

City of Hoover Revenue Department  
General Licensing Requirements

- 1) Certificate of Occupancy or notice that one is not necessary, from Inspection Services (205-444-7522). This applies only to businesses physically located in Hoover.
- 2) Completed Application. Application can be obtained in person, by mail, fax or downloaded at <http://al-hoover.civicplus.com/> . To download application, hover your mouse over "Business Services" at the top center of the page. A number of selections will drop down; select "Tax and Licensing Forms" under the "Business Licenses & Taxes" section on the far left hand side. A new window will open. Click on the link for Business License Application to open the document.

Application should be filled out completely with applicable information and **MUST** include:

- A) FEIN- if applicable.
  - B) Sole Proprietors and Partnerships **MUST** furnish the principal(s)' Social Security numbers.
  - C) Contact person with phone number.
  - D) Copy of applicant's driver's license (you may be asked to present actual license) and signature.
- 3) Certain occupations, professions, and business activities require certification or license by various state and local regulatory agencies. A current copy of that certification/license must be presented before we issue a license. Some examples are: **GENERAL CONTRACTOR** (must also bring list of subcontractors), **HOME BUILDER** (must also bring list of subcontractors), **PLUMBER, ELECTRICIAN, HVAC, GOLD BUYER, AUTO DEALER** and **MASSAGE THERAPIST**. **BAIL BONDSMAN** must furnish Circuit Court Order. **PEDDLER/TRANSIENT VENDOR** requires posting of a bond and 20 day waiting period. **TAXICAB/LIMOUSINE** (based outside Hoover- furnish other city chauffer license) (based in Hoover-proof of insurance and approval by the Hoover Police Department)  
**This list is not all inclusive. If you have any type of State issued certification, bring a copy.**

4) Food establishments must furnish a copy of their County Health Permit.

5) Alcohol sales.

- a) **ALL** alcohol license applications must first be made to the STATE OF ALABAMA ALCOHOLIC BEVERAGE CONTROL BOARD. (205-942-7955)
- B) Bring a copy of the State application to the Hoover City Clerk's Office (205-444-7517) to make application for new ABC License or transfer. Please note that a new ABC License for a new location is a **TWO MONTH** process and must be approved by the City Planning and Zoning Commission and the Hoover City Council.
- C) For a transfer, the licensee must bring a copy of the State application to the City Clerk for City Council approval after a completed background and driving record check.

**THE ISSUANCE OF A PRIVILEGE LICENSE DOES NOT VALIDATE ANY ACTIVITY THAT IS IN CONTRADICTION TO OTHER CODE SECTIONS OF THE CITY OF HOOVER. LICENSES MAY BE REVOKED BY THE CITY COUNCIL DUE TO ERRONEOUS OR FALSE INFORMATION.**