



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

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

1. A business operating from a commercial address, the paperwork will be routed by inter-office mail to Zoning Administration, Fire Department & Finance Department for approval/disapproval. This process can typically take 2 to 3 weeks, depending on the workload in the Departments having to give their approval/disapproval. Payment of the license fee must be made prior to this process being started. If the business is serving food in any manner you will have to contact the Madison County Health Department and obtain a Food Permit. We will have to have a copy of the Food Permit before a license can be written.

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.

**HUNTSVILLE FIRE & RESCUE**

Telephone 427-5144

Fire Prevention Bureau

320 Fountain Circle (1<sup>st</sup> floor)

Contact: Fire Marshal's Office

The Fire Prevention Bureau of the Huntsville Fire Department is responsible for the enforcement of the Fire and Safety Codes.

**MADISON COUNTY HEALTH DEPARTMENT**

Telephone 533-8726

301 Max Luther Drive (food permits only)

Contact: Mike Cassidy

The Madison County Health Department is responsible for the enforcement of the Health 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.