



FINANCE DEPARTMENT
ATTN: Revenue Division
16000 N. Civic Center Plaza
Surprise, AZ 85374-7470
Business.License@surpriseaz.gov
Ph: 623-222-1836

APPLICATION FOR CITY BUSINESS LICENSE

IMPORTANT: This application must be approved before you may lawfully engage in business in the City of Surprise. A separate license is necessary for each business location or business name.

SECTION A: BUSINESS INFORMATION			
1. Legal Business Name:			
2. Business or DBA (doing business as) Name:			
3a. Physical Location of Business: (Cannot be a PO box, personal mailbox, or mailbox store address)			
Number and Street	City	State	Zip
3b. ☐ Commercial ☐ Residential		3c. Square Footage	
4. Mailing Address: ☐ Check box if mailing address is the same as physical location			
Number and Street	City	State	Zip
5. Business Phone Number:			
6. Business Email:			
7. Web Address:			
8. Start date of Business Activity in Surprise:			
9. Number of Employees at location:			
10. Federal Employer Identification Number:			
11. Type of Ownership:			
☐ Individual/Sole Proprietorship ☐ Limited Liability Company ☐ Association			
☐ Partnership ☐ Corporation ☐ Trust			
☐ Limited Liability Partnership ☐ Sub-Chapter S Corporation ☐ Other: _____			
12. Identification of Owners, Partners, Officers, Members (include all persons with 10% or greater interest):			
Name (First, MI, Last)	Address	Phone Number	
13. Business Licensing Contact Information:			
Name (First, MI, Last)	Email Address	Phone Number	
SECTION B: BUSINESS DESCRIPTION/BUSINESS TYPE			
1. Detailed Business Description			
2. Mobile Food Vendors: Are you planning to conduct business only on private property? ☐ Yes ☐ No			

SECTION C: HOME OCCUPATIONS (For all businesses operated from a residential location within Surprise)

Home occupations shall be conducted in accordance with Section 106-10.23 Home Occupation, and all other applicable standards reflected within the Surprise Municipal Code.

1. Description of Use - Include a summary of the proposed use including any specifics (such as hours of operation, activities, items used related to the business, machinery used, how many customers are anticipated to come to home, and delivery schedules/times. Daycares and residential care homes must list the number of clients).

•What is the square footage of the space you will be using for the business?

•Where will you be storing any supplies/materials?

•Will there be customer contact at the residence? If so, how many customers are you expecting/anticipating daily?

•Will there be a business vehicle(s) (including trailers) stored at this address? If so, provide the make & model and describe where each will be stored.

•Does your business involve a delivery service to or from the residence? If so, provide the frequency per day and type of delivery service (UPS/FedEx, Door Dash, etc.).

SECTION E: ADDITIONAL DOCUMENTATION

Please include the following documents if they pertain to your scope of business. Failure to provide required documentation will result in delays in processing your business license application.

- | | |
|--|---|
| ☐ Transaction Privilege Tax License # _____ | ☐ Registrar of Contractors License # _____ |
| ☐ Articles of Organization | ☐ AZPDES Permits |
| ☐ Indemnification Agreement (mobile food vendors) | ☐ Certificate of Liability Insurance (mobile food vendors) |
| ☐ Supplemental Business Information (Sec. G, H, or I) | ☐ Licensing Eligibility Verification Form (sole proprietors) |

Under penalty of perjury I, the applicant, declare that the information provided on this application is true and correct. Applicant acknowledges receipt of the Model City Tax Code (MCTC) notice and agrees that business is responsible for compliance with the Surprise Model City Tax Code and all applicable state, county, and federal tax laws as it relates to the business.

Print Name

Title

Signature

Date

MODEL CITY TAX CODE NOTICE

Notice is hereby given pursuant to A.R.S. § 9-836

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>

Important information specific to City of Surprise 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>