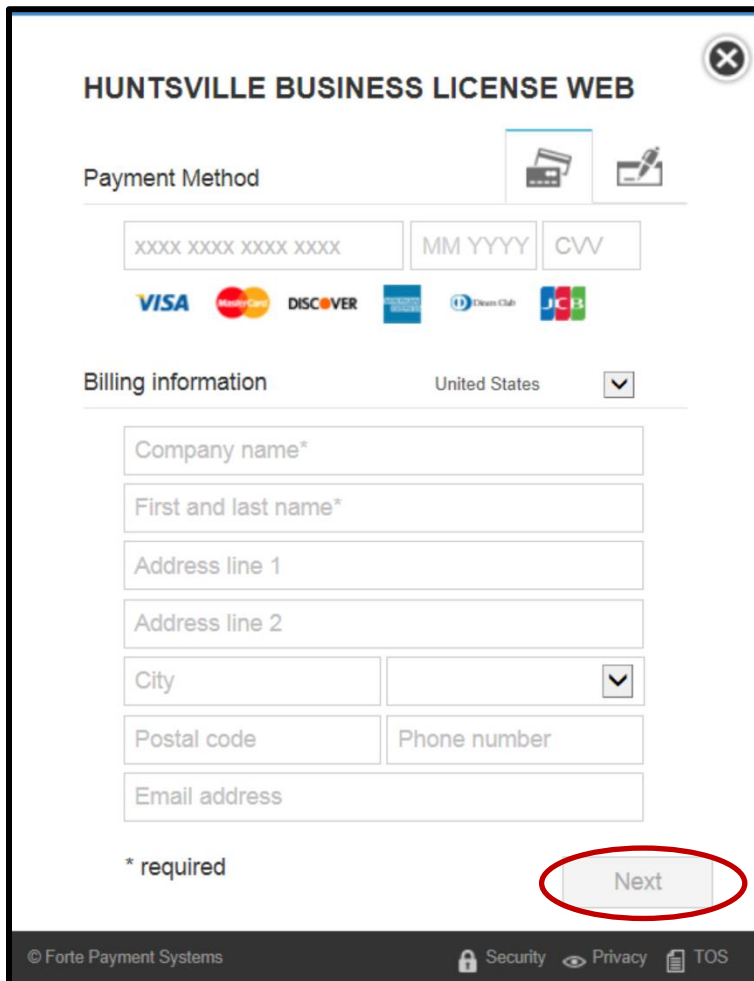


The screenshot shows the City of Huntsville Online Payment Gateway interface. At the top left is the City of Huntsville logo, which includes the text 'CITY OF HUNTSVILLE', 'INCORPORATED 1805', and 'HUNTSVILLE, ALABAMA'. To the right of the logo is the text 'City of Huntsville Online Payment Gateway'. Below this is a notice: 'Notice: Upon clicking the PayNow button you will be leaving the City of Huntsville website and transferred to the Forte Payment Systems Network.' A table compares payment methods:

	Credit Card	eCheck
Amount:	\$85.00	\$85.00
Service Fee:	\$2.13	\$1.50
Total Amount:	\$87.13	\$86.50

Below the table is a blue 'PayNow' button, which is circled in red. To the left of the button is a link 'Return to Payment'.

Fill in the Payment Method, Billing information and click **"NEXT"**



The screenshot shows the 'HUNTSVILLE BUSINESS LICENSE WEB' payment form. At the top right is a close button (X). The form is divided into two main sections: 'Payment Method' and 'Billing information'. Under 'Payment Method', there are icons for a credit card and a check. Below these are input fields for the card number (XXXX XX XX XX XX XX), expiration date (MM YYYY), and CVV. Logos for VISA, MasterCard, DISCOVER, American Express, Diners Club, and JCB are displayed. Under 'Billing information', there is a dropdown menu for 'United States'. Below this are several input fields: 'Company name*', 'First and last name*', 'Address line 1', 'Address line 2', 'City' (with a dropdown arrow), 'Postal code', 'Phone number', and 'Email address'. A legend indicates '* required'. At the bottom right, a 'Next' button is circled in red. The footer contains '© Forte Payment Systems', a lock icon for 'Security', an eye icon for 'Privacy', and a document icon for 'TOS'.

Review the information and click "AUTHORIZE"

HUNTSVILLE BUSINESS LICENSE WEB

Payment Information Edit

VISA City Of Huntsville Test
Mr. Test
Visa Credit Card - 1111
Exp. 09/2015

Amount Summary

Sub-Total:	\$85.00
Service Fee:	\$2.13
Amount:	\$87.13

Authorize

© Forte Payment Systems Security Privacy TOS

The Screen below will be displayed "Application is Complete, License will be mailed". Make note of the **TranID**. You will need this number to Print the receipt

City of Huntsville Business License Application

Welcome Test User! [Log Out]

Home Start Application Help

Application is Complete, License will be mailed Print Receipt

User: Test User AppID: 259 TaxID: 121212 Loc No:

Type: New Status: Complete StartDate: 11/13/2014 8:52:36 AM CompleteDate: 1/14/2015 2:11:02 PM

