

# BUSINESS TRANSACTION LICENSE APPLICATION

## APPLICATION ACTION BUTTONS

### **CONTINUE TO BUSINESS TRANSACTION LICENSE APPLICATION**

**Print Application Packet** – includes all forms and instructions

**Print Application Only** – prints only the forms, does not print instructional pages

*IMPORTANT: Neither print option will include attachments you have uploaded and/or saved to the form.*

**Attach Documents** – if submitting application via email, attach all required supplemental documents using this button.

**View Attachments** – opens the attachment panel to review documents you have attached

**View Form Instructions** – opens the bookmark panel to review application instructions

**Email/Submit Form** – submits the application and all attached documents to  
cgbl@casagrandeaz.gov.

## QUICK LINKS TO ADDITIONAL FORMS

Alarm Permit <https://www.crywolfservices.com/casagrandeaz/>

Arizona Transaction Privilege Tax License (TPT) <https://azdor.gov/business/transaction-privilege-tax/tpt-license>

Arizona State Contractor's License <https://roc.az.gov>

Certificate of Occupancy Permit <https://drive.google.com/file/d/1gym7qHjB66WfZiK3oCeoz2NaWuilhrMl/view>

Home Occupation Permit <https://drive.google.com/file/d/1MycvVqpLAT5DZPSx2YNcWd9x3PL6qeS6/view>

## QUICK LINKS TO ADDITIONAL TPT INFORMATION

If your business is subject to TPT (sales tax), the current TPT rates for all jurisdictions can be found here:

<https://azdor.gov/business/transaction-privilege-tax/tax-rate-table>

Tax codes related to the City's Local TPT can be found in the Model City Tax Code, here:

<https://azdor.gov/business/transaction-privilege-tax/model-city-tax-code>

The City's selected Options under the MCTC can be found here:

[https://azdor.gov/business/transaction-privilege-tax/model-city-tax\\_code/options-city](https://azdor.gov/business/transaction-privilege-tax/model-city-tax_code/options-city)

Important information specific to the City of Casa Grande TPT can be found here:

<https://azdor.gov/business/transaction-privilege-tax/model-city-tax-code/city-profiles>

Tax statutes related to the State and County TPT can be found here:

<https://www.azleg.gov/arsDetail/?title=42>



# City of Casa Grande

## Business Transaction License Application

Return To:

cgbl@casagrandeaz.gov

OR

Finance Department  
510 E Florence Blvd  
Casa Grande, AZ 85122  
Phone: (520) 421-8601  
Fax: (520) 421-8603

### SECTION I: APPLICATION ROUTING

Check one:  Permanent License  Temporary License – valid for 72 hours (3 days)

Check all that apply:

<input type="checkbox"/> New Business	Current License No: BL- _____ - _____	Date of Change: _____	Previous Owner: _____
<input type="checkbox"/> Update	Previous License No: BL- _____ - _____	Date of Change: _____	Previous Name: _____
<input type="checkbox"/> Ownership Change	Current License No: BL- _____ - _____	Date of Change: _____	Previous Location: _____
<input type="checkbox"/> Name Change	Current License No: BL- _____ - _____	Date of Change: _____	
<input type="checkbox"/> Location Change	Current License No: BL- _____ - _____	Date of Change: _____	

### SECTION II: BUSINESS INFORMATION

Business Name (DBA or trade name)	Entity Name (if different from DBA – as shown on tax return)	Start Date in Casa Grande	Number of Employees
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Business Address (PO Box or Mail Stop not accepted)	City	State	Zip
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Email	Website	Business Phone	Fax
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#### Ownership Type / Federal Tax Classification - Check ONE:

- Individual / Sole Proprietor or Single-Member LLC
- C Corporation NOT providing health care, medical or legal services  
State of Incorporation: \_\_\_\_\_
- C Corporation providing health care, medical or legal services  
State of Incorporation: \_\_\_\_\_
- S Corporation
- Partnership
- LLC Classified as C Corporation
- LLC Classified as S Corporation
- LLC Classified as Partnership
- Other (describe): \_\_\_\_\_

