

New Business Start-Up Guide for the City of Gardendale

Are you thinking of starting a business? The City of Gardendale Inspection Services Department (205) 631-1708 is here to help you get on the right track. The New Business Start-Up Guide is a free resource to assist business owners who desire to open a business in the City of Gardendale and to help those owners who may wish to move to a new location within the city.

- **Letter of Intent*** - Provide a detailed letter describing the proposed business and site address. Zoning verification is required for your proposed business location.
- **Conditional Uses/Commission Approval** – Conditional Uses require special approval by the Commission. These uses may be acceptable (but are not permitted by right) in said district. For example, C-2 [Community Business District] Entertainment, Indoor is a Conditional Use that requires Commission approval in order to help mitigate potential adverse effects on parking, safety, and traffic.
- **Address Verification** – If business location is in an integrated business center and tenant spaces are being added or taken away, the property owner should contact Jefferson County Land Development (205) 325-5174, www.jeffconline.jccal.org for addressing of suite numbers. This will assure the coordination of E-911 services and business licenses.
- **Building Permit** - If any interior or exterior alterations, repairs, or renovations are planned (including painting), please contact Inspection Services (205) 631-1708.
 - **Important!** You are encouraged to have your potential property reviewed by the Building Official before execution of a lease to ensure the premise meets the fire code and building code.
- **Sewer/Septic Tank** - If the property is on sewer, contact Jefferson County Environmental Services (205) 325-5127 to see if additional sewer impact fees are required. If on septic tank, contact the Jefferson County Health Department (205) 933-9110.
- **Business License Inspection** – When the site is ready to open for business, contact Inspection Services to schedule a Business License/Life Safety Inspection, which will be performed by the Building Inspector and the Fire Marshal. If approved, they will sign-off on the Business License Release Form to be submitted to the Administration/Business License office.
- **Business License** - Visit the Administration/Business License office (205) 631-8789 Option 1 to secure your business license (Business License Application). They can also provide you with any needed tax and licensing information.
- **Temporary Sign Permit** – See Zoning Ordinance No. 2013-02, §10.4.5. Temporary Sign Regulations:
 - new businesses may utilize a banner until a permanent sign is installed, or for a period of 60 days (whichever time period is shorter). *Refer to §10.4.5.4.a.*
 - “grand opening” banners are limited to one (1) banner per frontage announcing the opening of the establishment. *Refer to §10.4.5.b.*
 - other temporary signs are limited to thirty (30) days in a calendar year. *Refer to §10.4.5.2 and §10.4.5.4.c.*
- **Sign Permit** - See Zoning Ordinance No. 2013-02, Article 10. Sign Regulations

***Letter of Intent** should include the following:

1. Name of proposed business
2. Site address
3. Business owner contact information (*i.e. address other than business, phone number, email address*)
4. Number of employees
5. Days and hours of operation
6. Detailed description of business (*i.e. general retail, products being sold, services offered, business or professional office*)
7. Type, number, and storage of vehicles, if applicable
8. Storage of products (On-site/Off-site)
9. Any Deliveries (*i.e. UPS, FedEx, Airborne*)
10. Opening Date
11. Signage