



APPLICATION FOR TOWING OR VEHICLE IMMOBILIZATION APPLICANT CHECKLIST



BIRMINGHAM POLICE DEPARTMENT BUSINESS COMPLIANCE CENTER - CITY HALL, FIRST FLOOR
710 20TH ST N, BIRMINGHAM, AL 35203 - 205-837-2394, 8AM-5PM

CITY OF BIRMINGHAM ORDINANCE #23-118

CHECKLIST COVER SHEET

APPLICATION FORMS

1. APPLICATION FOR TOWING OR VEHICLE IMMOBILIZATION OPERATORS PERMIT
2. APPLICATION FOR TOWING OR VEHICLE IMMOBILIZATION VEHICLE REGISTRATION
3. APPLICATION FOR TOWING OR VEHICLE IMMOBILIZATION SERVICE LICENSE

APPLICATION PROCESS

1. **OBTAIN LETTER OF GOOD STANDING FROM THE TAX AND LICENSE DIVISION**
City Hall, First Floor
Tax and License, Room TL-100
Yolanda Lawson, Manager of Tax Collections
2. **COMPLETE ALL APPLICABLE FORMS FOR PERMITTING**
 - Obtain applications in-person: City Hall, First Floor, Business Compliance Center **OR** online: <https://police.birminghamal.gov/business-compliance-unit/>
3. **PAY FOR INITIAL OR RENEWAL APPLICATION FEE**
 - Use fee sheet to calculate the total fee owed and retain payment receipt
 - In-person: City Hall, First Floor, cashier window
4. **OBTAIN STATE CRIMINAL BACKGROUND CHECKS**
 - Required for **ALL** business owners and operators
 - All applicants must complete the online application on the State Bureau of Investigation's website: <https://www.alea.gov/sbi>
 - Click on: Services, Criminal History Information
<https://www.alea.gov/sites/default/files/inline-files/SBI-ApplicationReviewALCHRI.pdf>
 - On the form, in the section "AFFIDAVIT FOR RELEASE INFORMATION", enter this information:
Birmingham Police Department
Attn: Sergeant Kenneth Knight
1710 1st Avenue N
Birmingham, AL 35203
5. **SUBMIT THE COMPLETED FORMS AND COPIES OF ALL APPLICANT DRIVER'S LICENSES**
 - In-person to the BPD Business Compliance Center **OR** Email: BCUnit@birninghamal.com

****IF OPERATING A VEHICLE IMMOBILIZATION SERVICE, SUBMIT A COPY OF NOTICE STICKER OR WARNING DECAL THAT THE APPLICANT INTENDS TO PLACE UPON A VEHICLE THAT HAS BEEN IMMOBILIZED.**



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APPLICATION PROCESS (continued)

- 6. SUBMIT PROOF OF INSURANCE**
- Copy of the business’ insurance to be submitted directly to the City Clerk’s office, directly from the insurance company.
 - Insurance company must reference:
Business name and contact information
Type of permit to which they are applying
 - Submission may be made in-person, via USPS, or email to:
City of Birmingham
City Clerk’s Office, Third Floor
710 North 20th Street
Birmingham, AL 35203
insurance@birminghamal.gov

CITY APPROVAL PROCESS

APPLICATION IS NOT COMPLETE UNTIL ALL REQUIRED DOCUMENTATION IS RECEIVED BY THE CITY OF BIRMINGHAM – INCLUDING THE STATE CRIMINAL BACKGROUND CHECKS.

1. BPD will submit the completed application to the Public Safety Committee within 30 days of receipt. (New applicants only)
2. The application should be submitted to the City Council within 21 days of the Public Safety Committee approval. (New applicants only)
3. Upon approval from the City Council and certification of the City Clerk, an applicant can obtain a copy of the resolution to submit to BPD at:
City Hall, First Floor
Tax and License, Room TL-100
Yolanda Lawson, Manager of Tax Collections
4. Obtain City of Birmingham business license in-person: City Hall, First Floor, cashier window.
5. BPD will issue:
 - ID card(s) for operator permits
 - Decal(s) for registered tow trucks and immobilization vehicles