



CITY OF NORTHPORT

Our Mission: To Provide Efficient and Effective Services; To Promote a Sense of Community; To Enhance the Quality of Life.

COUNCIL MEMBERS

District 1

District 2

JAY LOGAN

District 3

RODNEY SULLIVAN

District 4

ROBBY DAVIS

District 5

Mayor

DONNA AARON

Dear Business Owner:

We would like to take this opportunity to welcome your business to the City of Northport. We are glad you have chosen Northport as a place to start your business and we wish you success as you begin this new journey. Northport is a community that continues to grow and thrive; we expect even more of a trend in the coming years.

We are proud of the City of Northport; it is a great place to live and operate a business. Our City continues to prosper with the help of business owners like you. We are always here to lend a helping hand and hope you feel encouraged by the development that is currently taking place all around this great City.

Again, welcome to the City of Northport and we wish you much success in your business. If you need any assistance or have any questions, please free to contact us.

Sincerely,

Low Anna Truelove

Business License/Tax
Revenue Officer

Whitney DuBose

Inspections
Revenue Officer

Congratulations!

You have made a wonderful decision to start a business in Northport.

Your friends at Northport City Hall have compiled a checklist with one major objective...To make your business experience as simple and pleasant as possible. Below is a step-by-step listing of what must be accomplished to apply for and to receive a license in order to operate a business in the City of Northport.

Pick up a Business License application packet from Northport City Hall. This should include the code compliance form and contacts.

These can also be found online at www.cityofnorthport.org

Contact the Business License Revenue Officer for requirements and to calculate the amount of your license. You will need to explain the type of business that you will be conducting and give your estimated gross receipts from the anticipated start date until December 31st.

You will be referred to Whitney DuBose, our Revenue Officer in charge of scheduling Inspections. She will set up the building inspections and help guide you through the process of becoming compliant in order to receive your business license.

You will receive a Fire Department check list that will help prepare you for the fire inspection process.

If you are applying for a Home Occupation Classification, your license packet will include the Zoning Application for Home Occupation. This application will need to be completed and returned with all required information in order for zoning to approve such a license. For questions please contact Julie Ramm at 205-339-7000 ext. 209 in our Zoning Department.

When all departments have signed off on the Code Compliance Certificate application, Whitney DuBose will contact you. At this time you will be able to pick up the completed code compliance form.

To get your business license you will take:

- your completed License Application
- the code compliance form with signatures on the lines with marked boxes
- copies of drivers licenses of top three officers or owners
- copies of any required state certificates or licenses

to the Business License Revenue Officer.

NOTE: The payment of fees is required at this time but in no way does this represent or imply the business is authorized to operate. Operating the business before a license is granted can result in fines or denial of the license application.





CITY OF NORTHPORT, ALABAMA

Helpful Contact Information

Departments and the names of contact people:

- | | | |
|---|------------------------|----------------------|
| 1. Inspections Revenue Officer | Whitney DuBose | 205-339-7000 ext 203 |
| 2. Zoning | Julie Ramm | 205-339-7000 ext 209 |
| 3. Planning | Scott Stephens | 205-339-7000 ext 243 |
| 4. City Engineer | Bruce Higginbotham | 205-339-7000 ext 237 |
| 5. Building Inspector | David Kelly | 205-339-7000 ext 233 |
| 6. Development Coordinator | Max Snyder | 205-339-7000 ext 235 |
| 7. Fire Inspection | Officer in Charge | 205-333-3024 |
| 8. Water Department | Clerk | 205-339-7024 |
| 9. License/Tax Revenue Officer | Lou Anna Truelove | 205-339-7000 ext 218 |
| 10. Health Department | 2350 Hargrove Rd E | 205-554-4540 |
| 11. Police Department | | |
| a. Chief's Administrative Assistant
(Security Guards, Private Investigators, Solicitors) | | 205-469-1302 |
| b. Traffic Officer
(Taxi, Wrecker, Limo Inspections) | | 205-469-1302 |
| 12. ABC Board | Marquetta Burton | 205-758-7501 |
| 13. State of Alabama | Sales Tax (4%) | 205-759-2571 |
| 14. Tuscaloosa County | Sales Tax (3%) | 205-722-0540 |
| 15. Tuscaloosa County | Business License | 205-349-3870 |
| 16. City of Tuscaloosa | Tax & Business License | 205-349-0220 |



GETTING READY FOR YOUR FIRE INSPECTION

INSTRUCTIONS: Please complete the following checklist and return in person to the City of Northport business license office for the inspection to be scheduled. If you have any questions completing this checklist please call us at **205-333-3024**.

