



City of Leeds

Business Licensing Guide

Doing Business in Leeds

The City of Leeds, Alabama is a great location for your business to start, stay and grow! The City's Business Resource Team stands ready to guide you no matter the stage of your business journey. The goal of the Team is to make conducting City-related transactions as smooth and seamless as possible.

This guide is a summary of what you need to know as you operate your business. Current information and online resources are available at leedsalabama.gov.

The Leeds Business Resource Team will collaborate with you as you start, maintain, and grow your business. Joint meetings with owners, architects, contractors, and other key stakeholders during start-up and expansion phases involving construction are essential. Contact Development Services at 205-699-0943 or development@leedsalabama.gov to get started.

CHECKLIST FOR DOING BUSINESS IN LEEDS

TASK ITEM	SEE SECTION
Identify property for your business/development	Site Selection / Location Services
Check property zoning, permitted uses and special conditions	Property Zoning Information
Obtain Certificate of Occupancy for Business License	Property Development & Building Permit Information
Obtain building construction/sign permit or Home Occupation approval	Property Development & Building Permit Information
Obtain Mobile Food Unit permit / approval for alcohol sales	Food / Alcohol Sales & Consumption
Itinerant Sales	Itinerant Sales

PROPERTY ZONING INFORMATION

As you review suitable locations for your proposed business, check the zoning designation to ensure the proposed business type is permitted. Zoning regulations establish permitted uses and physical development standards. Planned Unit Developments (PUDs) may have additional requirements and approvals.

- Step 1: Check the [City of Leeds zoning map / GIS](#)
- Step 2: Review the [City of Leeds zoning regulations](#)
- Step 3: If the intended use is not allowed under the zoning designation, you may request conditional use or rezoning. Approval may be required from the Planning & Zoning Commission and Leeds City Council.
- Step 4: For assistance, email development@leedsalabama.gov

PROPERTY DEVELOPMENT & BUILDING PERMIT INFORMATION

After confirming that your business use conforms to the property zoning, the steps required will depend on the extent of modifications to the physical location. Contact Development Services early in the project process.

- Step 1: Construction activity or a change in occupancy/use generally requires a commercial building permit. Review [Development Services](#)
- All contractors and subcontractors must have a City of Leeds business license. The current City website states that construction work of \$100,000 or more requires State of Alabama contractor licensing.
- Septic/sewer approval is required before construction or tenant improvement.
- Apply for development permits and services through the [City of Leeds Online Services Portal](#)
- Step 2: If occupying an existing space “AS IS,” review the [Certificate of Occupancy for Business License \(COBL\) information](#)
- Step 3: A sign permit is required for business signage. Additional approval may apply in a PUD or special overlay district.
- Step 4: Home-based businesses require an approved [Home Occupation application](#)

FOOD / ALCOHOL SALES & CONSUMPTION

- For businesses serving food, including food trucks, obtain a health permit from the applicable county health department.
- Mobile Food Unit permits and development-related applications: [City Online Services Portal](#)
- City business licenses and city tax accounts: [Avenu Business License & Tax Portal](#)
- Businesses selling alcohol for on-site or off-site consumption require an Alabama ABC license and City Council approval. Conditional Use approval may also be required depending on zoning.
- Alabama criminal history/background information: [ALEA](#)
- Alabama Alcoholic Beverage Control Board: [ABC Board](#)

ITINERANT SALES

- Obtain a Criminal History Release Form, signed and notarized by all persons working in the city.
- Provide a surety bond in the amount of \$5,000.00.
- Obtain the applicable City of Leeds business license through [Avenu](#)

BUSINESS LICENSE & TAX INFORMATION

Complete all approvals that apply to your business before applying for a City of Leeds business license.

- City overview and checklist: [Business License - Guide - Checklist](#)
- Apply for a City business license and establish city tax accounts: [Avenu Business License & Tax Portal](#)
- Paper forms and applications (when needed): [City Forms & Applications](#)
- Certain professions and activities require State or local certifications/licenses. Examples include contractors, homebuilders, plumbers, electricians, HVAC technicians, auto dealers, and other regulated professions.
- Business license applications may require FEIN/SSN information, contact information, identification, and applicable certifications.
- Business licenses renew on a calendar-year basis. Review current tax filing and payment requirements through the City/Avenu resources above.

LEEDS BUSINESS RESOURCE TEAM

UNIT	EMAIL	TELEPHONE	LOCATION / NOTES
City Hall	cityhall@leedsalabama.gov	205-699-2585	1400 9th Street, Leeds, AL 35094

Revenue / Business License	revenue@leedsalabama.gov	205-699-2585 Option 5, then 1	Business licensing and City tax assistance
Development Services	development@leedsalabama.gov	205-699-0943	Development, zoning, permitting assistance

OUR PARTNERS

The following agencies and utilities are commonly referenced by businesses in Leeds. Website links below were reviewed and updated for this Word edition.

TOPIC	AGENCY	TELEPHONE	WEBSITE
State Business Taxes	Alabama Department of Revenue	205-733-2740	Alabama Revenue
Liquor, Beer & Wine Licenses	Alabama ABC Board	205-942-7955	ABC Board
State/County Business Taxes	Jefferson County Revenue	205-325-5171	Jefferson County Revenue
State/County Business Taxes	St. Clair County Licensing	205-884-2395	St. Clair County Licensing
State/County Business Taxes	Shelby County Business Revenue	205-670-6530	Shelby County Business Revenue
Health / Food Safety	Alabama Department of Public Health	334-206-5200	ADPH
Health / Food Safety	Jefferson County Department of Health	205-933-9110	JCDH
Health / Food Safety	Shelby County Health Department	205-664-2470	Shelby County Health
Electricity	Alabama Power	800-245-2244	Alabama Power
Natural Gas	Spire	800-292-4008	Spire
Water / Sewer	Jefferson County Environmental Services	205-325-5390	Jefferson County Environmental Services
Water / Sewer	Birmingham Water Works	205-244-4000	Birmingham Water Works
Water / Sewer	Leeds Water Works Board	205-733-1672	Leeds Water Works
Leeds Business Groups	Leeds Area Chamber of Commerce	205-699-5001	Leeds Area Chamber

ADDITIONAL CITY RESOURCES

- [City of Leeds Official Website](#)
- [Business License - Guide - Checklist](#)
- [How to Obtain a Business License](#)
- [Development Services](#)
- [Forms & Applications](#)
- [Home Occupation](#)
- [Avenu Business License & Tax Portal](#)

Updated September 2026 from the City of Leeds website and current partner websites.