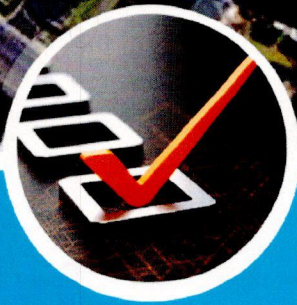


BUSINESS

DEVELOPMENT

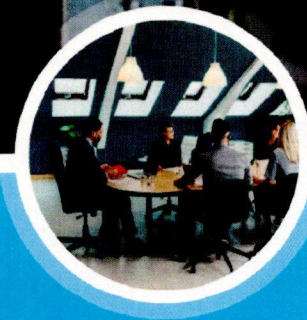
ONE STOP SHOP GUIDE



**Business Steps
& Process**



**Information &
Guidance**



**Pre-Development
Meeting**

ABOUT US

The Business Development Office is a one stop shop that can assist you throughout your planning and development process. It is another step in the city's continuing effort to more effectively communicate with businesses, industries, and developers within our community. This booklet offers valuable information to help you better understand our process, and make as smooth and predictable as possible.

BUSINESS DEVELOPMENT

City of Florence

110 W. College Street - Room 208
Florence, Alabama 35630

256-740-6086

mbevis@florenceal.org

www.florenceal.org



CITY OF FLORENCE, ALABAMA

Thank you for choosing the City of Florence to open your business. Whether you are a potential, new, existing or expanding business or industry, our goal is to provide you the best service possible in a professional and courteous manner.

The Business Development Department is a one stop shop that can assist you throughout your planning and development process. It is another step in the city's continuing effort to more effectively communicate with businesses, industries, and developers within our community. This booklet offers valuable information to help you better understand our process.

It is the goal of the City of Florence to make our development process as smooth and predictable as possible. We hope this booklet helps achieve that goal.

Melissa Bevis
Business Development Coordinator
mbevis@florenceal.org

CITY HALL • 110 W. COLLEGE ST. • P. O. BOX 98 • FLORENCE, AL 35631-2818
PHONE (256) 740-6086 • www.florenceal.org • FAX (256) 760-6635

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CITY OF FLORENCE - KEY CONTACTS

Business Development

Kisha Hatton khatton@florencial.org	Florence Utilities-Customer Service Manager Electricity-Gas-Water/Wastewater	fax	256-740-6071 256-760-6322
Melissa Bailey mbailey@florencial.org	Planning & Community Development Director	fax	256-740-8806 256-760-6323
Bill Batson bbatson@florencial.org	City Engineer	fax	256-760-6350 256-740-4667
Melissa Bevis mbevis@florencial.org	One Stop Shop/Business Dev. Coordinator	fax	256-740-6086 256-760-6388
Taylor Cole tcole@florencial.org	Gas and Water/Wastewater Dept. Manager	fax	256-718-5100 256-767-1818
David Koonce dkoonce@florencial.org	Solid Waste, Street, and Recycling Dept.	fax	256-760-6495 256-740-4665
Bob Leyde bleyde@florencial.org	City Clerk - Licensing	fax	256-760-6679 256-760-6635
Ryan Orrick rorrick@florencial.org	Florence Fire Rescue	fax	256-760-6475 256-760-6430
Allen Caddell acaddell@florencial.org	Electric Department -Dir. of Eng. /Operations	fax	256-740-6014 256-760-6317
Planning and Community Dev.	Commercial Leveraging Program Facade Improvement Program	fax	256-740-8806 256-760-6323
Ken Lester klester@florencial.org	Florence Police Department	fax	256-760-6582 256-760-6318
Gary Williamson gwilliamson@florencial.org	Building Official	fax	256-760-6325 256-740-4651

BUSINESS INFORMATION APPLICATION

Business Development

Date: _____

SITE INFORMATION:

Business Name _____

Business Address/Location _____

City _____ State _____ Zip _____

New Construction _____ Building Addition/Expansion _____ Existing Building/New Tenant _____

Home Business _____ Commercial/Industrial _____ Lease/Own _____

Power Contract Required _____yes _____no # of Jobs: _____

Type of Business _____ Start Date _____

APPLICANT INFORMATION:

