



BUSINESS LICENSE APPLICATION

12030 Clubhouse Square • Youngtown, Arizona 85363
 Phone 623-933-8286 • FAX 623-933-5951 • www.youngtownaz.org

This application must be filed with the Town Clerk's Office prior to engaging in business in the Town of Youngtown.
 Application fees are non-refundable. **Copy of AZ Tax License must be attached.**

Check all that Apply	New Business	Fees: First Time Application Fee: \$25.00 in addition to yearly fee Home Based - \$60.00/yr. Store Front - \$100.00/yr. Transient - \$60.00/yr.	Start Date:
	New Owner of Existing Business		State Sales Tax No: Contractor's ROC #
	Name Change		
	Location Change		
	Home Based Business		
	Store Front Business		
Transient Business			

Section I: Business Information:

Business Name (Company or DBA)		Legal Business Name (if different from business name)	
Business Location Address	Ste. #	Mailing Address (if different from location)	Ste. #
City	State	Zip Code	City
State of Arizona TPT Tax License # _____ (Copy of AZ Tax License Must Be Attached) Business Phone () _____ Email Address: _____			

Business Type	<input type="radio"/> Retail <input type="radio"/> Amusement <input type="radio"/> Contractor <input type="radio"/> Restaurant/Bar <input type="radio"/> Manufacturer <input type="radio"/> Hotel/Motel <input type="radio"/> Distribution Center <input type="radio"/> Medical/Dental <input type="radio"/> Commercial Rental (# of units _____) <input type="radio"/> Other	
	Describe nature of business: _____	Hazardous Materials <input type="radio"/> Yes <input type="radio"/> No Alarm System <input type="radio"/> Yes <input type="radio"/> No

Section II: Contact Information

24-hour local contact information is required by Maricopa County Sheriff's Office for use in the event of an emergency. This person must be a key holder, and able to respond after hours to the physical business location if necessary.

1.	Local Emergency Contact Name _____ Phone: _____	Alarm Company _____ Phone: _____
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Section III: Ownership and Premise Information

Individual/Sole Proprietor Corporation LLC Gen. Partnership Limited Partnership **# of Employees:** _____

Owners, Partners, LLC, Members or Officers (attach separate sheet of paper for additional names)	Name: _____ Address: _____ Phone: _____ Driver's License # _____ Name: _____ Address: _____ Phone: _____ Driver's License # _____
Property Manager Information	Name: _____ Address: _____ Phone: _____

Section IV: Store Front & Home Based Business Inspection Approvals

If you wish to establish a **STORE FRONT** or **HOME BASED** business in the Town Of Youngtown your property must be inspected by Youngtown Code Enforcement, Youngtown Building Inspector & SCFD Fire Marshall. All inspections must be approved prior to the issuance of business license.

() APPROVED () DENIED	CODE COMPLIANCE OFFICER: _____	DATE: _____
() APPROVED () DENIED	BUILDING INSPECTOR: _____	DATE: _____
() APPROVED () DENIED	FIRE DEPARTMENT: _____	DATE: _____

This issuance of this Business License shall not be deemed to legalize any act, which otherwise may be in violation of the law, including the Town's zoning codes, or to exempt any person from any penalty of such violation. Your Business License will be mailed after receipt of payment of the fees indicated above. Payment may be made by check, cash or money order.

This Business License must be renewed annually. A penalty of \$25 may be assessed to a business that fails to renew annual Business License within thirty (30) days after expiration date.

If you have any questions please call the Town Clerk's Office at 623-933-8286.

I declare, under penalty of perjury that the statements made in this application are true and correct to the best of my knowledge.

Printed Name

Signature of Owner/Representative

Title _____ **Date** _____



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In order to conduct business within the boundaries of the Town of Youngtown you must first acquire a business license.

Town Code 5.04.020 License required

- A. It is unlawful for any person to conduct any trade, calling, profession, occupation or business without first having procured a license from the town for such purpose. All licenses shall expire one year from the date of issue, except that the town clerk may issue a license effective for one day in connection with town-sponsored events. Licenses for sexually oriented businesses shall be governed by Chapter 5.17, licenses for massage establishments shall be governed by Chapter 5.18; and tattoo and/or body piercing establishments shall be governed by Chapter 5.19.
- B. Multiple businesses at the same address require separate licenses for each business. A single business with multiple locations shall have separate licenses for each location.
- C. Licenses are not transferable. New owner(s) shall obtain a new license for the business within ten (10) working days of starting work.
- D. A business owner shall notify the town clerk of termination of the business within ten (10) working days of closure. A licensee is responsible for license renewal fees until the town clerk is notified of business termination.
- E. Every person seeking a business license shall complete an application and furnish the information requested by the town clerk. The town clerk may request any information deemed necessary to insure public safety and the collection of license fees and sales taxes. Refusal to provide any requested information is grounds for denial of a license.
- F. Any mistake made by the town clerk in stating, fixing or collecting the amount of any license fee will not prevent, prejudice or stop the collection for the town of the amount actually due from anyone conducting any business in the town.
- G. No greater or less amount of money shall be charged or received for any license than is provided for in this chapter, and no license shall be issued for any period of time other than as provided in this chapter. However, the town may waive any otherwise applicable fee for licenses issued for one day in connection with town-sponsored events.
- (Ord. 08-03 § 1 (part))

5.04.030 Issuance of license—Denial or nonrenewal—Hearing

- A. It is the duty of the town clerk or authorized assistant to prepare and issue a license for any person required to pay a license fee stating the amount, the period of time covered, the name of the business licensed and the location of the business. Revocation or denial of a license by the Arizona Registrar of Contractors shall be cause for denial of a Youngtown business license to a business regulated by the Arizona Registrar of Contractors.
- B. Upon receipt of an application, the town clerk shall complete an investigation within thirty (30) days. If the town clerk determines that the applicant is in compliance with all requirements of this chapter, a license shall be issued.
- C. The Arizona Employer Sanctions Act (Laws 2007, Chapter 279) restricts the town's authority to issue business licenses to those applicants lawfully present in the United States. unless the applicant is exempt as described in subsection (C) below, the town may not issue a business license to an individual unless that individual presents any one of the following documents:
1. Arizona driver license issued after 1996 or an Arizona non-operating identification license;
 2. Driver license issued by any state that verifies lawful presence in the United States;
 3. Birth certificate or delayed birth certificate issued in any state, territory, or possession of the United States;
 4. United States certificate of birth abroad;
 5. United States passport;
 6. Foreign passport with a United States visa;
 7. Form I-95 with a photograph;
 8. United States citizenship and immigration services employment authorization document or refugee travel document;
 9. United States certificate of naturalization;
 10. United States certificate of citizenship;
 11. Tribal certificate of Indian blood; or
 12. Tribal or bureau of Indian affairs affidavit of birth.
- If all of the following apply, an individual is exempt from the requirement that he present one of the documents listed in subsection (A) above, prior to being issued a business license:
1. The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country; and
 2. 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.
- The application shall be denied if the applicant cannot provide satisfactory proof that he is authorized to hold a business license pursuant to the Employer Sanctions Act (Laws 2007, Chapter 279).

I have read, understand and agree to adhere to all of the Town of Youngtown's conditions for acquiring a business license.

Print Name

Signature

Date