

BUSINESS LICENSE SPECIAL EVENT APPLICATION

City of Huntsville, Alabama

Finance Department

Revenue Division

305 Fountain Circle · Huntsville, Alabama 35801

(256) 427-5070 · license-enf@huntsvilleal.gov

This form is intended as a standard mechanism for vendors to initiate contact with The City of Huntsville concerning obtaining Special Event approval within the municipal jurisdiction. A business license is required prior to engaging in business within the City of Huntsville.

SUPPLEMENTAL FORMS ARE REQUIRED TO APPLY FOR A SPECIAL EVENT BUSINESS LICENSE.

SECTION 1: APPLICANT / ENTITY INFORMATION

Form of Ownership or Business Structure (*Attach either a Certificate of Incorporation/Formation, State Identification, or US Passport*):

☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Limited Liability Company (LLC)

Applicant / Entity Legal Name: _____

Trade Name (d/b/a): _____

Federal ID/SSN (*Attach IRS Form W-9*): _____ NAICS CODE: _____

City of Huntsville Taxpayer ID (if applicable): _____

State of AL LCL (local) Account ID (if applicable): _____

Mailing Address: _____ City, State, Zip: _____

Phone Number: _____ Email Address: _____

SECTION 2: SPECIAL EVENT INFORMATION

Name of Event: _____

Organization Sponsoring Event: _____

Address of Event: _____

Date(s) of Event: _____ Hours of Event: _____

Do you own or operate a permanent location within the City of Huntsville? ☐ Yes ☐ No

Are you a Food vendor? ☐ Yes ☐ No

Are you a Retail vendor? ☐ Yes ☐ No

Are you a Retail sponsor? ☐ Yes ☐ No

Are you required to collect and remit taxes? ☐ Yes ☐ No

Estimate Gross Receipts \$ _____

SECTION 3: AUTHORIZED SIGNATURE

The form must be signed by the owner, officer, member, or other duly authorized person.

Date	Printed Name	Signature	Title
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*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 listed. **The application must be signed by the owner, partner, or corporate officer (DocuSign signature accepted).** Applications will not be accepted without the required documentation.* Upon receipt of the completed form and required documents, the person named on this form will be contacted regarding other specific requirements or additional information needed to complete the application process. The completion and submission of this form does not guarantee the approval or subsequent issuance of a license to conduct business. Any prerequisites for a particular type and location of the business must be satisfied prior to licensing. Upon approval of application, you will be notified of the license fee due. If the application is disapproved, you will be notified of decision and appropriate appeal rights.