Federal Tax ID / EIN: \_\_\_\_\_

SSN (Sole Proprietors): \_\_\_\_\_

Arizona Sales Tax License No. (TPT): \_\_\_\_\_

NAICS Code(s): \_\_\_\_\_

Method of submitting reports:  Cash Receipts  Accrual

#### Certificates and Licenses

Arizona Transaction Privilege Tax License

County Health Certificate(s)

Other License: \_\_\_\_\_

Certificate / License & Class	Copy Attached?	
	Yes	No
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

#### List Arizona Registrar of Contractor License(s):

Contractor #	Commercial/Residential #	License / Class	Yes	No
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Hours of Operation						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
From _____	_____	_____	_____	_____	_____	_____
To _____	_____	_____	_____	_____	_____	_____

24 Hours, 7 Days a Week

#### Business Type - Check ALL That Apply

- Amusement/Entertainment
- Hotel/Motel
- Retail
- Commercial Rental
- Residential Rental
- Service
- Construction Contracting
- No. of Units: \_\_\_\_\_
- Subcontractor
- Equipment/Car Rental
- Restaurant/Bar
- Use Tax Only
- Mobile Food Vendor
- Transportation Freight/Taxi
- Beautician/Barber/Aesthetician/
- Beautician/Barber/Aesthetician/Cosmetology
- Cosmetology (owner)
- (renting a space within an established licensed salon)
- Other (please explain): \_\_\_\_\_

Describe the nature of the business:

Do you sell liquor?  Yes  No      Do you sell food?  Yes  No

#### SDB (Small Disadvantaged Business) Designation

Check ONLY one:

- Service Disabled Veteran Owned Business (SDVOB)
- Minority Owned Business
- Woman Owned Small Business
- Socially / Economically Disadvantaged Owned Business
- N/A

#### Temporary Merchants / Permanent Peddlers

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Vehicle Type : \_\_\_\_\_ License Plate #: \_\_\_\_\_

Cities where you have worked in the last 60 days:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

### SECTION III: BUSINESS LOCATION INFORMATION

Yes      No

- Do you use, process, generate or store any hazardous materials?
- Are you altering or adding to the existing building's walls, electrical, etc.?
- Are you proposing changes to the business use from its previous use?
- Do you rent or lease to another entity?
- Is this your residence?

If yes, list your Home Occupation Permit #: \_\_\_\_\_

Yes      No

- Do you own your business location? If no, see below:

Landlord / Property Manager

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone \_\_\_\_\_

### SECTION III: MAILING / RECORDS LOCATION

*Complete this area only if the information is different from Section II: Business Information*

Mail Name / Care of Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Mail Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Records Location (Name and Address) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

### SECTION IV: OWNER / EMERGENCY CONTACTS

Corporate or LLC Statutory Agent	Name _____ Phone _____		
Owners, Partners, LLC Members or Officers  (for additional names, please attach list)	1) Name _____ Title _____ SSN _____		
	Home Address _____	City _____	State _____ Zip _____
	Email _____	Phone _____	
	2) Name _____ Title _____ SSN _____		
	Home Address _____	City _____	State _____ Zip _____
Email _____	Phone _____		
Emergency Contacts	1) Name _____ Title _____		
	Address _____	City _____	State _____ Zip _____
	Email _____	Phone _____	
	2) Name _____ Title _____		
	Address _____	City _____	State _____ Zip _____
Email _____	Phone _____		

I certify that the statements made in this application are true and complete to the best of my knowledge. I accept the permit authorized in response to this application with the condition that I report timely and pay any and all taxes due by me to the City of Casa Grande.

If applicable, be sure all sales tax has been paid by former owner: BY LAW YOU MAY BE LIABLE FOR ANY UNPAID TAX.

Printed Name \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



**City of Casa Grande**  
**Business Services, Finance Department**  
510 E Florence Blvd, Casa Grande, Arizona 85122  
Phone: (520) 421-8601 | Fax: (520) 421-8603  
Web: <https://www.casagrandeaz.gov> | E-mail: [cgb1@casagrandeaz.gov](mailto:cgb1@casagrandeaz.gov)

## FORM L-152: LICENSING ELIGIBILITY REQUIREMENT

Do not complete this form if the license applicant is a corporation, limited liability company or general partnership

Last Name	First Name	Middle Name
Residence Address (as shown on license or license application):		
City, State and ZIP code		

This provision does not apply to an individual, if EITHER:

1. BOTH of the following apply:
  - a. The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
  - b. The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.