Applicant Contact Name _____ Title _____

Applicant Mailing Address *if different from above* _____

City _____ State _____ Zip _____

Phone _____ Cellular _____

Fax _____ Email _____

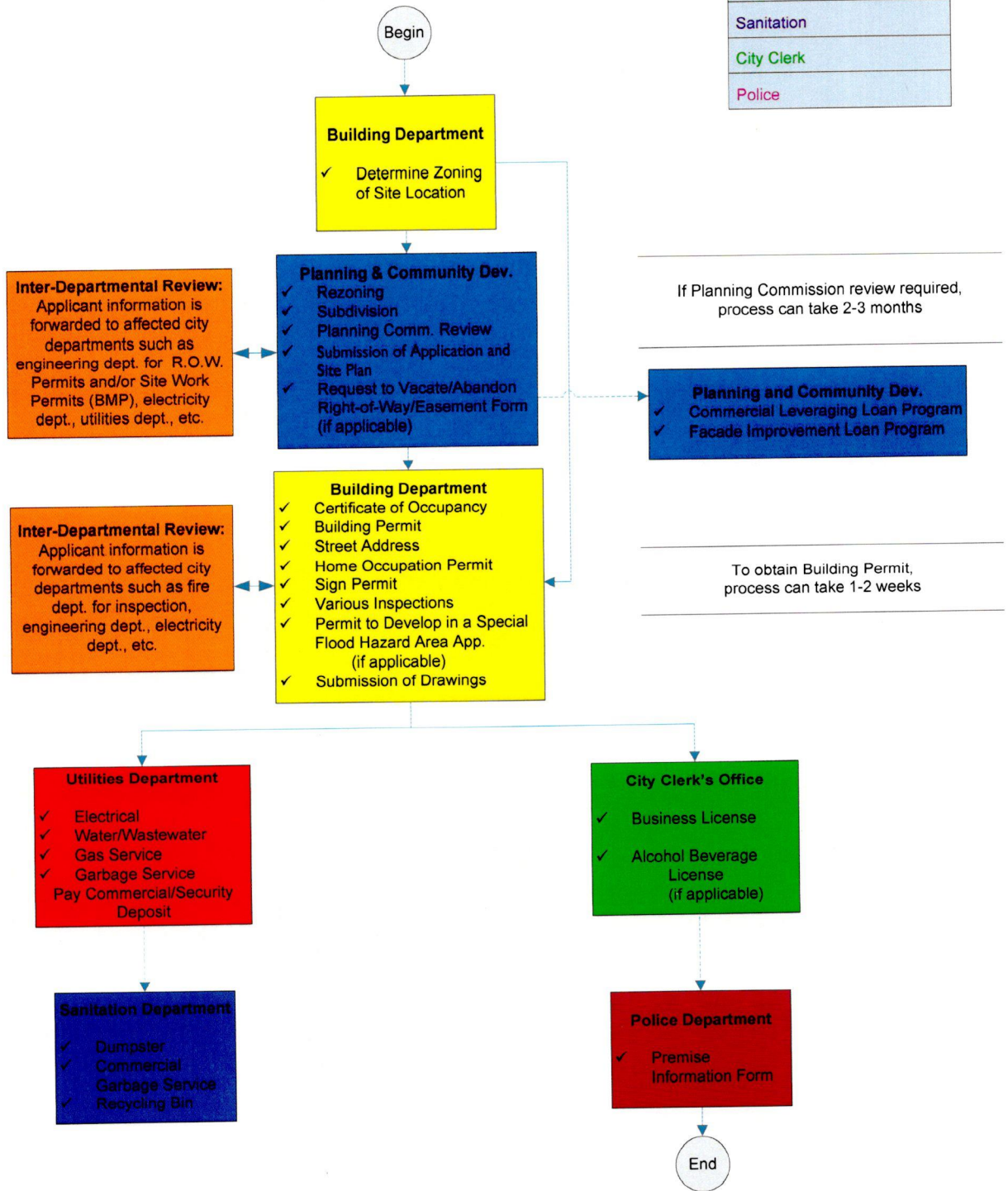
COMMENTS: _____

cc: Building - Planning & Community Development - City Engineering - Utilities -

City Clerk - Electricity - Gas/Water - Police - Fire - Sanitation

One Stop Shop

Business Development Process Flow Chart*



*Each project is unique and may not follow the exact process shown.

