

For City of Auburn Staff use only:

Customer # \_\_\_\_\_ Zoning Approval \_\_\_ Yes \_\_\_ No

Home Occupancy Permit # \_\_\_\_\_

# CITY OF AUBURN, AL VEHICLE FOR HIRE APPLICATION

## SECTION 1: BUSINESS INFORMATION

Business Name: \_\_\_\_\_ Federal Identification # \_\_\_\_\_

Type of Ownership:  Corporation  Partnership  Individual or Sole Proprietorship  Limited Liability Partnership (LLP)  
 Limited Liability Company (LLC) (Single Member)  Limited Liability Company (LLC) (Multi-Member)

First Day Business Activities Will Begin in Auburn: \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_ (Year)

Physical Location of Business: \_\_\_\_\_  
Street Address City State Zip Code

Will vehicle(s) be garaged at this location? \_\_\_ Yes \_\_\_ No If no, provide address where vehicle(s) will be garaged.

**Note: If physical location of business is in the city limits of Auburn, page 3 must be completed before business license will be issued. If physical location is a residence located in city limits of Auburn, a Home Occupation Permit must be obtained from the Planning Department [171 N Ross St, Auburn, AL or (334) 501-3040]**

Mailing Address, if Different: \_\_\_\_\_  
Street Address or PO Box City State Zip Code

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Website: \_\_\_\_\_

### OWNER/PARTNER INFORMATION (Person(s) legally responsible for business) (Attach a separate sheet if necessary)

#### SECTION MUST BE COMPLETED BY ALL PERSONS LEGALLY RESPONSIBLE FOR BUSINESS

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Home Address: \_\_\_\_\_, \_\_\_\_\_ (City), \_\_\_\_\_ (State), \_\_\_\_\_ (Zip)

Business Phone # \_\_\_\_\_ Alternative Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_ DL#/STATE: \_\_\_\_\_

**Please provide a legible copy of the driver's license or state-issued identification card for each owner/partner/officer.**

### STATE OF ALABAMA COUNTY OF LEE

Under the provisions of Section 23-31 of the Code of Auburn, Alabama, regulating the licensing of vehicle for hire drivers, and the operations of said vehicles on the streets of the City of Auburn, I hereby make application to the City of Auburn, Alabama, for a Municipal Vehicle for Hire Business License and upon oath make the following statements:

- I have attached copies of Current Vehicle Registrations Forms (Tag Receipts) for any/all vehicles that will be operated under this license. I certify that this vehicle(s) to be in mechanically sound condition and to have all legally required safety equipment installed and operational.
- I have attached a copy of the Certificate of Insurance issued for the vehicle(s) that will be operating for hire, along with information concerning Insurance Agency's contact information (Name, Address, and Phone Number). Insurance information will be verified initially and periodically to ensure at least minimum industry standards of coverage are in effect and that policies have not lapsed. It will be the owner(s)/partner(s) responsibility under this license to ensure that the City of Auburn is provided with current Certificates of Insurance. Any lapse of insurance coverage or failure to provide current Certificates of Insurance will result in the immediate invalidation of this license.

Under penalties of perjury, I declare that I have examined this form and to best of my knowledge and belief, it is true, correct, and complete. My signature indicates that I take full responsibility for the information presented on this form and any tax liability that might occur.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE OF APPLICANT and DATE

**NOTE: All drivers, including owner(s) of business if he/she is a driver, must complete SECTION 2**

**Mail Completed Form To:** City of Auburn-Revenue Office at 144 Tichenor Avenue-Suite 6-Auburn, AL 36830 Office: (334) 501-7239 · Email: taxpayerinfo@auburnalabama.org · Website: www.auburnalabama.org

**CITY OF AUBURN, AL  
VEHICLE FOR HIRE APPLICATION**

**SECTION 2: DRIVER INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Home Address City State Zip Code

Will you garage (keep) the vehicle at this address? Yes No If so, a Home Occupation Permit must be obtain from the Planning Department [171 N Ross St, Auburn, AL] and **Section 2** on **Page 3** must be completed.

