

**REQUIREMENTS AND INFORMATION  
FOR A NEW BUSINESS  
IN THE CITY OF COLUMBIANA**

**CITY BUSINESS LICENSE**

To obtain a Business License in the City of Columbiana, the attached application must be completed. The completed business license application must receive approval from the following departments.

Planning Department/Zoning/Signage  
Building Department  
Public Works

Fire Department  
Police Department  
Administration

Please allow the City adequate time in which to review your application and to identify any problems associated with it. We recommend that you allow at least five working days time in order to receive these approvals.

After the appropriate departments have approved the application, you will need to purchase the business license in the Revenue Department prior to the opening of your business. **A COPY OF YOUR STATE AND COUNTY LICENSE IS REQUIRED BEFORE THE PURCHASE OF YOUR CITY LICENSE.**

**TAX INFORMATION**

4% State of Alabama –  
1% Shelby County –  
3% City of Columbiana – see Alatax Forms

**GENERAL INFORMATION**

**Alcoholic Beverage License** (205) 669-6448. Paper work from the state must be completed before applying for your City License. All liquor licenses must be approved at a City Council meeting.

**Garbage Service** (retail/commercial) Public Works Department, City of Columbiana (205) 669-5800

**Health/Food Permit** (205) 664-2470, a copy of the food permit is required before the opening of a restaurant is permitted.

**State and County Taxes Form** (334) 242-1490 Alabama Department of Revenue

**Sewer Service** (205) 669-5800 Public Works Department, City of Columbiana

**Water** (205) 669-5805 Columbiana Water Board