



# City of Bay Minette

## Business License Checklist

To obtain a City Business License, and if applicable, an account for paying City Sales Tax, you will need to contact the following departments for approval(s). All appropriate approvals must be obtained prior to the issuance of a City of Bay Minette Business License.

- Planning Department for Planning and Zoning requirements - (251) 580-1650 or [COBM\\_Planning@bayminette.gov](mailto:COBM_Planning@bayminette.gov) Department Signature: \_\_\_\_\_
- Building Department for building inspection – (251) 580-1610 or [COBM\\_buildingofficial@bayminette.gov](mailto:COBM_buildingofficial@bayminette.gov)  
Department Signature: \_\_\_\_\_
- Fire Inspector for fire inspection– (251) 580-1617 or [SWStewart@bayminette.gov](mailto:SWStewart@bayminette.gov)  
Department Signature: \_\_\_\_\_
- Police Department for contact information - Fill out attached form and email to the Police Department at [PThompson@bayminette.gov](mailto:PThompson@bayminette.gov) and copy me, [pwade@bayminette.gov](mailto:pwade@bayminette.gov).
- Health Department if preparing food – (251) 947-3618. A copy of your Health Department permit will be required.

### Other Applicable Submission Requirements

- Copy of your professional license, i.e. physician, lawyer, nail technician, cosmetologist, etc.
- Copy of your occupational license (General contractor, homebuilder, HVAC, plumbing, etc.)
- Copy of your certificate of general liability and worker's compensation insurance
- To begin the process of selling alcoholic beverages, contact the ABC Board – (251) 947-2971. Once the application is complete, approval must be obtained from the City Council. A copy of the State Board alcohol license is required. Call Rita Diedrich, City Clerk, to be placed on the agenda - (251) 580-1637 or [rdiedrich@bayminette.gov](mailto:rdiedrich@bayminette.gov)  
City Clerk Signature: \_\_\_\_\_
- Contact Baldwin County Probate to see if you are required to have a Baldwin County license – (251) 937-0260, Ext. 7013 (Business License)

If you have any questions, please contact Certified Revenue Officer, Pam Wade, at (251) 580-1697 or [pwade@bayminette.gov](mailto:pwade@bayminette.gov)

# City of Bay Minette

301 D'Olive Street | Bay Minette, AL 36507 | Phone (251) 580-1619 | [www.cityofbayminetteal.gov](http://www.cityofbayminetteal.gov)



## POLICE DEPARTMENT CONTACT LIST

**BUSINESS:** \_\_\_\_\_

**DBA(Doing business as):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

### MANAGER/SUPERVISOR

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

### EMERGENCY CONTACT PERSON

1<sup>ST</sup> Person: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

2<sup>ND</sup> Person: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

3<sup>RD</sup> Person: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

ALARM COMPANY NAME: \_\_\_\_\_

ALARM COMPANY PHONE: \_\_\_\_\_

KEY HOLDER'S NAME: \_\_\_\_\_

KEY HOLDER'S PHONE: \_\_\_\_\_