

CONTRACTOR LICENSE CHECKLIST

FINANCE AND ADMINISTRATION SERVICES

This checklist is designed to aid both the Applicant and the City in the completion and processing of the contractor license application. Completed application and all required documentation may be submitted in person or by mail, email, or fax [(251) 968-1470].

All business licenses expire December 31st. Renewals are due January 1st and are delinquent after January 31st.

Completion of application:

- Completed business license application (separate application per business location)
 - Application must be typed or printed
 - Signed by owner, partner, or business officer (unless submitted electronically)
- Required documentation:
 - Copy of driver's license
 - Alabama State Contractors License Certificate
 - General Contractor (www.genconbd.state.al.us)
 - Sub-contractor list required
 - Homebuilders (www.hblb.state.al.us)
 - Plumber and Gas Fitters (www.pgfb.state.al.us)
 - HVAC (www.hvacboard.state.al.us)
 - Electricians (www.aecb.state.al.us)
 - Landscapers using pesticides (www.ago.state.al.us)
 - Fire Protection: contact Gulf Shores Fire Marshal (251) 968-4292 or gsurry@gulfshoresal.gov

Processing of application:

- Physically located in Gulf Shores:
 - Revenue: reviews application and required documentation for completeness
 - Planning & Zoning: reviews for zoning compliance
 - Fire Marshal: performs safety inspection (if applicable)
 - Revenue: collects payment and issues certificate
- Outside city limits of Gulf Shores:
 - Revenue: reviews application and required documentation for completeness
 - Revenue: collects payment and issues certificate