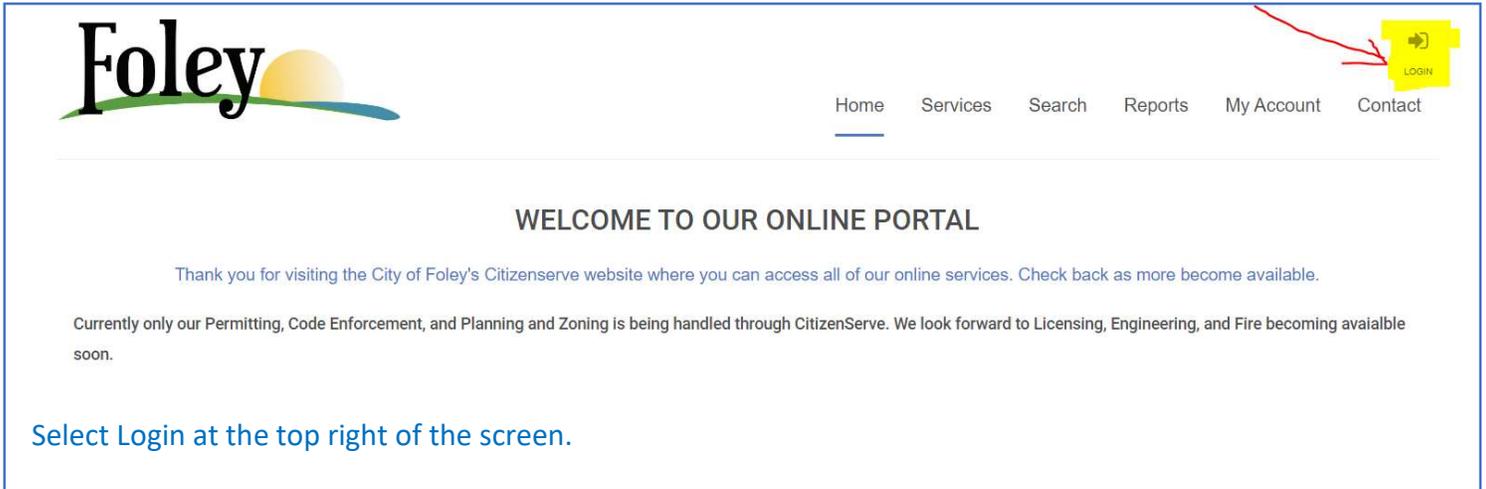


# Process to Apply for a New License and Renew License

Use the following link to our online website: <https://www5.citizenserve.com/foley>

