

CITY OF HUNTSVILLE

PRIVILEGE LICENSE APPROVAL APPLICATION FOR A RESIDENTIAL ADDRESS

FOR OFFICE USE ONLY

CITY OF HUNTSVILLE TAXPAYER ID # _____ LOC # _____ LICENSE INSPECTOR OR CLERK _____
____ NEW _____ TRANSFER _____ LOCATION CHANGE _____ ADDITIONAL SCHEDULE NO. _____

TO WHOM IT MAY CONCERN:

I am applying for a City of Huntsville Privilege License According to Chapter 15 of the City of Huntsville Municipal Code.

TAXPAYER NAME (OWNING ENTITY) _____

BUSINESS TRADE NAME (DBA) _____

HOME ADDRESS IN HUNTSVILLE _____ Unit _____

BELOW IS A DETAILED AND SPECIFIC DESCRIPTION OF THE BUSINESS BEING CONDUCTED AT THIS ADDRESS.

- 1. Square footage used for this business? _____
- 2. Square footage in the residence? _____
- 3. Will there be any sales consummated at this address? Yes No
- 4. Will there be any product or merchandise stored at this address? Yes No
- 5. Will there be any employees working here or reporting here to go to work elsewhere? Yes No

NAME OF THE PERSON TO BE CONTACTED IF ANY QUESTIONS ARISE DURING THE APPROVAL PROCESS

NAME (please print or type) (____) _____ (____) _____
DAYTIME PHONE NUMBER CELL PHONE NUMBER

SIGNATURE DATE

DISPOSITION

DEPARTMENT	RECOMMENDATION APPROVAL/DISAPPROVAL	SIGNATURE OF DIR. OR AUTHORIZED REPRESENTATIVE	DATE
1. Zoning Adm. 564-8008	_____	_____	_____
2. Finance Dept. 427-5070	_____	_____	_____

NOTE: Department memorandum should be attached to application for disapproval recommendations and other cases, where needed for clarification after notifying the above named person (if possible) of the circumstances involved.

REMARKS/COMMENTS

**INSTRUCTIONS FOR OBTAINING
PRIVILEGE LICENSE APPLICATION APPROVAL
FOR A RESIDENTIAL ADDRESS**

To obtain your privilege license approval, the following procedure should be followed to gain approval/disapproval from the departments as required:

1. If the business is being operated from a residential address, the paperwork can be hand carried or sent inter-department mail to the Planning Department for their approval/disapproval. After the Planning Department's approval has been obtained, bring the application back to the Clerk's Office and a City of Huntsville Privilege License will be issued upon payment of the proper license fee.

The Departments involved in the approval/disapproval process and their telephone numbers are shown below:

PLANNING DEPARTMENT

Telephone 564-8008

Zoning Administration

308 Fountain Circle (across from the Municipal Building lobby)

Contacts: "Mac" McCutcheon

The Planning Department is responsible for the enforcement of the Zoning and Building Codes.

FINANCE DEPARTMENT

Telephone 427-5070

Sales/Use Tax Section

308 Fountain Circle (Municipal Building - 4th floor)

Contacts: Beverly Kilbourne or Polly Hutchison

The Finance Department is responsible for the enforcement of the Sales/Use Tax, Rental Tax, Lodging Tax, Liquor/Wine Tax, and Gasoline Tax Codes.