OR

  2. ALL of the following apply:
    - a. The individual is a resident of another state.
    - b. The individual holds an equivalent license in that other state and the equivalent license is of the same type being sought in this site.
    - c. The individual seeks the Arizona license to comply with this state's licensing laws and not to establish residency in this state.

[Arizona Revised Statutes § 41-1080](#) requires you to submit ONE of the 13 forms of identification listed below. If the identification document does not include a photograph, you must also submit a form of government-issued identification that includes a photograph.

- 1. An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
- 2. A driver license issued by a state that verifies lawful presence in the United States. Driver licenses from IL, NM, UT, and WA are not acceptable.
- 3. A birth certificate or delayed birth certificate issued by any state, territory or possession of the United States **AND government-issued identification with a photograph**.
- 4. A United States certificate of birth abroad **AND government-issued identification with a photograph**.
- 5. A United States passport.
- 6. A foreign passport with a United States visa.
- 7. An I-94 form **AND government-issued identification with a photograph**.
- 8. A United States citizenship and immigration services employment authorization document or refugee travel document that contains a photograph.
- 9. A United States certificate of naturalization containing a photograph.
- 10. A United States certificate of citizenship containing a photograph.
- 11. A tribal certificate of Indian blood **AND government-issued identification with a photograph**.
- 12. A tribal or bureau of Indian affairs affidavit of birth **AND government-issued identification with a photograph**.
- 13. Any other license that is issued by the federal government, any other state government an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license **AND government-issued identification with a photograph**.

By my signature below, I hereby certify, under penalty of perjury that the copy of each document I am providing is a true and accurate copy of the original document and that I am legally authorized to be present in the United States.

**FULL SIGNATURE OF LICENSEE**

**DATE**

# Instructions for Business Transaction License Application

This application is used for data entry and must be TYPED OR PRINTED IN BLACK OR BLUE INK. Put "N/A" if a question is not applicable. Mail or deliver printed form to:

City of Casa Grande  
Attn: Finance Department  
510 E Florence Blvd  
Casa Grande, AZ 85122

## APPLICATION

- Incomplete applications will not be processed.
- This application must be filed and a receipt obtained before you can lawfully engage in business in Casa Grande.
- This application expires in 45 days.
- All information you provide on this application is public information.

## APPROVED APPLICATIONS

- The Business Transaction License Receipt must be on display to the public in the licensee's place of business. Receipt will be issued within 5 – 10 working days for all applications completed in full and accompanied by required documentation. An approved Business Transaction License is nontransferable between owners.
- Owner shall inform the City of Casa Grande of any changes in his/her business activities or uses 30 days prior to the change.
- Issuance of a Business Transaction License Receipt by the City of Casa Grande shall in no way be construed as permission to operate a business activity in violation of any other law or regulation to which such activity may be subject.

## REQUIRED DOCUMENTATION

- **Licensing Eligibility Requirement Form**
- Copy of business owner(s) or Corporate Agent's current **Arizona Driver's License**
- **Payment** in full for all associated fees (Make check payable to the City of Casa Grande. Visa and MasterCard are also acceptable forms of payment.)

## SUPPLEMENTAL DOCUMENTATION – REQUIRED BASED ON CIRCUMSTANCE

Additional documentation is required based on type of business, business location, sales tax obligations, etc. Review the following regarding additional required documentation:

- **Certificate of Occupancy Permit** – copy is required for each new occupancy of a building. Changes or alterations to an existing building may also require a new Certificate of Occupancy Permit be issued. All inquiries on this permit and its requirements can be directed to the City's Planning and Development Department at (520) 421-8630.
- **Home Occupation Permit** – copy is required if your business is home-based or physically located at your residence. All inquiries on this permit and its requirements can be directed to the City's Planning and Development Department at (520) 421-8630. While the City is not responsible for enforcing compliance of Home Owner Association (HOA) rules and regulations, it is best to ensure you are in compliance.
- **Sign Permit** – copy is required if you are adding or altering exterior signage. All inquiries on this permit and its requirements can be directed to the City's Planning and Development Department at (520) 421-8630.
- **Alarm Permit** – you are required to obtain an alarm permit if your place of business has an alarm system. Application and additional information can be found at: <https://www.crywolfservices.com/casagrandeaz/>.
- **Liquor License** – copy is required if your business is serving or selling alcohol. Additional information and liquor license applications can be found by contacting the City Clerk's office at (520) 421-8608.
- **Arizona Transaction Privilege Tax License (TPT)** – copy is required if your business is obligated to collect and remit sales tax. If Casa Grande is not included on your license, an **Arizona Department of Revenue form** is required with this application.
- **Arizona State Contractor's License** – copy is required if your business is required to have a contractor's license.

