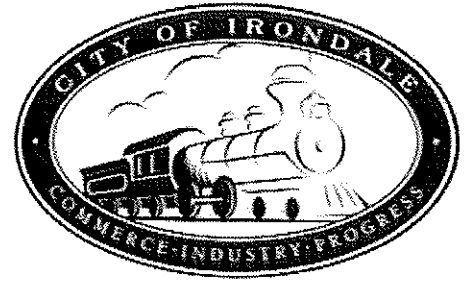


**CITY OF IRONDALE, ALABAMA  
TAX REGISTRATION/BUSINESS  
LICENSE APPLICATION  
COMPLETION PROCESS**



**ALL** Applicants Complete

Pages 1 and 2

LP's, LLP's, LLC's and Corporations  
Complete

Page 3

Partnerships, Individuals and  
Sole Proprietorships Complete

Page 4 **AND** Form A  
Or Form B

ALL Businesses Located In The  
City of Irondale Complete

Page 6

ALL Home Occupations/Home  
Offices Located In The City  
Of Irondale Complete

Page 7

**INSTRUCTIONS SHEET**

CITY OF IRONDALE, ALABAMA TAX REGISTRATION/BUSINESS LICENSE APPLICATION

(CONFIDENTIAL)

Complete and Mail/Fax/Email To:
CITY OF IRONDALE
PO BOX 100188,
101 SOUTH 20TH ST.
IRONDALE, AL 35210
revenue@cityofirondaleal.gov
(205) 956-9200 option 2 Fax (205) 951-1425

Applicant Complete This Box
FORM OF ORGANIZATION (Check One)
Sole Prop. \_\_\_ Partnership \_\_\_
Corp. \_\_\_ Professional Assoc \_\_\_
LLC \_\_\_ Other \_\_\_

Application Type: New [ ] Owner Change [ ] Name Change [ ] Location Change [ ] UPDATE INFO. [ ]

Legal Business Name: \_\_\_\_\_

Trade Name: (If different from above) \_\_\_\_\_

Business Activities: (Brief description- Retail clothing sales, wholesale food sales, rental of industrial equip., computer consulting, etc.)

Physical Address: \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

Mailing Address: \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

Telephone: \_\_\_\_\_ (Business) \_\_\_\_\_ (Fax) \_\_\_\_\_ (Home Phone)

List the Owner(s), Partners, or Officers (Attach separate sheet if necessary)

Table with 5 columns: Name, Residence Address, SSN, Title, Contact #

JOB COST (Contractors Only): \_\_\_\_\_ Type of Job \_\_\_\_\_

Manager or contact person \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

Date Business Activity Initiated or Proposed in Irondale: \_\_\_\_\_ Business located in \_\_\_\_\_ or out \_\_\_\_\_ of City of Irondale limits

If business is physically located in Irondale, list the owner of the building (or leasing agent) monthly rent amount and phone number:

Federal Tax ID. # \_\_\_\_\_

State of Alabama Sales Tax # \_\_\_\_\_ State of Alabama Seller Use Tax # \_\_\_\_\_ State of Alabama Consumer Use Tax # \_\_\_\_\_

State of Alabama Lease Tax # \_\_\_\_\_ State of Alabama Rental Tax # \_\_\_\_\_ Lodging Tax # \_\_\_\_\_

Business Types: [ ] Retail [ ] Wholesale [ ] Contractor [ ] Service [ ] Professional [ ] Manufacturer [ ] Rental [ ] Other

Tax Types: [ ] Sales [ ] Consumer Use [ ] Seller's Use [ ] Rental [ ] Lodging [ ] Liquor [ ] None

Requested Tax Filing Frequency: [ ] MONTHLY [ ] QUARTERLY [ ] ANNUAL (NO OCCASIONAL FILING STATUS)

License: [ ] Business License [ ] Home Occupation Business [ ] EXEMPTION PER \_\_\_\_\_

Comments: \_\_\_\_\_
This application has been examined by me and is, to the best of my knowledge, a true and complete representation of the above named entity, and person(s) listed.

