

CITY OF NORTHPORT, ALABAMA CODE COMPLIANCE CERTIFICATE

To help you obtain this Code Compliance Certificate, the departments and the names of the person(s) you are required to contact are listed below. This certificate must be completed before a license can be issued.

1. Zoning Flora Gay 205-339-7000 ext. 232
2. City Engineer Larry Ingram 205-339-7000 ext. 204
3. Building Inspector David Kelley 205-339-7000 ext. 233
4. Fire Inspection Officer in Charge 205-333-3024
5. Water Department Clerk 205-339-7024
6. Health Department 2350 Hargrove Rd E 205-554-4540
(Karen Crawford, Jeff Chism, Mike Simpson, Rhonda Williams, Shernay Wells)
7. Police Department
 - a. Janis Green 205-469-1302
(Security Guards, Private Investigators, Solicitors)
 - b. Officer Guin 205-469-1330
(Taxi, Wrecker, Limo Inspections)
8. ABC Board Steve McInnis 205-758-7501

CITY OF NORTHPORT, ALABAMA
BUSINESS
CODE COMPLIANCE CERTIFICATE

REVENUE DEPARTMENT (205)339-7000

THIS CERTIFICATE IS ISSUED PURSUANT TO THE REQUIREMENTS OF THE BUILDING CODE OF NORTHPORT ON FINDING THAT AT THE TIME OF ISSUANCE THIS STRUCTURE WAS IN COMPLIANCE WITH THE VARIOUS ORDINANCES OF THE CITY REGULATING BUILDING CONSTRUCTION OR USE.

DATE OF APPLICATION: _____ DATE OF FINAL APPROVAL: _____

NAME OF BUSINESS _____ OWNER _____

ADDRESS _____ CONTACT _____

_____ PHONE _____

CLASSIFICATIONS _____ ADD'T #S _____

NEW BUILDING

EXISTING BUILDING

DEPARTMENT APPROVALS
REQUIRED:

Restrictions: If
marked see below.

APPROVED BY:

ZONING _____

ENGINEER _____

BUILDING _____

FIRE _____

WATER _____

HEALTH DEPARTMENT _____

POLICE DEPARTMENT _____

CITY ADMINISTRATOR _____

CITY COUNCIL _____

ABC BOARD _____

RESTRICTIONS: _____

COMMENTS: _____

ISSUED BY: _____

Congratulations!
**You have made a wonderful decision to start a business in
Northport.**

Your friends at Northport City Hall have compiled a checklist with one major objective...To make your business experience as simple and pleasant as possible. Below is a step-by-step listing of what must be accomplished to apply for and to receive a license in order to operate a business in the City of Northport.

- Pick up a Business License application from Northport City Hall.
These can also be found online at www.cityofnorthport.org
- Pick up a Code Compliance Certificate Application
- Contact each department indicated on the Code Compliance Certificate application. Schedule appointments for the appropriate departments to come to your place of business and complete their inspections (some departments may require that you come to their office).
- If you are applying for a Home Occupation Classification, contact Flora Gay at 205-339-7000 ext. 232 in our Zoning Department. She will explain the Zoning Board of Adjustment Procedure.
- When all departments have signed off on the Code Compliance Certificate application, return it and a copy of owners/officers valid State issued Drivers License, along with your Business License application to the Business License Department. NOTE: The payment of fees is required at this time but in no way does this represent or imply the business is authorized to operate. Operating the business before a license is granted can result in fines or denial of the license application.

In order to receive a Business License all requirements must be met, all applicable fees must be paid, and a Business License must be ISSUED to that particular business at that particular address. IF ALL PROCEDURES ARE NOT FOLLOWED YOU COULD BE DENIED YOUR BUSINESS LICENSE. If you require additional information or assistance, you are encouraged to contact us at 205-339-7000.

I acknowledge that I have received a copy of the above listed items and that I have read the above steps. I am aware that failure to complete the above steps promptly may result in delay of approval of my business license application.

Signature of Applicant

Date