- **Temporary Merchants** required documentation:
  - Copy(s) of any warranty or guarantee offered on the product(s) to be sold are required.
  - Listing of all people working on the job. List is to include name, address, date of birth and last four digits of social security number of each person.
  - Surety bond, cash bond or certified check made payable to the City of Casa Grande. Reference the "Peddler" section in the Business Transaction License Fee Schedule for current fee rate(s).
- **Transient Merchants, Itinerant Vendor/Merchants** required documentation:
  - A completed Temporary Use Permit application, site plan and written permission from the property owner may be required if you are not the property owner. Temporary Use Permit not to exceed 72 hours.
  - A refundable clean-up deposit may be required.
- **Peddlers, Canvassers and Solicitors** required documentation:
  - Two photographs of each applicant or agent, taken within sixty days immediately prior to the date of filing the application. Photographs shall be approximately two inches by two inches, showing the head and shoulders of the applicants or agents in a clear and distinguishing manner. These will be used for picture ID's issued by the Police Department.
  - Fingerprints of each applicant or agent is required. (Fingerprinting will be conducted at the Casa Grande Police Department. A fee will be assessed at the time of fingerprinting for which only CASH payments will be accepted. Fingerprinting services are only offered at designated days/times. For more information on fingerprinting, contact the Casa Grande Police Department at (520) 421-8700.
  - A written, detailed sales pitch is required.
- **Pawn Shops** required documentation:
  - Regulation one – report to PD
  - Regulation two
- **Massage Establishment/Therapist** required documentation:
  - "Recognized school of massage" means any institution of learning which has for its purpose the teaching of the theory, method and work of massage operators, which requires a resident course of study of not less than 500 hours before a student shall be furnished with a diploma or certificate of graduation therefrom, showing the successful completion of such course of study or learning. If located within the state, such institution shall be licensed by the State Board of Private Technical and Business Schools.
  - Full name, address and social security number of the applicant.
  - A statement that the applicant is of good moral character.
  - Certified copies of any lease or rental agreements governing the applicant's rights in the building.
  - Each residence address of officers for the ten years next preceding the date of the application.
  - A list of all training in massage that the applicant received.

Please reference Casa Grande City Code [Title 5, Chapter 5.20](#) and Arizona State Board of Massage Therapy statutes [Chapter 42, Articles 1, 2 and 3](#) for additional information and definition of requirements.
- **Mobile Food Vendors**  
**Requirements must be current/valid:** refer to city code Title 5 chapter 5.16 (Ord. 1397.05.05)
  - AZ Sales Tax license (TPT) & EIN numbers or certificate
  - AZ food handlers permit for each of the handlers or manager - obtained from AZDHS.
  - Cottage permit if prepackaged food items obtained from AZDHS.
  - Pinal County Environment Health Permit (MFU) obtained from Pinal County EnvHealth
  - Fire Inspection conducted with the preceding twelve (12) months City of Casa Grande & Pinal County
  - Annual Temporary Use Permit if needed. (City of Casa Grande Building permit dept)
  - Copy of Driver's license or Identification
  - AZ Dept of Liquor license if serving liquor or alcohol.
  - Each mobile food unit shall have its own business tax receipt issued
  - Arizona Corporation Commission Entity ID number if the business is registered as an entity.

Arizona Revised Statute § 9-495 requires in any written communication between a city or town and a person to provide the name, telephone number, and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following: Demands payment of a tax, fee, penalty, fine or assessment; Denies an application for a permit or license that is issued by the city or town; or Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town. An employee who is authorized and able to provide information about any communication that is described above shall reply within five (5) business days after the city or town receives that communication.