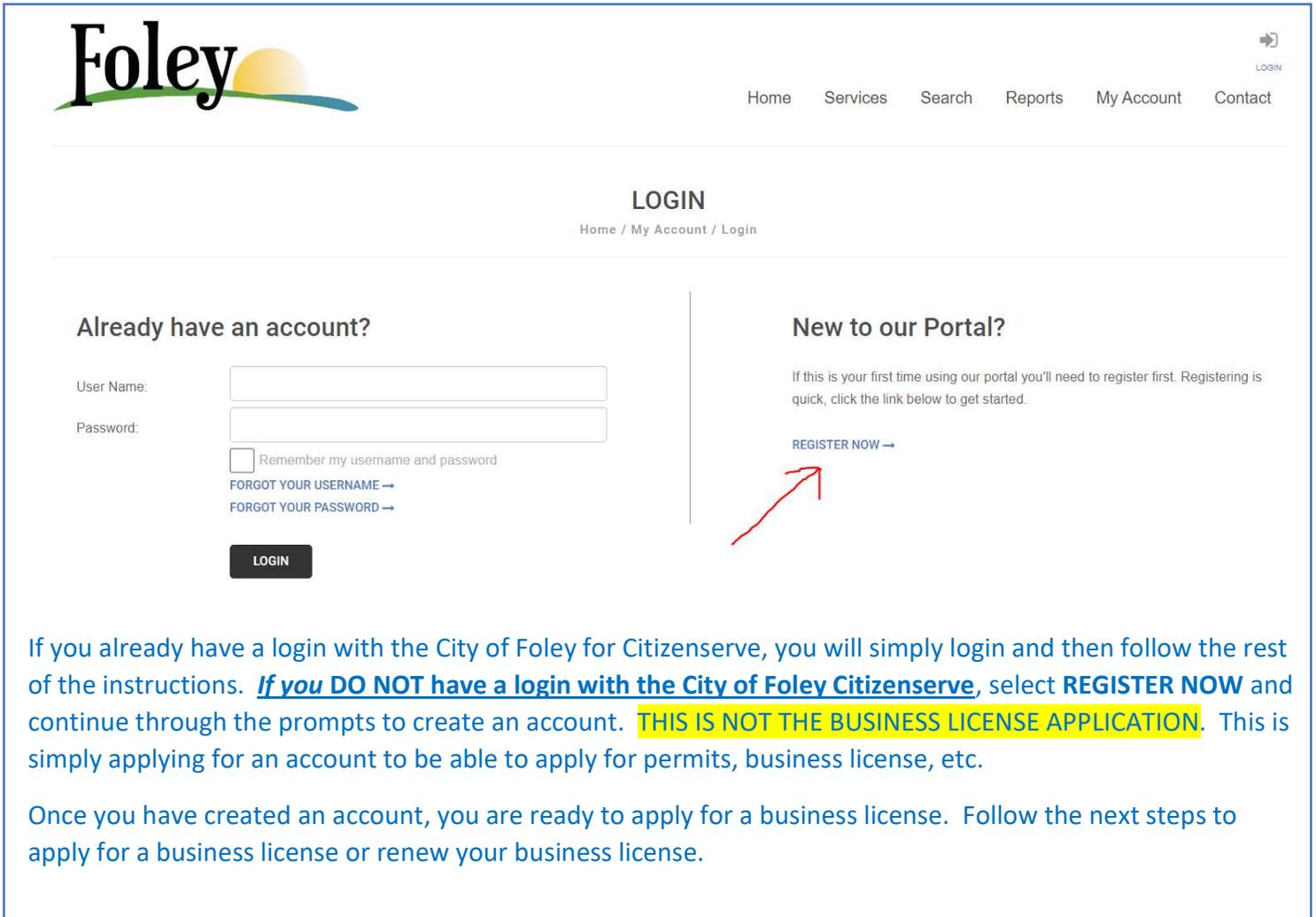


**WELCOME TO OUR ONLINE PORTAL**

Thank you for visiting the City of Foley's Citizenserve website where you can access all of our online services. Check back as more become available.

Currently only our Permitting, Code Enforcement, and Planning and Zoning is being handled through CitizenServe. We look forward to Licensing, Engineering, and Fire becoming available soon.

Select Login at the top right of the screen.



**LOGIN**

Home / My Account / Login

**Already have an account?**

User Name:

Password:

Remember my username and password

[FORGOT YOUR USERNAME →](#)

[FORGOT YOUR PASSWORD →](#)

**LOGIN**

**New to our Portal?**

If this is your first time using our portal you'll need to register first. Registering is quick, click the link below to get started.

[REGISTER NOW →](#)

If you already have a login with the City of Foley for Citizenserve, you will simply login and then follow the rest of the instructions. **If you DO NOT have a login with the City of Foley Citizenserve**, select **REGISTER NOW** and continue through the prompts to create an account. **THIS IS NOT THE BUSINESS LICENSE APPLICATION**. This is simply applying for an account to be able to apply for permits, business license, etc.

Once you have created an account, you are ready to apply for a business license. Follow the next steps to apply for a business license or renew your business license.

# Process to Apply for a New License and Renew License

**Foley** 

Home Services Search Reports My Account Contact

**MY ACCOUNT**  
Home / My Account

Logout

- View my requests
- Update my information
- Logout
- Make a payment

Welcome to your online account **Jamie Smith!**

You can review your submittals, pay fees or submit new requests through our online services listed below. If you have any questions please view the [Contact Page](#) for departmental contact information.

*Please note that permits issued prior to March 1st, 2023 will not be available for viewing online, only those that were created online after CitizenServe was implemented. We apologize for any inconvenience this may cause.*

Select the **Services** menu from the top of the page and select **Business Licenses**.

**Foley** 

Home Services Search Reports My Account Contact

**BUSINESS LICENSES**  
Home / Services / Business Licenses

Logout

- Do you need a license?
- Submittal requirements
- Apply online**
- View your licenses
- Renew your license
- More information

Learn about when you need a business license, what information you'll need and how to apply.

Starting a business or renting out your vacation home? Use our online portal to apply for a business license. Learn when you need a license, submittal requirements, apply online, pay license fees, and view the status of your license application all from your home, office or mobile device..

**Getting Started is Easy**

**1.** Learn  
Learn when you need to apply for a business license and the licensing process.  
[DO YOU NEED A LICENSE? →](#)

Select **Apply online** to start the process to **renew** your business license. **Next year**, you will select the “Renew your license” from the menu.