STREET ADDRESS

- Are the numbers or letters that indicate the buildings address/suite, marked with minimum of **4** inch lettering or numbering, visible from the street?

EMERGENCY LIGHTS

- Does the emergency lighting work properly and function in both normal and emergency power modes if present and/ or required by code? (Check by pushing tester button on light)

EXIT SIGNS

- Is each exit clearly visible and marked by a sign reading "Exit"?
- Is each "Exit" sign continually illuminated while the building is occupied? (Needed if opened after 5 pm.) (Check by pushing tester button on light)

AISLES, WALKWAYS AND STAIRWAYS

- Are the area's leading to exits clear of storage and obstructions?

EXIT DOORS

- Do all exit doors open easily from the inside without bars, locks or bolts?
- Do all exit doors remain unlocked during business hours?

FIRE EXTINGUISHERS

- Is there access to a fire extinguisher rated at a minimum of **2A-10BC? (Minimum 10lbs.)**
- Are extinguishers mounted near **exits** when possible but not exceeding a maximum of **75** feet travel distance from any area of the building?
- Are the extinguishers mounted on a bracket at a maximum height of **5** feet/minimum of **5** inches from the floor to the carrying handle?
- Have the fire extinguishers been purchased new and/or serviced and tagged by a licensed fire extinguisher company in the last **12** months? (If personally bought must have the receipt taped to side of each extinguisher mounted)

FIRE SUPPRESSION SYSTEMS (HOOD SYSTEMS)

- If equipped, is the fire suppression system clean and in good operating condition?
- Has the fire suppression system been serviced and tested within the past **6** months by a licensed fire protection contractor.(Must be tagged)

SPECIAL HAZARDS

- Are safe clearances maintained between gas fired appliances and any combustible materials?
- Are gas cylinders (Co2, Helium, etc.) stored in an upright position with protective caps in place and secured in such a way as to prevent falling?

NAME OF BUSINESS: _____ PHONE: _____

STREET ADDRESS: _____

EMAIL ADDRESS: _____

BUSINESS REPRESENTATIVE SIGNATURE : _____ DATE: _____

Preferred time and date to schedule appoint for the Fire Department to come and inspect your building:
Must be within the next 7 days unless approved by the Revenue Officer:

Monday-Friday 8:00 A.M. until 12 noon and 1:00 P.M. until 2:00 P.M. Please put preferred date and time below.
An email will be sent with confirmation of appointment time.

1. _____

2. _____



CITY OF NORTHPORT, ALABAMA

CODE COMPLIANCE CERTIFICATE

FOR BUSINESS LICENSE APPLICATION

INSPECTIONS DEPARTMENT (205) 339-7000

THIS CERTIFICATE IS ISSUED PURSUANT TO THE REQUIREMENTS OF THE BUILDING CODE OF NORTHPORT ON FINDING THAT AT THE TIME OF ISSUANCE THIS STRUCTURE WAS IN COMPLIANCE WITH THE VARIOUS ORDINANCES OF THE CITY REGULATING BUILDING CONSTRUCTION OR USE.

DATE OF APPLICATION _____ ANTICIPATED START DATE _____

NAME OF BUSINESS _____

PHYSICAL ADDRESS _____

CONTACT PERSON & PHONE _____

EMAIL _____

TYPE OF BUSINESS _____

PLEASE CIRCLE ANSWER BELOW:

STOREFRONT BUSINESS YES or NO NEW BUILDING YES or NO

HOME OCCUPATION YES or NO

BY SIGNING BELOW, I UNDERSTAND THAT I AM NOT AUTHORIZED TO OPERATE MY BUSINESS UNTIL ALL INSPECTIONS ARE COMPLETE, APPROVED, AND I HAVE PURCHASED MY BUSINESS LICENSE. I UNDERSTAND THAT I HAVE THIRTY (30) DAYS FROM THE DATE OF MY CODE COMPLAINE APPLICATION TO COMPLETE THIS PROCESS UNLESS A WAIVER IS ISSUED BY THE REVENUE OFFICER.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

BELOW THIS LINE FOR OFFICIAL USE ONLY

DEPARTMENT APPROVALS

ZONING _____

PLANNING _____

BUILDING _____

FIRE _____

OTHER _____

PROJECT # _____ INSPECTION FEE RECEIPT # _____

