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



User Name:		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.
Password:		
	Remember my username and password	REGISTER NOW $\rightarrow$
	FORGOT YOUR USERNAME →	7
	FORGOT YOUR PASSWORD →	
	LOGIN	

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.

oley	Hon	ne S	Services	Search	Reports	My Account	LOGOUT Contact
			Planning	and Zoning			
	MY ACCOUNT		Permits				
	Home / My Account		Business	Licenses			
View my requests	Welcome to your online	accoun	Code Co	mplaints nith!			
Update my information	Vou can raviaw your submittals, pay face or submit new ragues	ste throu	und our onlin	o convicos lis	ted below. If y	ou bave any	
Logout	You can review your submittais, pay tees or submit new requests through our online services listed below. If you have any questions please view the Contact Page for departmental contact infomation.						
Make a payment	Please note that permits issued prior to March 1st, 2023 will n created online after CitizenServe was implemented. We apolog	ot be ava gize for a	ailable for v any inconve	iewing online, nience this m	only those the	at were	

'oley					Home	Services	Search	Reports	My Account	LOGOUT Contact
			BUSINE Home / Servi	SS LICEN	SES					
Do you need a license? Submittal requirements Apply online View your licenses	Starting a you need all from y	Learn abou business or r a license, sub our home, offi	It when you need enting out your v mittal requirement ce or mobile devi	d a business lice acation home? U nts, apply online, ice	ense, wha se our onli pay licens	t information y ne portal to ap e fees, and vie	you'll need al ply for a busii w the status o	nd how to app ness license. L	ly. earn when application	
More information     Getting Started is Easy										
	1.	<b>Learn</b> Learn when	you need to apply	for a business lice	ense and th	e licensing proc	ess.			

your license" from the menu.

Foley		Home	Services	Search	Reports	My Account	LOGOUT Contact
	APPLY FOR A Home / Services / Business Licenses	/ Apply for a	<b>E</b> license				
Application Type: Sub Type: Business Name: Address or Parcel #:	indicates a required field         Business License         Active License/Register         Foley		AL	36535	> >	Ø	
FIRST: Apply for a business license. to do business in Foley. Select the e	FIND ADDRESS The business license v exact categories as high	vill cove	ers all of l above.	the shc	ort term	rentals an	nd allow you

Doing Business As:	Jamie's Short Term Rental	
Type of Business:	Accommodation and Food Services	~
Are you a home based business?:	No	~
Date Business Activity Initiated or Proposed in Foley:	01/01/2024	
# of Employees:	1	
FED ID # or Social Security Number:	****	
ST of ALA TAX #:	****	
Trade Name (if different than above):		
Business Activities (Brief description - Retail clothing sales,	Short Term Rentals - 5	
whole sale sales, rental of industrial equip., computer		
consulting, etc.):		

The next section will ask for information on your business. You will not be considered a home based business UNLESS you live in Foley and you are using your home for an office. Otherwise, you will select NO.

How many additional main categories does your business	01	~
have?:		
Main Category 1:	Accommodations	~
Business Category:	Short Term Rental Business License	~
NAICS Codes 1:	721198 - Short Term Rental Business License	~
Anticipated Gross Revenue for Short Term Rental Business	\$50,000.00	

License in Foley through December 31:

Under the business categories section, you will select the exact categories as highlighted above and you will enter your total gross revenue for all short term rentals in Foley for the prior year.

SUBMITTAL REQUIREMENTS	
Driver's License or List of Officers/Owners:	Select File
Please download the Home Based Business Form, fill it out,	Select File
and re-upload it.:	
Contactor's License (if applicable).	Select File
Additional Documentation:	Select File
# 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:	Sign Here
Title:	
	SUBMIT SAVE FOR LATER
A Driver's license for at least one of the O	wners/Partners of the business must be uploaded.
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 you submit the application for a bus <u>Foley.</u> If you have 5 rentals in Foley – you applying for Permits.	iness license, <b>you will need to apply for a PERMIT for EACH rental in</b> will need to apply for 5 different Permits. See next steps for