## City of Casa Grande

### Business Transaction License Fee Schedule

Item	Term	Qty	Cost
<b>Business Transaction License Fee</b>			
Business Transaction License Fee – Full Year	12 Months	1	\$70.00
Business Transaction License Fee – Prorated from February	11 Months	1	\$64.17
Business Transaction License Fee – Prorated from March	10 Months	1	\$58.33
Business Transaction License Fee – Prorated from April	9 Months	1	\$52.50
Business Transaction License Fee – Prorated from May	8 Months	1	\$46.67
Business Transaction License Fee – Prorated from June	7 Months	1	\$40.83
Business Transaction License Fee – Prorated to Half Year Cost	6 – 1 Month(s)	1	\$35.00
<b>Other License Types</b>			
Beauty, Barber, Nail Technicians – Space Rental (no proration)	1 Year	Per Operator	\$18.00
Pawn Shop (no proration)	1 Year	1	\$70.00
<b>Temporary License</b>			
Temporary Business Transaction License	1 Day	Per Day	\$10.00
Temporary Use Permit	N/A	1	\$50.00
Cleanup Deposit	N/A	N/A	\$50.00
Home Occupation Permit	N/A	1	\$30.00
<b>Peddler, Solicitors and Transient Merchant</b>			
Daily License	1 Day	Per Day	\$10.00
Semi-Annual License	6 Months	1	\$35.00
Annual License	12 Months	1	\$70.00

### Arizona Department of Revenue Fees

The Arizona Department of Revenue has made it possible for you to apply and pay for a Transaction Privilege Tax License online at <https://www.aztaxes.gov>. At the end of the process you will be able to print a signature card which you then will attach to your City of Casa Grande Business Transaction License Application.

You can print a copy of the Arizona Department of Revenue application at: [http://www.revenue.state.az.us/tpt\\_forms.htm](http://www.revenue.state.az.us/tpt_forms.htm).

If you have not already obtained an Arizona Transaction Privilege Tax License, submit your completed form along with the City of Casa Grande Business Transaction License Application. Fees MUST be paid by check or money order and made payable to the Arizona Department of Revenue. Using this option to obtain your TPT license will result in a delay of several weeks before your City of Casa Grande Business Transaction License can be approved.

Arizona Transaction Privilege Tax License	\$12.00
Arizona Transaction Privilege Tax License Update	\$ 2.00

## Application Definitions / Helps

### SECTION I: APPLICATION ROUTING – TYPE OF LICENSE YOU ARE APPLYING FOR

#### ONLY ONE CHOICE CAN BE SELECTED:

**Permanent License**    Applicants wishing to do business within the City of Casa Grande for more than 72 hours (3 days)

**Temporary License**    Applicants wishing to do business within the City of Casa Grande for NO MORE than 72 hours (3 days)

### SECTION I: APPLICATION ROUTING – REASON FOR APPLICATION

#### SELECTION CAN BE MULTIPLE, CHECK ALL THAT APPLY:

<b>New Business</b>	Complete entire application package.
<b>Update</b>	Applicants needing to update information on their current business license OTHER than "Ownership Change", "Name Change" or "Location Change". These changes have specific requirements as shown below. Provide all other updated information in the respective areas on the application.
<b>Ownership Change</b>	Provide the previous business license number, previous owner name and date of change. Must fill out new owner information in Section IV. Complete all other sections of applications that contain updates and/or changes.
<b>Name Change</b>	Provide the current business license number, previous name and date of change. Must fill out new business name and entity name in Section II. Complete all other sections of applications that contain updates and/or changes.
<b>Location Change</b>	Provide the current business license number, previous location and date of change. Must fill out new business address information in Section II. Complete all other sections of applications that contain updates and/or changes.

