



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@ci.bay-minette.al.us

Department Signature: _____

- Building Department for building inspection – (251) 580-1610 or COBM_buildingofficial@ci.bay-minette.al.us

Department Signature: _____

- Fire Inspector for fire inspection– (251) 580-1617 or SWStewart@ci.bay-minette.al.us

Department Signature: _____

- Police Department for contact information: Name, address, phone number(s) and, if applicable, alarm information - (251) 580-1682 or PThompson@ci.bay-minette.al.us

Department Signature: _____

- Health Department if preparing food – (251) 947-1910. 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 Diedtrich, City Clerk, to be placed on the agenda - (251) 580-1637 or rdiedtrich@ci.bay-minette.al.us

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@ci.bay-minette.al.us