Date \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_

THIS AREA FOR MUNICIPAL USE ONLY

ACCOUNT ID # \_\_\_\_\_ NAICS CODE # \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

Tax Filing Frequency: [ ] Monthly [ ] Quarterly [ ] Annual

ZONING CLASSIFICATION: \_\_\_\_\_ Zoning Approved by: \_\_\_\_\_

**City of Irondale**  
**Attention: Revenue Department**

**Name of Business:** \_\_\_\_\_

**NAICS # (North American Industry Classification System)** \_\_\_\_\_

**ALL SALES ARE SHIP BY COMMON CARRIER AND NO PHYSICAL PRESENCE IN THE CITY OF IRONDALE. YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**METHOD OF DELIVERY (IF NOT BY COMMON CARRIER) Attach separate sheet if necessary:**

**VENDOR NAME** \_\_\_\_\_ **CONTACT #:** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

If any of the below questions are answered “YES” a **Business License is required** (in order to process your application, your payment must be included).

1. If all questions are answered “NO” and all merchandise sold at retail was shipped by common carrier you must complete the business license application and report taxes only.

	YES	NO
Physical Presence (business located within the City of Irondale)		
Salesperson/Representative(s) who visit or deliver to business		
Contractor will/has perform(ed) a job (in the City of Irondale)		
Rental or Leasing Real or Personal Property (in the City of Irondale)		
Delivery in own truck (in the City of Irondale)		
Maintains Equipment (in the City of Irondale)		
Nexus (in the City of Irondale)		

License fees are determined by the exact nature and type of your business. You should contact the Irondale Revenue Department at (205) 956-9200 option 2 for more information. This will determine the type(s) of licenses required. Some licenses require State Regulatory Permits in order to issue, such as auto dealers, food establishments, and various contractors.

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

Date \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_

CITY OF IRONDALE, ALABAMA

DECLARATION OF U.S. CITIZENSHIP AND/OR LAWFUL PRESENCE OF AN ALIEN

The Alabama Legislature recently passed a sweeping immigration law. The law is known as the Beason-Hammons Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535 (hereinafter referred to as the "Act"). The Act prohibits aliens unlawfully present in the United States from (1) receiving, with certain exceptions, state or local public benefits defined by the Act or (2) entering into or attempting to enter into business transactions with a city (state or local public benefits and business transactions are hereinafter collectively referred to as "Benefits").

The Act requires that any individual that receives a Benefit from a municipality must be a U.S. citizen or an alien lawfully present in the United States. Municipalities must obtain from each individual, including any individual that is a sole proprietor or a partner in a general partnership, both a signed declaration, either of citizenship or lawful presence as appropriate, and a demonstration of such status before Benefits may be provided to the individual by the municipality.

In the case of a partnership whose partners must be verified, you are instructed to provide a copy of the partnership agreement or other appropriate documentation evidencing the names and addresses of each individual who is a partner in the partnership, and each individual partner shall execute Form A or B.

DIRECTIONS

This declaration must be completed and submitted by the applicant(s) to the City of Irondale prior to the issuance of any Benefits, which declaration shall be incorporated into and become a part of and a condition of any Benefits authorized by the City/Town. A violation of the Act may disqualify the recipients from the Benefits issued by the City/Town.

Further, the Act provides that any person who knowingly makes a false, fictitious, or fraudulent statement or representation as a part of this declaration shall be guilty of perjury in the second degree pursuant to § 13A-10-102, Ala. Code 1975. Each time a person receives a Benefit based on such statement or representation shall constitute a separate violation.

SECTION H - TO BE COMPLETED ONLY BY (LP, LLP, LLC, CORPORATION)

Applicant's Legal Name(s) \_\_\_\_\_

Doing Business As (if applicable): \_\_\_\_\_

Physical Address: \_\_\_\_\_

Type of Ownership (LP, LLP, LLC, Corporation) \_\_\_\_\_

Current Taxpayer Identification Number: \_\_\_\_\_

Type of Benefit Applied For (License, Taxes or Both) \_\_\_\_\_

SECTION I & II - TO BE COMPLETED ONLY BY  
(PARTNERSHIP, INDIVIDUAL OR SOLE PROPRIETORSHIP)

SECTION I - APPLICATION FOR BENEFITS

Applicant's Legal Name(s): \_\_\_\_\_

Doing Business As (if applicable): \_\_\_\_\_

Type of Ownership (check one):

- Individual or Sole Proprietorship (complete Form A or B)
- Partnership (each partner to complete Form A or B)