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_ DL#/STATE: \_\_\_\_\_

Phone # \_\_\_\_\_ Alternative Phone # \_\_\_\_\_

**SECTION 2A: EMPLOYER INFORMATION (Provide the employer name, address, and phone number.)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Street Address City State Zip Code

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**STATE OF ALABAMA—COUNTY OF LEE**

Under the provisions of Section 23-31 of the Code of Auburn, Alabama, regulating the licensing of vehicle for hire drivers, and the operations of said vehicles on the streets of the City of Auburn, I hereby make application to the City of Auburn, Alabama, for a Municipal Vehicle for Hire Business License and upon oath make the following statements:

- I am physically and mentally able to safely operate a motor vehicle with no restrictions which cannot be reasonably and legally accommodated.
- I am \_\_\_\_\_ years of age and my date of birth is \_\_\_\_/\_\_\_\_/\_\_\_\_\_.
- I have had \_\_\_\_\_ years experience in operating automobiles.
- I am familiar with the ordinances of the City governing the use and operations of vehicles, vehicles for hire, and the use of public streets.
- I have attached a copy of my current vehicle operator's license (driver's license) to this application.
- I have attached certified copies of my official Criminal and Driving/Accident Histories obtained through the Alabama Criminal Justice Information Center—Information Integrity Division and the Alabama Department of Public Safety. I understand that crimes or moral turpitude, crimes involving recklessness, and serious driving infractions/accidents may cause my application for this license to be denied.
- I have attached two passport sized photos taken within sixty (60) days of the application.

Under penalties of perjury, I declare that I have examined this form and to best of my knowledge and belief, it is true, correct, and complete. My signature indicates that I take full responsibility for the information presented on this form and any tax liability that might occur.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE OF APPLICANT and DATE

**LICENSE FEES: \$105** (Start Date Jan 1<sup>st</sup> – Jun 30<sup>th</sup>) or **\$55** (Start Date Jul 1<sup>st</sup> – Dec 31<sup>st</sup>). Licenses expire on **Dec 31<sup>st</sup>** and are renewable between **Jan 2<sup>nd</sup> – Feb 15<sup>th</sup>**. If renewed after **Feb 15<sup>th</sup>**, a 15% penalty will be added. If renewed after **Mar 15<sup>th</sup>** (30-days after delinquent date), a 30% penalty plus 1% interest for each month delinquent will be added.

**PAYMENT OPTIONS:** Cash, Check, Money Order, or Credit Card (Visa/MasterCard ONLY)

- Credit card payments may be made in person at the Revenue Office or via [www.auburnalabama.org](http://www.auburnalabama.org).

\_\_\_\_\_  
(Chief of Police Signature and Date)      Approved      Denied (Circle One)

\_\_\_\_\_  
(City Manager Signature and Date)      Approved      Denied (Circle One)

# CITY OF AUBURN CODES/PLANNING BUSINESS LICENSE APPROVAL

All new business license applicants locating inside the city limits of Auburn must have this form completed before a business license will be issued by the Revenue Office.

**APPLICANT INFORMATION** (To be completed by applicant)

Name of Business \_\_\_\_\_

Date business activities will begin in Auburn \_\_\_\_\_

Describe business activity in Auburn \_\_\_\_\_

Physical Address of Business \_\_\_\_\_

**Note:** If address is a residence, complete **Section 2**. If not, complete **Section 3**.

Contact Name \_\_\_\_\_

Contact Number \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**SECTION 1: HUMAN RESOURCES-RISK MANAGEMENT DIVISION** (130 Tichenor Ave · Auburn, AL · (334) 501-7240)  
(To Be Completed by Risk Management Division)

Does the policy meet the minimum liability limits set by Section 23-16 of the Code of City of Auburn? \_\_\_ Yes \_\_\_ No

Does the policy include an endorsement listing the City of Auburn as a certificate holder? \_\_\_ Yes \_\_\_ No

Signature of Risk Manager or his/her designee \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

**SECTION 2: PLANNING DEPARTMENT** (171 N Ross St · Auburn, AL · (334) 501- 3040)  
(To Be Completed by Planning Department)

Is this a residence? \_\_\_ Yes \_\_\_ No

If Yes: Home Occupation Permit # \_\_\_\_\_

Date Issued \_\_\_\_\_

Is this a commercial property? \_\_\_ Yes \_\_\_ No

Zone \_\_\_\_\_ Approved: \_\_\_ Yes \_\_\_ No

Signature of Planning Official \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

**SECTION 3: CODES DEPARTMENT** (171 N Ross St · Auburn, AL · (334) 501- 3170)  
(To Be Completed by Codes Department)

Is a Life/Fire/Safety Inspection required? \_\_\_ Yes \_\_\_ No

If Yes: Date Passed \_\_\_\_\_

Signature of Building Inspector \_\_\_\_\_

Date \_\_\_\_\_

Is a Certificate of Occupancy required? \_\_\_ Yes \_\_\_ No

If Yes: Date Issued \_\_\_\_\_

Signature of Building Inspector \_\_\_\_\_

Date \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_