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

Foley	Home	Services	Search	Reports	My Account	Contact
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 thro soon.	ough CitizenServe. V	Ve look forward	to Licensing	Engineering, a	and Fire becoming a	avaialble
Select Login at the top right of the screen (if you do not already have a login for City of Foley Citizenserve).						
Foley	Home	Services	Search	Reports	My Account	Login Contact
LOC Home / My Act	GIN count / Login					
Already have an account?	1	New to o	ur Porta	al?		

Alleudy II	ave an account.	
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	REDISTER NOW ->
	FORGOT YOUR USERNAME →	
	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 SPECIAL EVENT 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 Special Event license. Follow the next steps to apply for the Special Event business license or renew you Special Event license.

Foley	Home	Services	Search	Reports	My Account	Logout Contact
	MY ACCOUNT	Planning Permits	g and Zoning			
	Home / My Account	Busines Code Co	s Licenses omplaints			
View my requests	Welcome to your online a	ccount Jamie S	imith!	19 S		
 Update my information Logout 	You can review your submittals, pay fees or submit new request questions please view the Contact Page for departmental conta	through our on	line services li	sted below. If y	you have any	
Make a payment	Please note that permits issued prior to March 1st, 2023 will no created online after CitizenServe was implemented. We apologi	be available for te for any inconv	viewing online enience this m	e, only those th nay cause.	at were	
elect the Services me	nu from the top of the page and select Bu	siness Lic	enses.			

Uley	Home Services Search Reports My Account Con
	BUSINESS LICENSES Home / Services / Business Licenses
✓ Do you need a license? ➢ Submittal requirements	Learn about when you need a business license, what information you'll need and how to apply.
Apply online View your licenses	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

	APPLY FOR A LICENSE Home / Services / Business Licenses / Apply for a license
	indicates a required field
Application Type:	
	Business License
	Short Term Rental Permit
	Special Event License
	Tax Application

	indicates a required field	
Application Type:	Special Event License	~
Sub Type:		~
	One Event Only (Per Event) Multiple Events (Yearly)	
	<u>.</u>	

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					匬
NAME	STATE/	DRIVER'S LICENSE NUMBER	TITLE		
wner(s), Partners and Officers Inform	ation				
Contact Person:				~	
ST of ALA TAX #:					
FED ID # or Social Security Number:					
Expected Gross Revenue from Event:					
Activity/Product.					
Event To Date:					
Event From Date:					
Event Name:		1			
event Name:		Ĩ			

description of exactly what you will be doing in Foley (what you are selling or the serv You must complete the information for Owners, Partners and Officers Information.

It	SUBMITTAL REQUIREMENTS				
I	Driver's License:	Select File			
	Additional Documentation:	Select File			
d	DISCLAIMER AND SIGNATURE				
т	The information provided on this application is a true and complete representation of the above named entity and person(s) listed.				
I	Signature: Sign Here				
		SUBMIT SAVE FOR LATER			
Upload a copy of the owner's driver's license (or photo identification). If your business is required to have a Cottage Food Permit or a Health Department permit – please upload a current copy to Additional Documentation.					
Sigr	the form electronically.				
Clic	k SUBMIT to submit the application. If you	do not click SUBMIT – we will NOT receive the application.			

Once we receive the application, we will check to ensure all required information has been submitted and then we will request payment for the license. Once paid, we will upload a copy of the **Special Event Business License** to the Citizenserve portal for your access.

IF you choose the **MULTIPLE Events (Yearly) option**, you will need to <u>renew your Special Event License in</u> <u>December each year</u>.

If you apply for the **ONE TIME EVENT (Per Event),** you will need to <u>reapply for each event</u> you will work in Foley. You can re-apply under the same Login. You **DO NOT NEED** to create a separate login each time you apply.

If you are selling products, you will need to submit sales tax. You may apply for a sales tax identification number under the Business License menu, by selecting **TAX APPLICATION** and entering your information. If you already have a City of Foley Tax ID, you do not need to re-apply.