### SECTION II: BUSINESS INFORMATION

<b>Business Name</b>	Business name (DBA or trade name) if using one, such as your storefront name. If none, list the name of the business owner. Property managers applying on behalf of a client should indicate the property owner's business name here.
<b>Entity Name</b>	If entity name is not the same as the DBA, this is normally the name found on the business tax return or listed in box 1 of IRS Form W9.
<b>Start Date in Casa Grande</b>	The date (month/day/year) in which you will begin (or began) taxable business activity in Casa Grande
<b>Business Address</b>	Physical address of your Casa Grande business location including suite, unit or apartment number. <b>P.O. box numbers or postal mailboxes are not acceptable for a business address.</b> Property rental businesses should enter the rental property address in this section.
<b>Business Phone</b>	Telephone number, including area code, listed here should correspond to the business location.
<b>Fax</b>	Provide the fax number, including area code, for the person who should receive inquiries concerning this application.
<b>Email Address</b>	Email address for the person who should receive general Transaction Privilege (Sales) and Use Tax information and updates as well as inquiries concerning this application.
<b>Website</b>	Business's website url

### SECTION II: BUSINESS INFORMATION – OWNERSHIP TYPE / FEDERAL TAX CLASSIFICATION

Check box next to the type of ownership of your business or federal tax classification listed in box 3 of IRS Form W9.

<b>Federal Tax ID / EIN</b>	If applicable, enter the Federal Tax Identification Number of the business.
<b>SSN (Sole Proprietors)</b>	Enter SSN of sole proprietor that does not have EIN, if applicable
<b>Arizona Sales Tax License No. (TPT)</b>	If your business is required to have one, list the Arizona Transaction Privilege Tax (TPT) license number
<b>NAICS Code(s)</b>	List the appropriate NAICS codes under which your business is classified.
<b>Method of submitting reports</b>	Mark "Cash Receipts" if you recognize income based upon the date funds are received. Mark "Accrual" if you recognize income when earned regardless of when the funds are received.

## SECTION II: BUSINESS INFORMATION – CERTIFICATES AND LICENSES

List all applicable certificates and licenses and their numbers/class. Check yes or no to whether or not you are including a copy with your application submittal.

Contractors: List all licenses/classes you will be working under in the Casa Grande (Contractor #, Commercial/Residential #, License/Class).

Attach a separate page listing additional certificates and licenses you need to include if you need to list additional items.

## SECTION II: BUSINESS INFORMATION – HOURS OF OPERATION

Enter business hours of operation for each day of the week (examples: 8 AM – Noon, 10 AM – 5 PM). If business is open 24 hours a day, 7 days a week, check the box below the days of the week to indicate this.

## SECTION II: BUSINESS INFORMATION – BUSINESS TYPE

Check all boxes that describe/apply to your business. If none describe your business, check the "other" box and provide a short description.

<b>Describe the nature of the business</b>	Provide a short description of the nature of your business and business activity, pointing out key characteristics. If retail sales, list type of items to be sold; if construction contracting, list type of contracting, etc.
<b>Do you sell liquor</b>	Answer yes or no
<b>Do you sell food</b>	Answer yes or no

## SECTION II: BUSINESS INFORMATION – BUSINESS LOCATION INFORMATION

Answer yes or no to each question.

<b>Is this your residence</b>	If you answer YES to this question, a Home Occupation Permit is required. Enter your permit number here.
<b>Do you own your business location</b>	If you answer NO to this question, provide the landlord/property manager information in space provided.

## SECTION II: BUSINESS INFORMATION – TEMPORARY MERCHANTS / PERMANENT PEDDLERS

If employed, complete employer name and address in space provided.

<b>Vehicle Type</b>	If a vehicle is used, fill in the make and model of vehicle.
<b>License Plate #</b>	If a vehicle is used, fill in the license plate number.
<b>Cities worked in the last 60 days</b>	List three (3) cities in which you have worked in the past 60 days.

## SECTION III: MAILING / RECORDS LOCATION

Enter the name of the person and address to which the business licenses and tax return will be sent. Include suite, unit or apartment number. Complete this are only if the information is different from Section II: Business Information.

## SECTION IV: OWNER / EMERGENCY CONTACTS

<b>Corporate or LLC Statutory Agent</b>	The name and phone number of your Statutory Agent.
<b>Owners / Partners / LLC Members or Officers</b>	List complete owner/partner/member/officer information as requested including names, titles and last four digits of social security number. Please use the home (not business) address for each individual. <b>PO Box numbers or postal mailboxes are not acceptable for home addresses.</b>
<b>Emergency Contacts</b>	Enter the name, address and phone number for each of your emergency contacts. Note that the phone number given will be used by Police and Fire in the event of an emergency.