





## Obtaining a Business License

City of Westover, Alabama

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PLEASE READ CAREFULLY

### **Important Notices:**

*Forms must contain complete information to be processed.*

*Contractor license applications require copy of state license.*

*Regardless of the method used, all information must be complete and payment must be for the correct amount.*

*You will need an FEIN or Social Security Number and basic information about the business.*

*Only check and exact cash is accepted. We cannot make change. Please have exact payment.*

### **Option 1: Apply and Pay Online**

Call 800-556-7274 to verify/establish Avenu (RDS) Account

Visit the website at: westoveral.gov

Select "**Online Business License**" → <https://westoveral.gov/index.php/buslicense/>

If a previous account has been established, log on to the Avenu (RDS) system

**Note:** If you cannot move forward during the process, *contact RDS at 800-556-7274*. If you have previously used RDS, you should be able to continue.

### **Option 2: Apply In-Person at City Hall**

Completed forms can be obtained and completed at City Hall. **Check or exact cash only** is required to apply and the City Clerk is available at City Hall 8:00 AM to 4:00 PM Mon-Thur. and 8:00 AM to 12:00 PM on Fridays.

**Fees** Refer to the fee schedule, to complete the form. There is a \$12 processing fee required, in addition to the license fee if purchased at City hall.

### **Additional Notices:**

*The same information is required regardless of method of application.*

*Significant penalties and/or fines may be imposed for violation of applicable City Ordinances.*

*Forms must contain complete information to be processed.*

*Please have all appropriate applications, reviews, approvals, license(s), etc. prior to working.*

*Unapproved applications will be re-evaluated on a case by case basis upon request.*