Current Taxpayer Identification or Social Security Number (if applicable): \_\_\_\_\_

Business Location: \_\_\_\_\_  
(Address) (City) (State) (Zip)

Type of Benefit Applied For (check one):

- License  Taxes
- Other Benefits (please explain):

\_\_\_\_\_  
\_\_\_\_\_

EACH INDIVIDUAL, SOLE PROPRIETOR, OR EACH PARTNER IN A PARTNERSHIP IF AN INDIVIDUAL, SHALL COMPLETE THE FOLLOWING:

SECTION II - U. S. CITIZENSHIP OR NATIONAL STATUS

Are you a citizen or national of the United States (check one)?  Yes  No

If you checked YES: Complete the Proof of Citizenship Demonstration and Declaration - Form A.

If you checked NO: Complete the Verification, Demonstration and Declaration of Lawfully Present Alien - Form B

For official use only

FORM A

Citizenship status confirmed by: \_\_\_\_\_, date \_\_\_\_\_

Proof of Citizenship Demonstration and Declaration

In order for an individual, including an individual who is a sole proprietor or a partner in a partnership, who is a U.S. Citizen to receive a public benefit or conduct a business transaction with the City of Irondale, each such individual/citizen must declare his or her U.S. citizenship by executing the declaration at the bottom of this form, and must demonstrate his or her U.S. citizenship by presenting a legible copy of one of the following items.

Note that if the presented item does not include picture identification, please also provide a copy of a valid form of picture identification, and if the presented item does not show the person's current legal name, please also provide a copy of a supporting document to verify the legal name change. Please check which of the listed items has been provided:

- Driver's license or non-driver's identification card (issued by the division of motor vehicles or the equivalent governmental agency of another state within the United States if the agency indicates on the applicant's driver's license or non-driver's identification card that the person has provided satisfactory proof of United States citizenship).
- Birth certificate (that verifies United States citizenship).
- Pertinent pages of a United States valid or expired passport (identifying the applicant and the applicants passport number), or presentation of the U.S. Passport.
- United States naturalization documents or the number of the certificate of naturalization.
- Other documents or methods of proof of United States citizenship (issued by the federal government pursuant to the Immigration and Nationality Act of 1952, and amendments thereto).
- Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number.
- Official United States military record of service (showing the applicant's place of birth in the United States).

CITIZENSHIP DECLARATION

Under penalty of perjury, I, \_\_\_\_\_, (print name of undersigned) the undersigned do hereby declare that I am a citizen of the United States of America.

\_\_\_\_\_  
(Declarant's Signature and Date)

For official use only.

FORM B

Presumptive alien status confirmed by \_\_\_\_\_, date \_\_\_\_\_

SAVE Verification received by \_\_\_\_\_, date \_\_\_\_\_

### Verifications, Demonstration, and Declaration of Lawfully Present Alien

A. SAVE Verification. In order for an individual, including an individual who is a sole proprietor or a partner in a partnership, who is a lawfully present alien to receive a public benefit or conduct a business transaction the City of Irondale the City of Irondale must verify, using the Systematic Alien Verification of Entitlement (SAVE) Program, that such alien is lawfully present in the United States.

In order to obtain such verification, each such alien must provide: (1) his or her Alien Registration Number, which is a follows: \_\_\_\_\_; and (2) a copy of non-citizen immigration documents.

B. Presumptive Lawful Present. In order for an individual, including an individual, who is a sole proprietor or a partner in a partnership, who is a lawfully present alien to receive a public benefit or conduct a business transaction on a temporary basis pending final verification, each such alien must declare that he or she is a lawfully presented alien to receive a public benefit or conduct a business transaction on a temporary basis pending final verification, each such alien must declare that he or she is a lawfully present alien, by a executing the declaration at the bottom of this form, and must demonstrate presumptive lawful presence, by presenting a legible copy of one of the following items.

Note that if the presented items does not include picture identification, please also provide a valid form of picture identification and if the presented item does not show the person's current legal name, please alos provide a copy of a supporting document to verify the legal name change. Please check which of the listed items has been provided:

- A valid, unexpired Alabama driver's license
- A valid, unexpired Alabama non-driver identification card
- A valid tribal enrollment card or other form of tribal identification
- Any valid United States federal or state government issued identification document
- A foreign passport with an unexpired United States Visa and a corresponding stamp or notation
- A foreign passport issued by a visa waiver country

### DECLARATION OF LAWFULLY PRESENT ALIEN

Under penalty of perjury, I, \_\_\_\_\_, (print name of undersigned) the undersigned do hereby declare that I am a lawfully present alien in the United States of America.

