



# 2024 Business License Application Checklist

Town of Phil Campbell  
P.O. Box 489  
580 Railroad Street  
Phil Campbell, AL 35581  
(205) 993-5313  
PCBusinessLicense@gmail.com

**Before applying for a Town of Phil Campbell Business License:**

- If applying for a Legal Business Name and/or Structure (ex: LLC, LLP, Corp, etc.). Apply with the Alabama Secretary of State to register your name and structure on their website at [www.sos.alabama.gov](http://www.sos.alabama.gov).
- If applying for a Federal Identification Number (FEIN). Apply with the Internal Revenue Service at [www.irs.gov](http://www.irs.gov).
- Retail Businesses, apply for an Alabama Sales Tax Number at [www.myalabamataxes.alabama.gov](http://www.myalabamataxes.alabama.gov).

**Business License Application Requirements:**

- Complete ALL the application information; if it does not apply to your business enter N/A.
- A copy of at least one (1) owner/officer/partner’s Driver’s License.
- A copy of ANY Certificate issued by a State of Alabama Licensure Board applicable to your business. (i.e., Franklin County Health Department, Medical License, General Contractors, Home Builders, Electrical, Plumbing and Gas Fitter, Mechanical, etc.)
- Submit the completed application and ALL required documents via email, mail or in person:

<b>E-mail:</b>	<a href="mailto:PCBusinessLicense@gmail.com">PCBusinessLicense@gmail.com</a>	
<b>Mail:</b> Town of Phil Campbell P.O. Box 489 Phil Campbell, AL 35581	<b>In Person:</b>	
	<b>Contractors:</b> Phil Campbell City Hall 580 Railroad Street	<b>All Other Businesses:</b> Phil Campbell City Hall 580 Railroad Street

- Contractors contact Virginia Burks at 205-993-5313 ext. 101 or [clerkpc@ymail.com](mailto:clerkpc@ymail.com)
- All other businesses contact Ashley Harbin at 205-993-5313 ext. 102 or [clerkpcal@gmail.com](mailto:clerkpcal@gmail.com)

**New Businesses Physically Located in the Town of Phil Campbell:**

- Approval from the Building and Zoning Department.** All businesses, including home operated businesses, must verify that the proposed business meets the Zoning Regulations and Uses Permitted **BEFORE** you enter into a lease agreement. Contact the Building and Zoning Department at (205) 993-5313 for approval.
- Business Inspection.** All commercial buildings must be inspected by both the Building and Fire Department prior to business opening. Contact the Building and Zoning Department at (205) 993-5313 to schedule an inspection.
- Health Department Inspection.** All food service establishments must be inspected and permitted by the Franklin County Health Department. Contact Environmental Services at (205) 332-2700.



# 2024 Business License Application

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Phil Campbell, AL 35581

205-93-5313

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OFFICE USE	
Business License #:	
License Issuance Date:	
License mailed/emailed:	
Application Scanned:	

Application Type:	New	Renewal	Business Structure:	Sole Proprietorship
	Name Change			Partnership
	Owner Change			LLC
	Physical Location Change			Corporation
	FEIN/Structure Change			LLP
	Reactivate Account			Other

Business Description/Activity (Be Specific)						
Legal Business Name				Trade Name (DBA)		
Physical Address of Business (street name, suite #, etc)				Mailing Address of Business (P.O. Box, Street Name, Suite #, Etc.)		
City	State	Zip Code	City	State	Zip Code	
Federal ID (FEIN)			State of Alabama Tax ID/Sales Tax Number			
Business Phone			Email			
Contact Name			Contact Title			
Contact Phone			Contact Email			

Owner(s), Partners, or Officers (attach a separate sheet if necessary) * Please provide a copy of owner's driver's license						
Name			Title		Phone Number	
Home Address				Driver' License #		
City	State	Zip Code	Social Security Number			
Name			Title		Phone Number	
Home Address				Driver' License #		
City	State	Zip Code	Social Security Number			

Is the physical location of your business inside the Town Limits of Phil Campbell?	Yes	No
Will sales, repair, and/or delivery people enter into the Town of Phil Campbell?	Yes	No
Are you enrolled in E-Verify?	Yes	No
What date will you start conducting business in the Town of Phil Campbell?		