Cost: \$75.00 PaymentDate: 1/14/2015 2:08:54 PM AuthCode: 123456 **TranID: 1903**

Memo: Ready for payment by:lparker Pay Now

Forms Required	Submit Form	File Submitted
OwnershipForm.pdf	<input type="text"/> Browse... Upload	yofHuntsvilleOwnershipForm.pdf ✔
priv_license_commercial.pdf	<input type="text"/> Browse... Upload	priv_license_commercial.pdf ✔
TaxReturn.pdf	<input type="text"/> Browse... Upload	TaxReturn.pdf ✔

Submit Additional File: Browse... Upload

[Return To Application List](#) Submit Application

To print receipt enter the **COHTranID**

City of Huntsville Payment Confirmation
Enter COHTranID number to reprint receipt

COHTranID

[Return to Payment](#)



Click the  to print receipt

City of Huntsville Payment Confirmation
Enter COHTranID number to reprint receipt

COHTranID

1/14/2015 2:08:54 PM

HUNTSVILLE BUSINESS LICENSE WEB


Approval Code: **123456** COHTranID: **1903**

Payment Amount: \$75.00
Service Fee: \$1.95
Total Amount: **\$76.95**

Payment ID: TaxpayerID: 121212; Location Nbr:
Memo: AppID: 259
Entered By: Test User

visa | sale | 1111

Thank you!

[Return](#) 

[Return to Payment](#)

CHANGE OR RESET YOUR PASSWORD

Click Change Your password or Reset your password on the Log In Window on the Home page.

Click the action you want to complete.



City of Huntsville
Business License Application

[Log In]

Home Start Application Help

LOG IN
Please enter your username and password.
[Register](#) if you don't have an account.

Account Information

Username:

Password:

Log In

Once logged in you can [Change Your Password](#).
Forgotten your password you can [Reset Your Password](#).

Change Your Password

Enter your old Password, New Password, and Confirm New Password and click Change Password.



City of Huntsville
Business License Application

Welcome Test User!
[Log Out]

Home Start Application Help

CHANGE PASSWORD
Use the form below to change your password.
New passwords are required to be a minimum of 6 characters in length.

Account Information

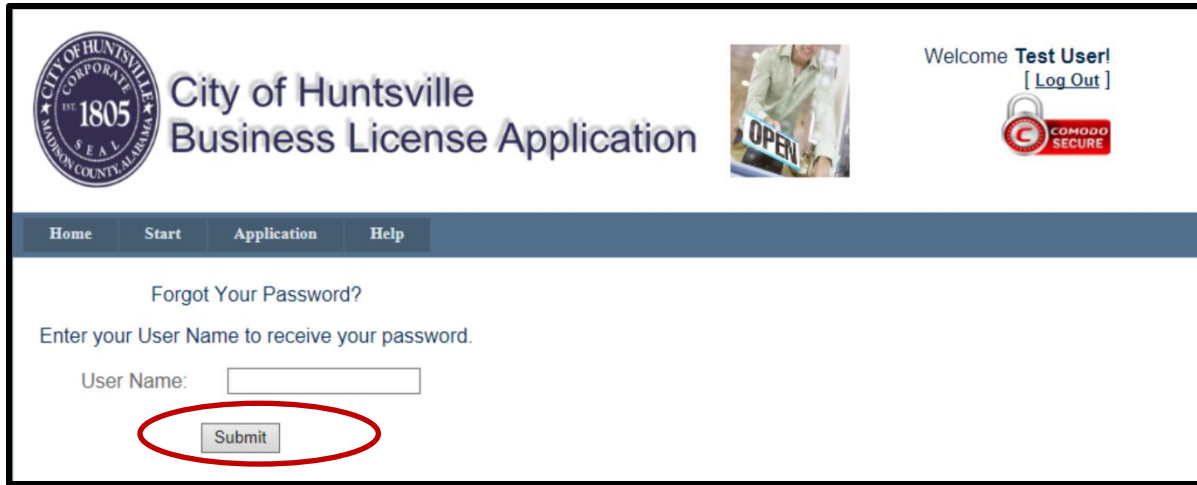
Old Password:

New Password:

Confirm New Password:

Cancel Change Password

Reset your password; Enter your User Name and Click **Submit**, your password will be emailed to you and then you can reset/change your password if you choose to.



The screenshot shows the City of Huntsville Business License Application website. At the top left is the City of Huntsville logo, which includes the text "CITY OF HUNTSVILLE", "CORPORATE SEAL", "1805", and "MADEBY COUNTY, ALABAMA". To the right of the logo is the text "City of Huntsville Business License Application". Further right is a small image of a person holding a sign that says "OPEN". At the top right, it says "Welcome Test User!" with a "[Log Out]" link and a "COMODO SECURE" logo.

Below the header is a navigation bar with links for "Home", "Start", "Application", and "Help". The "Application" link is highlighted.

The main content area has the heading "Forgot Your Password?" and the instruction "Enter your User Name to receive your password." Below this is a form with the label "User Name:" followed by a text input field. A red oval highlights the "Submit" button below the input field.