\_\_\_\_\_  
(Declarant's Signature and Date)

FORM B

PLEASE READ THE FOLLOWING INFORMATION CONCERNING THE COMPLETION OF THIS FORM

- PLEASE COMPLETE ALL AREAS OF THE FORM EXCEPT FOR THE MUNICIPAL USE ONLY AREA AT THE BOTTOM.
- FORM SHOULD BE TYPED OR PRINTED LEGIBLY
- FORM SHOULD BE DATED AND SIGNED BY AN OWNER, PARTNER, OR OFFICER OF THE BUSINESS
- FORM WILL INITIATE THE PROCESS FOR REGISTERING YOUR BUSINESS WITH THE MUNICIPALITY

---

⇒ IF YOUR BUSINESS WILL HAVE A PHYSICAL LOCATION WITHIN THE MUNICIPALITY PLEASE USE THAT ADDRESS ON THE FRONT OF THIS FORM. (Complete separate forms for each physical location in the city)

⇒ *AFTER COMPLETING THIS FORM IT CAN BE MAILED, SENT BY FAX, OR WHERE POSSIBLE, SENT BY ELECTRONIC MAIL TO THE MUNICIPALITY.*

⇒ UPON RECEIPT OF THE COMPLETED FORM, THE MUNICIPALITY WILL PROVIDE ANY ADDITIONAL FORMS AND INFORMATION REGARDING OTHER SPECIFIC REQUIREMENTS TO YOU IN ORDER TO COMPLETE THE LICENSING PROCESS.

---

ALL LICENSE RENEWALS ARE DUE JANUARY 1 AND DELINQUENT AFTER JANUARY 31, WITH THE FOLLOWING EXCEPTIONS:

INSURANCE COMPANY LICENSE: DUE JANUARY 1, DELINQUENT AFTER MARCH 1

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This form is intended as a simplified, standard mechanism for businesses to initiate contact with a municipality concerning their activities within that city. A business license will be required prior to engaging in business. If a business intends to maintain a physical location within the city, there are normally zoning and building code approvals required prior to the issuance of a license.

In certain instances, a business may simply be required to register with the city to create a mechanism for the reporting and payment of any tax liabilities. If that is the case, you will be provided the materials for that registration process.

The completion and submission of this form does not guarantee the approval or subsequent issuance of a license to do business. Any prerequisites for a particular type and location of the business must be satisfied prior to licensing.

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SHOULD THERE BE ANY QUESTIONS CONCERNING THE COMPLETION OF THIS FORM OR THE LICENSING FEE AND/OR REGISTRATION PROCESS, PLEASE CALL (205) 956-9200 x 2 OR FAX (205) 951-1425 TO OBTAIN A MORE DETAILED EXPLANATION.

Each person, firm, corporation or other business entity must obtain a City of Irondale business license prior to conducting business activity in the City of Irondale. The license year is January 1 through December 31. Business license renewals are due January 1 and delinquent after January 31 each year. Proof of State certification is required for certain classifications.



REQUEST FOR ZONING

TO BE COMPLETED ONLY IF YOUR BUSINESS IS IN THE CITY OF IRONDALE

DATE: \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

RETAIL OR WHOLESALE: \_\_\_\_\_ OTHER(EXPLAIN): \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ CONTACT #: \_\_\_\_\_

**THIS AREA FOR MUNICIPAL USE ONLY:**

ZONING CLASSIFICATION: \_\_\_\_\_ PARCEL ID#: \_\_\_\_\_

ZONING APPROVED BY: \_\_\_\_\_ ZONING DENIED BY: \_\_\_\_\_

REASON DENIED:  
\_\_\_\_\_

HOME OCCUPATIONS AFFIDAVIT

TO BE COMPLETED ONLY IF YOU HAVE A HOME-BASED BUSINESS IN THE CITY OF IRONDALE

This is to acknowledge that I have read and received a copy of Section 2:41 – Home Occupations as listed in Ordinance No. 2002-12. I hereby certify that the Home Occupation for which I have applied for a Business License falls within the guidelines of Home Occupations as outlined in the said Ordinance.