DEPARTMENTS

Business Development

Building Department

Key Staff Contact:

Gary Williamson - Building Official
Municipal Building - Second Floor - Room 216
110 West College Street
Florence, Alabama 35630
256-760-6325
256-740-4651 - fax
gwilliamson@florenceal.org

The Building Department is the first point of contact in the business development process for zone verification. The business applicant may continue in the Building Department if Planning Department review is not required. The Building Department may rely upon the assistance of other affected departments. The Building Department handles the below.

Building Permit	Various Code Inspections
Certificate of Occupancy	Elevation Certificate
Certificate of Occupancy Inspection	Sign Permit
Assigns Street Addresses (in city limit)	Home Occupation Permit
Temporary Certificate of Occupancy	Gas Permit and Inspection
Plumbing Permit and Inspection	Service/Feeder Inseption
Electrical Permit and Inspection	
Permit to Develop in a Special Flood Hazard Area	

Planning and Community Development

Key Staff Contact:

Melissa Bailey, Planning Dept. Director
Municipal Building - First Floor - Room 115
110 West College Street
Florence, Alabama 35630
256-740-8806
256-760-6323 - fax
m Bailey@florenceal.org

If Planning Department review is required, Planning and Community Development is the second point of contact in the business development process. Planning and Community Development may rely upon the assistance of other affected departments and/or Planning Commission Review. This department handles the below.

Rezoning of Land	Commercial Leveraging Loan Program
Subdivision of Land	Facade Improvement Loan Program
Annexation of Land	Request to Vacate/Abandon
Planning Commission Review Application	Right-of-Way/Easement
Planning Commission Review Fees	

DEPARTMENTS

Business Development

Florence Utilities – Electricity, Gas and Water/Wastewater Departments

Key Staff Contact: Kisha Hatton, Utilities Customer Service Manager
Municipal Building – First Floor - Room 106
110 West College Street
Florence, Alabama 35630
256-740-6071
256-760-6322-fax
khatton@florenceal.org

Florence Utilities services are usually applied for during the middle and/or last stage of the business development process. The Utilities Customer Service Department may rely upon the work of several different departments or other entities when customers seek to establish their temporary or permanent utility service. Florence Utilities handles the below services.

Electricity service to consumers in the City of Florence
and Lauderdale County

Natural Gas service to consumers in the City of Florence
and portions of Lauderdale County

Water and Wastewater service to consumers in the City of Florence
and portions of Lauderdale County

Garbage Service

Florence Utilities requires a security deposit for each account.

Form of Security Deposits	Deposit Amount
Cash	\$499 or less
CD	\$500 minimum
Surety Bond	\$1,000 minimum
Letter of Credit	\$25,000 minimum

Service Charges

New Service

First Time Service

Transfer of Existing Service

Same Day Service

Upgrading Existing Service

Reconnection

Collection of Payment at the Service Address

Returned Checks

Trips to the Service Address by Customer Request

Trips to Test a Meter by Customer Request, where the Meter is determined to be Accurate

Trips for Special Meter Readings at the Customer's Request

DEPARTMENTS

Business Development

Solid Waste, Street, and Recycling Department

Key Staff Contact: David Koonce, Solid Waste, Street, and Recycling Dept. Man.
29485 County Road 14
P. O. Box 98
Florence, Alabama 35630-0098
256-760-6495
256-740-4665 - fax
dkoonce@florenceal.org

The Solid Waste, Street, and Recycling Dept. issues dumpsters, if needed. This department also handles the below operations.

Commercial Garbage Collection

- Dumpster boxes are provided in 4, 6, or 8 yard sizes
Serviced from 2 to 6 days per week
- Residential carts are provided to businesses in areas serviced by residential collection
Collected once per week

Recycling Options
Landfill Operations

City Clerk

Key Staff Contact: Bob Leyde, City Clerk
Municipal Building - First Floor - Room 116
110 West College Street
Florence, Alabama 35630
256-760-6679
256-760-6635-fax
bleyde@florenceal.org

The City Clerk's office is one of the last steps in the business development process. This office issues Business Licenses and handles the Applications for Alcohol Beverage License, as well as, Retail Liquor Gross Receipts Tax Report and Motor Fuel Sales.

A business license must be received before a business begins operation. A license is also required if you are doing business in the City of Florence, but not located in the City of Florence.

