

**CITY OF BAY MINETTE
BUSINESS LICENSE CHECKLIST**

- Contact the Building Department for planning and zoning requirements. 251-580-1610 (Oscar Waters)
Department Signature/Sign-Off: _____
- Contact the Fire Inspector to make sure the building is up to code. 251-580-1617 (Steven Stewart)
Department Signature/Sign-Off: _____
- Contact the Police Department to provide information (name, address, phone numbers and alarm information if applicable) if you are in the city limits. 251-580-1682 (Pam Thompson).
Department Signature/Sign-Off: _____
- Contact the Health Department if you will be preparing food. You will need to provide a copy of your Health Department permit. 251-947-1910
- You will be required to provide a copy of your professional license, i.e. physician, lawyer, nail technician, cosmetologist, etc.
- You will be required to provide a copy of your occupational license, i.e. general contractor, homebuilder, HVAC, plumbing, etc. We will need copy of certificate of general liability and worker's compensation insurance.
- Contact the ABC Board to begin the application process if you will be selling alcoholic beverages. 251-947-2971 (Betty Dean). Once the application is completed, approval must be obtained from the City Council. Call Rita Diedtrich (City Clerk) at 251-580-1637 to be placed on the agenda. You will be required to provide a copy of the State Board alcohol license.
Rita Diedtrich Signature/Sign-Off: _____
- Obtain City Business License. 251-580-1697 (Pam Wade)
- Contact RDS (Revenue Discovery System) to setup to pay City Sales Tax. 800-556-7274 (Taxpayer Support)
- Contact Baldwin County Probate to see if you are required to have a Baldwin County license. 251-937-0260, Ext 7013 (Business License)

Prior to the business license being issued, the above department approvals and documents are required. If you have any questions, please call Pam Wade, 251-580-1697, or email pwade@ci.bay-minette.al.us.