# Process to Apply for a New License and Renew License

## APPLY FOR A LICENSE

Home / Services / Business Licenses / Apply for a license

Application Type:

indicates a required field

- Business License
- Short Term Rental Permit
- Special Event License
- Tax Application

**Most businesses** will select “Business License” to apply for a license/renewal. If your business is a Short Term Rental (AirBnb, VRBO, etc.) you will select “Short Term Rental Permit”.

## APPLY FOR A LICENSE

Home / Services / Business Licenses / Apply for a license

Application Type:

indicates a required field

Sub Type:

- Owner Change
- Name Change
- Location Change
- New
- Active License/Register

You will select “Active License/Register” to [renew your business license](#).

**\*\*\*If you are a new business and have NEVER had a license with the City of Foley – please select NEW.**

## Process to Apply for a New License and Renew License

### APPLY FOR A LICENSE

Home / Services / Business Licenses / Apply for a license

indicates a required field

Application Type:	Business License
Sub Type:	Active License/Register
Business Name:	City of Foley
Address:	407 E LAUREL AVE
	FOLEY AL 36535
Parcel #:	05-54-08-28-2-000-041.000
Property Owner:	FOLEY, CITY OF

ENTER A DIFFERENT ADDRESS →

If your business is ***physically located in Foley***, enter the physical address of the business and select the correct parcel information. If your business is located ***outside the City of Foley limits***, please see the next picture for more information.

The address you entered could not be found, would you like to proceed with this address or enter a new address.

USE THIS ADDRESS      ENTER A DIFFERENT ADDRESS

704 W Laurel Ave

Pensacola FL 32202

FIND ADDRESS

If your business is located outside the City of Foley, please enter your address and then select **USE THIS ADDRESS** when prompted.

## Process to Apply for a New License and Renew License

### BUSINESS INFORMATION

| Doing Business As:

Type of Business:



| Are you a home based business?:



| Date Business Activity Initiated or Proposed in Foley:

| # of Employees:

| FED ID # or Social Security Number:

ST of ALA TAX #:

Trade Name (if different than above):

| Business Activities (Brief description - Retail clothing sales, whole sale sales, rental of industrial equip., computer consulting, etc.):

Each of the items that have a red mark will need to be completed before you can continue. Please enter the name of your business listed on your business license renewal for “Doing Business As” – this will ensure we are able to link your business to the business license from last year.

### BUSINESS CATEGORIES

| How many additional main categories does your business

have?:

01

02

03

04

05

Business Categories is the number of fee codes (**not including issue fee**) that are listed on your business license renewal. Please count them and enter the number of fee codes. Example is listed below. **You must enter your Gross Revenue for the calendar year 2023 for EACH separate code (unless it's a flat license fee).**

## Process to Apply for a New License and Renew License

**BUSINESS CATEGORIES**

How many additional main categories does your business have?:

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Main Category 1:

Business Category:

NAICS Codes 1:

Anticipated Gross Revenue for Merchants, General Foley through December 31:

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Main Category 2:

Business Category 2:

NAICS Codes 1:

Anticipated Gross Revenue for Service in Foley through December 31:

You will need to select a main category and then a business category, which best describes each line of business you operate. The example above is Retail Sales and Service.

**CONTACT INFORMATION**

Contact Person:

**Owner(s), Partners, or Officer Information**

List Following for Owner(s), Partners, or Officers (Attach separate sheet if necessary)

How many officers, partners, or owners are involved with this business license?:

Each person, responsible for the business, must be listed under the section Owner(s), Partners, or Officer Information – even if the Contact Information is the Owner of the business.

## Process to Apply for a New License and Renew License

**SUBMITTAL REQUIREMENTS**

Driver's License or List of Officers/Owners:

Please download the Home Based Business Form, fill it out,

and re-upload it:

Contractor's License (if applicable):

Additional Documentation:

**ACKNOWLEDGEMENT**

This application has been examined by me and is, to the best of my knowledge, a true and complete representation of the above named entity, and person(s) listed. I understand that my license may be revoked for any false statements made herein.

Signature:

Title:

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A Driver's license for at least one of the Owners/Partners of the business must be uploaded.

Contractors must upload a current copy of State of Alabama certification before a license will be issued (i.e. General Contractor, Homebuilder, Electrician, Locksmiths, Security System Installation, HVAC, and Plumbing).

Food Service businesses must upload a current copy of your Baldwin County Health Permit under Additional Documentation.

Sign, add your title with the business (i.e. Secretary, Owner).

Your application for a license/renewal will not be reviewed until you click SUBMIT.

Once we review your application and have all the information we need to process your business license, we will send an email to the contact email (on file) requesting payment. Once the fees have been processed, we will upload a copy of your business license to the portal. ***It is imperative to keep your login information and contact information updated in Citizenserve.***