Home       Services       Search       Reports       My Account       Contact         Image: Home       Services       Search       Reports       My Account       Contact         Image: Home       Image: Home	UIEV			_				LOGOUT
MY Account   Home / My Account     Planning and Zoning   Permits   Business Licenses   Code Complaints     Code Complaints     Veloame to your online account Jamie Smith!     Vou can review your submittals, pay fees or submit new requests through our online services listed below. If you have any   Vou can review your submittals, pay fees or submit new requests through our online services listed below. If you have any   Vou can review your submittals, pay fees or submit new requests through our online services listed below. If you have any   Logout Please note that permits issued prior to March 1st, 2023 will not be available for viewing online, only those that were   reated online after CitizenServe was implemented. We apologize for any inconvenience this may cause.			Home	Services	Search	Reports	My Account	Contact
MY Account     Permits   Business Licenses   Code Complaints				Planning	and Zoning			
Home / My Account     Business Licenses Code Complaints       Image: Code Complaints     Code Complaints       Image: Code Complaints     Welcome to your online account Jamie Smith!       Image: Code Complaints     Welcome to your online account Jamie Smith!       Image: Code Complaints     View my requests       Image: Code Complain		MY ACCOUNT	Г	Permits				
Code Complaints  Code Complaints  Code Complaints  Code Complaints  Code Complaints  Welcome to your online account Jamie Smith!  Vou can review your submittals, pay fees or submit new requests through our online services listed below. If you have any  vou can review your submittals, pay fees or submit new requests through our online services listed below. If you have any  vou can review your submittals, pay fees or submit new requests through our online services listed below. If you have any  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.		Home / My Account		Business	Licenses			
<ul> <li>View my requests</li> <li>Welcome to your online account Jamie Smith!</li> <li>Wpdate my information</li> <li>You can review your submittals, pay fees or submit new requests through our online services listed below. If you have any</li> <li>Logout</li> <li>questions please view the Contact Page for departmental contact infomation.</li> <li>Please note that permits issued prior to March 1st, 2023 will not be available for viewing online, only those that were</li> <li>created online after CitizenServe was implemented. We apologize for any inconvenience this may cause.</li> </ul>				Code Co	mplaints			
Verticement of your online account same smith     Vou can review your submittals, pay fees or submit new requests through our online services listed below. If you have any     uestions please view the Contact Page for departmental contact infomation.     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.	Yiew my requests		-		a tila I	1		
You can review your submittals, pay fees or submit new requests through our online services listed below. If you have any         Logout       questions please view the Contact Page for departmental contact infomation.         Please note that permits issued prior to March 1st, 2023 will not be available for viewing online, only those that were         Make a payment       created online after CitizenServe was implemented. We apologize for any inconvenience this may cause.	Update my information	weicome to your o	online acco	ount Jamie Sr	niun!			
Logout questions please view the Contact Page for departmental contact infomation.     Please note that permits issued prior to March 1st, 2023 will not be available for viewing online, only those that were     Make a payment created online after CitizenServe was implemented. We apologize for any inconvenience this may cause.		You can review your submittals, pay fees or submit new re	equests th	rough our onli	ne services lis	ted below. If y	ou have any	
Please note that permits issued prior to March 1st, 2023 will not be available for viewing online, only those that were         Make a payment         created online after CitizenServe was implemented. We apologize for any inconvenience this may cause.	➡ Logout	questions please view the Contact Page for departmental contact infomation.						
Make a payment created online after CitizenServe was implemented. We apologize for any inconvenience this may cause.	Please note that permits issued prior to March 1st, 2023 will not be available for viewing online, only those that were							
	Make a payment	created online after CitizenServe was implemented. We apologize for any inconvenience this may cause.						

oley	Home Services Search Reports My Account	Locou Contact
	BUSINESS LICENSES Home / Services / Business Licenses	
<ul> <li>Do you need a license?</li> <li>Submittal requirements</li> <li>Apply online</li> <li>View your licenses</li> <li>Renew your license</li> </ul>	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	
More information	Getting Started is Easy	
	Learn when you need to apply for a business license and the licensing process. DO YOU NEED A LICENSE? →	

Foley		Home	Services	Search	Reports	My Account	LOGOUT Contact
	APPLY FOR A	LICENS	E license				
	indicates a required field						
Application Type:	Short Term Rental Permit				~		
Sub Type:	Active License/Register				~		
Business Name:							
Is this application for a new or existing business location?:					~	0	
Select the categories highlighted abo	ve to apply for each per	mit.					

CONTACT INFORMATION		
Owner:	City of Foley - Jamie Smith	~
Property Manager:	City of Foley - Jamie Smith	~
24 Hour Contact:	City of Foley - Jamie Smith	~
Emergency Contact for Unit:	City of Foley - Jamie Smith	~
Contact for Inspection:	City of Foley - Jamie Smith	~

List the name of the person who will be responsible for the unit. This information is given to the Police and Fire Department for in case of an emergency.

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 permit may be revoked for any false state	ments made herein.
Signature:	Sign Here
Title:	
Print Name:	
	SUBMIT SAVE & ADD ANOTHER SAVE FOR LATER
At the bottom of the page, if you only har rental – select SAVE & ADD ANOTHER.	ve one rental in Foley – select SUBMIT. If you have more than one

Once the application for a business license and application for a permit for EACH location has been submitted, we will have to approve the applications (on our end) before you can pay for the licenses and permits. The Fire Inspector will conduct a Fire Inspection. Once approved and paid we will issue the license and permit(s).

A list of safety requirements may be found at Citizenserve under Submittal requirements on the Business License page. We can also email a copy of the Safety Requirements upon request.