Tax Rate

City of Florence	4.5%
State of Alabama	4.0%
Lauderdale County	1.0%
TOTAL	9.5%

DEPARTMENTS
Business Development

Police Department

Key Staff Contact:

Ken Lester, Administrative Lieutenant
Florence Police Department
701 South Court Street
Florence, Alabama 35630
256-760-6582
256-760-6318 - fax
klester@florenceal.org

The Florence Police Department request that new businesses complete a Premise Information Form after their business licenses is obtained from the City Clerk's office. Also this form is to be updated if any of the contact or location information changes.

This information is used for business premise/location so that the Florence Police Department can contact the business for any security reasons.

Fire Department

Key Staff Contact:

Lt. Ryan Orrick - Fire Inspection
Florence Fire Rescue
402 S. Wood Ave.
Florence, AL 35630
256-760-6475
256-760-6430 - fax
rorrick@florenceal.org

Contact the Florence Fire Rescue -Fire Inspection Division with any questions.

Utility Contacts

Business Development

City of Florence Utilities (Customer Service)	Municipal Building – First Floor 110 West College Street Florence, Alabama 35630 256-760-6512 256-760-6322 - fax www.florenceutilities.com
City of Florence Electricity	Administration Building 502 E. Dr. Hicks Boulevard Florence, Alabama 35630 256-740-6010 256-760-6442 - fax
City of Florence Gas/Water Department	Municipal Building 110 West College Street Florence, Alabama 35630 256-718-5100 256-767-1818-fax
Lauderdale County Solid Waste	5100 Hwy 157 North Florence, AL 35633 256-760-5878
City of Rogersville (Sanitation Service) <i>Waste Service for Business in City Limits of Rogersville</i>	Rogersville, AL 35652 256-247-8863
West Lauderdale Water	3353 County Rd 200 Florence, Alabama 35633 256-766-8787
Town of Rogersville Water Works	852 County Road 77 Rogersville, AL 35652 256-247-5435
East Lauderdale Water & Fire Authority	2943 Hwy 101 Rogersville, 35652 256-247-1606
Greenhill Water & Fire Protection Authority	35496 Co. Road 8 Florence, AL 35634 256-757-2863
East Lauderdale Natural Gas – <i>Spire</i>	57 Patton Street Rogersville, AL 35652 256-247-3334

Business Resources

Business Development

BellSouth

1-866-620-6000

www.bellsouth.com

Shoals Business Incubator

Offers space, shared equipment, clerical support, on-site consulting, shared mailing and shipping, library, conference room, etc.

3115 Northington Court

Florence, Alabama 35630

256-760-9014

256-740-5530 - fax

www.shoalsbusinessincubator.com

Downtown Florence Alliance

Serves the Historic Downtown Florence Area

Contact: Chris Stangel

301 North Pine Street

Florence, Alabama 35630

256-760-9648

256-760-5343 - fax

www.downtownflorencealliance.com

Lauderdale County Courthouse

County and State Business License

200 South Court Street

Florence, Alabama 35630

256-760-5833

www.lauderdalecountyonline.com

Lauderdale County Health Department

Health Department Permits

4112 Chisholm Road

Florence, Alabama 35630

256-764-7453

Shoals Chamber of Commerce

612 South Court Street

Florence, Alabama 35630

256-764-4661

256-766-9017 - fax

www.shoalschamber.com

Shoals Economic Development Authority

20 Hightower Place - Suite 1

Florence, Alabama 35630

256-764-0351

256-764-3850 - fax

www.seda-shoals.com

Business Resources

One Stop Shop/Business Development Guide

Internal Revenue Service

*Federal Tax Identification Number or
Employer ID Number (EIN)*

205 S. Walnut Street
Florence, Alabama 35630
256-764-6731
www.irs.gov

Alabama Dept. of Revenue

State Tax Number

201 S. Court Street, Second Floor
Florence, Alabama 35630
256-383-4631
256-381-7200 - fax
www.revenue.alabama.gov

Sheffield Tax Office

Unemployment Tax Number

Contact: Hobie Butler
Town Plaza Shopping Center
500 S. Montgomery Avenue, Suite 104
P. O. Drawer 820
Sheffield, AL 35660
256-389-9688
256-383-4983 - fax
hobiebutler@dir.alabama.gov
www.dir.alabama.gov (Click on eGov)

To apply online:

United States Small Business Administration

www.sba.gov

Small Business Development Center - UNA

Contact: Michael Butz
541 W. College Street
Florence, AL 35630
256-648-4027
www.asbdc.org

Avenu

Collects City and County Tax

205-324-0088
www.revds.com