I further acknowledge that I understand the business license will be reviewed annually for compliance with the regulations as outlined in Section 2:41 and understand that the license may be revoked at any time for non-compliance.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

**STATE OF ALABAMA**

**JEFFERSON COUNTY**

On this day, personally appeared before me \_\_\_\_\_, to me known to be the person(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she signed the same as his/her voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Public Signature \_\_\_\_\_

My commission expires \_\_\_\_\_

**PLEASE RETURN ALL COMPLETED ORIGINAL FORMS TO THE REVENUE DEPARTMENT**

ORDINANCE NO. 2002-12

AN ORDINANCE TO AMEND CITY OF IRONDALE  
ZONING ORDINANCE NO. 1-0598.

BE IT ORDAINED by the City Council of the City of Irondale, Alabama that Ordinance No. 1-0598 entitled "Zoning Ordinance of the City of Irondale, Alabama", as heretofore adopted be amended as follows:

SECTION 2:41 HOME OCCUPATIONS

Any occupation or profession, carried on by one member of a family residing on the premises, in connection with which there is no sign other than one non-illuminated name plate attached to the building entrance which is not more than one (1) square foot in area, provided that no commodity is sold on the premises; and provided that such profession or occupation does not create noise, odors, vibration, or traffic congestion which interfere with the residential qualities of the neighborhood insofar as health, safety, morals, convenience, and general welfare are concerned. A home occupation shall not include beauty parlors, barber shops, doctors or dentist's offices, chiropractic clinics, fortune telling establishments, or other similar activity as determined by the City of Irondale Zoning Board of Adjustment.

Home occupations may be approved by the City Clerk and/or the designated agent of the City of Irondale provided that all of the following regulations are met, or the application may be forwarded at their discretion to the Zoning Board of Adjustment for a decision.

2.41-1 Restrictions

The Home Occupation shall be clearly incidental to the residential use of the dwelling and shall not change the essential character of the dwelling nor adversely affect the uses permitted in the district of which it is a part. No home occupations shall be permitted which might interfere with the general welfare of the surrounding residential area due to potential noise, increased pedestrian or vehicular traffic, or any other conditions which would constitute an objectionable use of residentially zoned property.

2.41-2 Limitations of Type of Home Occupation

Customary home occupations should be limited to an office or business of a personal service nature.

2.41-3 Limitation of Area

Use of the dwelling for a home occupation purpose shall be limited to twenty-five (25%) percent of one floor of the principal building. Accessory buildings shall be no larger than twenty-five (25%) percent of the floor area of the principal building.

2.41-4 Confinement to Building

The home occupation shall be confined entirely to the principal building and/or accessory building; however, no outside storage shall be used in connection with the home occupation.

#### 2.41-5 Employment Limitations

Employment shall be limited to members of the family residing in the dwelling and there shall be no employment of help other than members of the residential family.

#### 2.41-6 Sale of Products

No display of products shall be visible from the street and only articles made on the premises may be sold; except that non-durable articles (consumable products) that are incidental to a service, which service shall be the principal use in the home occupation, may be sold on the premises.

#### 2.41-7 Limitation of Students

Instructions in music, dancing and similar subjects should be limited to two students at a time.

#### 2.41-8 Time Restrictions

The activity carried on, as a home occupation shall be limited to the hours between 7:00 a.m. and 10:00 p.m.

#### 2.41-9 Signage Restrictions

There shall be no signage erected or displayed on the premises identifying or advertising a home occupation other than one non-illuminated name plate attached to the building entrance which is not more than one (1) square foot in area as set out under Section 2:41.

#### 2.41-10 Review

Home occupations will be reviewed annually upon issuance of business license for compliance with the above regulations.

#### 2.41-11 Appeal by Applicant to the Zoning Board of Adjustment.

Any applicant aggrieved by the decision of the City Clerk and/or the designated agent of the City of Irondale to deny an application may, within a reasonable time, appeal the decision to the City of Irondale Zoning Board of Adjustment in accordance with the procedures and guidelines established pursuant to Article VII of the City of Irondale Zoning Ordinance.

