



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.