

## **Step-by Step Approach to Opening a Business in Mountain Brook:**

We are excited that you have discovered one of the best cities in America to establish your business. Mountain Brook's unique villages, culture, location, and dynamic customer base offer many businesses a great opportunity to be successful. To that end, we want to offer this quick checklist on how best to navigate the City process.

- 1. Zoning:** Verify the current zoning for your proposed business location by contacting the City Planner, Dana Hazen. 205/802-3816 or [hazend@mtnbrook.org](mailto:hazend@mtnbrook.org).
- 2. Business License:** To apply for a business license click [HERE](#). This will allow you to view, print, and fill out an application. Upon completion, bring the application and appropriate payment to:

Mountain Brook City Hall, Revenue Department  
56 Church Street  
Mountain Brook, AL 35213

For a complete listing of all related Business License fees, penalties, etc., click [HERE](#)

Once an account is established with the City, you may pay business licenses and monthly business taxes on-line. Contact Jack Bankston, Revenue Examiner, to establish a PIN and access. 205/802-3808

If your proposed business involves the sale of alcoholic beverages, you must first contact the ABC Board at 205/942-3784 before coming to the City Council for final approval.

### ***Did you know?***

Taxes: Any goods bought and sold in Mountain Brook are taxed by the State at 4%, the County at 2%, and Mountain Brook 3% for a total of 9%. This is a very competitive and comparable City tax structure.

- 3. Village Design Review Committee:** Before you may obtain a building permit for any exterior alterations or signage, Village Design Review Committee approval is required. There are two applications for Village Design Review Committee. One is for exterior alterations and awnings and the other is for signs.  
Link to the [Village Design Review Application](#) (exterior alterations):  
Link to the [Village Design Review Sign Application](#)

Please note: Village Design Review Committee meets monthly, on third Wednesday of the month at City Hall. See attached link for deadline/hearing schedule (deadline to submit application and materials is approximately two weeks prior to the meeting.) Please see deadline/hearing schedule under the Helpful Links section of the Planning Department page of the Mountain Brook website or contact Hunter Simmons for more information. 205/802-3830 or [simmonsh@mtnbrook.org](mailto:simmonsh@mtnbrook.org).

**4. Conditional Uses/City Council Approval:** Conditional Uses require special approval by the City Council. These uses are defined in Local Business Districts as uses that may be acceptable (but are not permitted by right) in said district. For example, a restaurant serving lunch is a conditional use that requires City Council approval in order to help mitigate potential adverse effects on parking, safety, and traffic. For a complete listing of conditional uses that require City Council approval see section 129-192 (B) of the Municipal Code by clicking the following link to [Article XII, Local Business District Regulations](#).

**5. Sidewalk Café Permit:** For restaurants desiring to place tables and chairs on the public sidewalk for the purpose of outdoor dining, a sidewalk café permit from the City is required. This permit is reviewed by the Village Design Review Committee and granted by the City Council. For more information contact Hunter Simmons at 205/802-3830 or [simmonsh@mtnbrook.org](mailto:simmonsh@mtnbrook.org).

Link to [Sidewalk Café Ordinance](#)

Link to [Sidewalk Café Application](#)

**6. Building Permit:** If any interior or exterior alterations, repairs, or renovations are planned (including painting), please contact the Building Official, Glen Merchant. 205/802-3812 or [merchantg@mtnbrook.org](mailto:merchantg@mtnbrook.org).

***Important!***

You are encouraged to have your potential property reviewed by the Building Superintendent before execution of a lease to ensure the premise meets the fire code and building code.

**7. Temporary Banners:** In November 2007 the City Council amended the City's temporary banner ordinance. Two types of temporary banners are permitted:  
(1) new businesses may utilize a banner until a permanent sign is installed, or for a period of 45 days (whichever time period is shorter);  
(2) "special event" banners may be utilized for special sales, events or activities. These banners are limited to 21 calendar days of display per year (plus unlimited time between the holidays of Thanksgiving and New Year's Day). Size and installation parameters may be found within the ordinance itself.

A permit is required for temporary banners (no fee) and is issued by the City Planner. Be sure and stop by City Hall, call, or send an email with any inquiries regarding temporary banners! Temporary Banner Applications are available [HERE](#)

***Contact Names and Numbers***

*City Planner*, Dana Hazen (zoning), 205/802-3816, [hazend@mtnbrook.org](mailto:hazend@mtnbrook.org)

*Building Official*, Glen Merchant (building permits), 205/802-3812, [merchantg@mtnbrook.org](mailto:merchantg@mtnbrook.org)

*Revenue Department*, (general information) 205/802-2400 hit 0

*Revenue Examiner*, 205/802-3808, Jack Bankston (licensing) [bankstonj@mtnbrook.org](mailto:bankstonj@mtnbrook.org).

*GIS Manager*, 205/802-3830, Hunter Simmons, [simmonsh@mtnbrook.org](mailto:simmonsh@mtnbrook.org)