### SECTION 2:98 (1) (a) (3) EXCEPTIONS AND MODIFICATIONS TO AREA AND DIMENSIONAL REQUIREMENTS

#### DEFINITIONS

##### (1) (a) (3) Front Setbacks to Conform to Existing Pattern:

(a) In any residential district, where a majority of the existing residences have established building setback patterns that are predominant to each side of

the proposed new residence, the Building Inspector shall establish the required set back line for conformity with the existing residences.

(b) Where existing residences have established building set back patterns on only one side of the proposed new residence, the Building Inspector may use the alignment of the existing residences to establish a set back line for the proposed new residence.

### SECTION 3:11-3 SIDE YARD MEASUREMENTS

Add the following:

NOTE: SEE SECTION 3:44-(2) b

### SECTION 3:34 CORNER LOTS

Add the following:

NOTE: SEE SECTION 3:44-(2) b

### SECTION 3:44 (2) CORNER LOT SETBACK

- (a) The appropriate setback shall be observed on all streets.
- (b) On all corner lots the setback shall be the same for all streets as required for the front yard within the zoning district.
- (c) Structures built prior to the adoption of Section 3:44 (2) (b) above shall remain as a conforming structure, and may be enlarged, extended or expanded, provided that such enlargement, extension or expansion conforms to all regulations that were required precedent to the adoption of this amendment.

### SECTION 3:44 (3) EXCEPTIONS AND MODIFICATIONS TO AREA AND DIMENSIONAL REQUIREMENTS

- (a) In any residential district, where a majority of the existing residences have established building setback patterns that are predominant to each side of the proposed new residence, the Building Inspector shall establish the required set back line for conformity with the existing residences.
- (b) Where existing residences have established building set back patterns on only one side of the proposed new residence, the Building Inspector may use the alignment of the existing residences to establish a set back line for the proposed new residence.

### SECTION 4:16 (C-3) COMMERCIAL ADULT ENTERTAINMENT ZONE

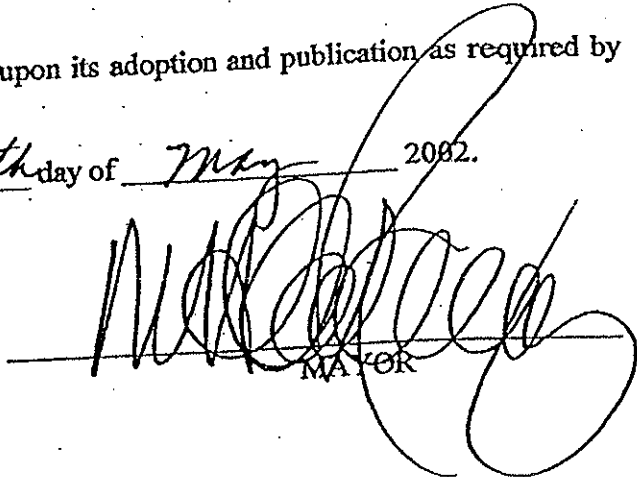
SECTION 4:16-1 (i)

- i. The following shall apply to all establishments offering and providing the services for tattooing, body art, or body piercing procedures.
- (1) Any establishment offering the above services shall have Jefferson County Health Department approval before being allowed to operate in the City of Irondale.
  - (2) All licenses for such services shall be reviewed for approval on a year to year basis by the City Council.
  - (3) All other pertinent subsections of Section 4:16 shall apply to the operation of such establishments within the Zoning District.

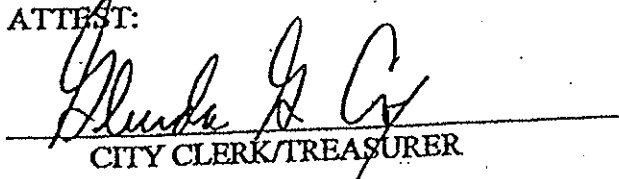
That all the terms and provisions of said Ordinance No. 2002-12 as adopted on the 7th day of May 2002, and as heretofore and hereby amended, shall continue in full force and effect.

This Ordinance shall become effective upon its adoption and publication as required by law.

ADOPTED AND APPROVED this 7th day of May 2002.

  
\_\_\_\_\_  
MAYOR

ATTEST:

  
\_\_\_\_\_  
CITY CLERK/TREASURER