



Peddler License Packet

Applying for a Peddler License in the City of Tucson

If you intend to operate a peddler business within the City of Tucson, you must apply for a business license. A separate peddler license is required for each business name or location from which a peddler business will be operated. A peddler license is valid for one year and a new application is required each year. A peddler license is not transferable to new locations.

General Regulations for Peddlers in the City of Tucson

All peddler activities must be located on commercial or industrial zoned property. Residential property cannot be used for peddler activities. Information on the zoning of a property can be obtained online at pro.tucsonaz.gov or by emailing Zone1.Desk@tucsonaz.gov.

The hours of operation for a peddler are from 6:00 a.m. to 11:00 p.m. A time extension may be granted if a peddler is located more than 200 feet from residential zones or if a peddler receives a time extension through the Special Approval Process.

All personal property, vehicles, and equipment, including ramadas, must be removed from the site when not operating.

A notarized proof of the property owner's permission for use of the private property is required for new licenses and with renewal application each year.

Use of the public right-of-way, including sidewalks and dirt areas along roadways is prohibited except for the Downtown and Fourth Avenue Business Zones. Permission for right-of-way use in these areas must be given by the City's Transportation Department, Engineering Division (520-791-5100). Permission is only for the Downtown and 4th Avenue business zones.

A site/location plan showing all vending, parking, and seating areas is required for all peddler licenses.

Setbacks to follow:

1. 100 foot setback from any residentially zoned property;
2. 20 foot setback from any curb or right-of-way pavement;
3. 100 foot separation from another peddler or the same site; and
4. 100 foot separation from another peddler on City property or right-of-way.

Peddler licenses are good for one year. A new license must be applied for each year. The cost is \$181.50 per year. The current, valid peddler license must be displayed in a conspicuous location that is visible to the public.

Advertising signs, other than on the peddler vehicle, are prohibited.

The site must be maintained in a clean manner and a trash receptacle must be provided.

External electric generators are allowed provided the generators meet federal guidelines. Peddler vehicles must be self-contained for all utilities. No permanent or temporary utility connections are permitted on the property.

A peddler's license may be revoked if the peddler operates in violation of the Peddler Ordinance or is convicted of certain offenses.

All peddlers handling food or beverages must obtain a Health Permit. Contact Pima County Health Department Consumer Health and Food Safety at 520-724-7908.

Site/Location Plan Requirements

Vacant Undeveloped Land

Peddlers planning to setup on a vacant, undeveloped property will need a site/location plan on paper [8 1/2" x 11"] showing the following information:

1. The shape and dimensions of property with a north arrow;
2. The location of the peddler's setup including parking area;
3. Area for tables and ramadas;
4. The distance from the nearest residential zone;
5. The distance from setup to all property lines; and
6. The vehicle access from the adjacent roadway.

The site/location plan must include the same information as shown on the sample drawing included with this handout. The site/location plan can be hand drawn by the applicant for vacant property.

Developed Land

For all developed property, the site plan on file in the Records Section of the Planning and Development Services Department (PDSD) can be used. Peddlers planning to setup on a developed site such as a paved parking lot in front of a store or shopping center will need to submit a detailed site plan showing parking for review and approval before getting their business license. If the peddler will operate when all businesses on the site are closed, the parking detail is not required. The site plan must include the same information as shown on the sample drawing included with this handout.

Special Exception Process

A peddler is prohibited from operating between the hours of 11:00 p.m. and 6:00 a.m. A peddler who wishes to operate after 11:00 p.m. or before 6:00 a.m. must apply to the director of the Planning and Development Services Department for a **Special Exception Process** to allow such an operation. If the Director determines that the peddler's operation is more than 200 feet from the nearest residentially zoned property and the peddler has no convictions for violations of the Peddler Ordinance within the previous 12 months, the director is required to grant the request for the time requested by the peddler. If the peddler's operation is within 100 to 200 feet from the nearest residentially zoned property, the director refers the application to the Zoning Examiner.

The Zoning Examiner holds a public hearing within 60 days after receiving the application. The Chief of Police, all residents within 400 feet of the peddler's operation, and registered neighborhood associations within a mile are notified of the public hearing. After conducting the public hearing the Zoning Examiner may grant the request for extended hours of operation based on the extended hours not being detrimental to the peace and quiet of the neighborhood or to the public safety. The Zoning Examiner's decision is final and may not be appealed.

Check list for applying for a Peddler's License

1. Obtain Peddler License Packet from the Planning and Development Services Department (PDSD) website: <https://www.tucsonaz.gov/Departments/Planning-Development-Services/Planning-Zoning-Applications/Zoning-Administration>
2. Go to Pima County Development Services Addressing for a new address if the property does not have a legal address.
3. Obtain notarized proof of the property owner's permission for use of the private property.
4. Fill out the Business License Application.
5. Prepare the site/location plan.
6. Include a copy of Pima County Health Department Permit.
7. Submit application on www.tdc-online.tucsonaz.gov.
8. Pay fees (\$181.50 dollars).
9. Take approved peddler's license to the Business License Section, 201 North Stone Avenue, Tucson AZ, 85701. Written correspondence can be sent to PO Box 27210, Tucson, AZ 85726. You can email questions regarding the business license to license@tucsonaz.gov or call (520) 791-4566 for more information.

For additional information contact:

City of Tucson, Planning and Development Services Department,
General Zoning Information Desk, 201 North Stone Avenue, 1st Floor
www.tucsonaz.gov/pdsd

520-791-5550

City of Tucson, Business Licenses, Finance Department
201 North Stone Avenue, 1st Floor
<https://www.tucsonaz.gov/finance>

520-791-4566

Pima County Health Department, Consumer Health and Food Safety
3950 South Country Club Road #100
<https://pima-health.app.transform.civicplus.com/forms/33465>

520-724-7908



Required Site Plan Information

Property Owner

Property Address: _____

Property Tax Code: _____

Owner's Name: _____

Owner's Address: _____

Owner's Phone Number: _____

Owner of Peddler Business

Business Name: _____

Business Address: _____

Business Owner's Phone: _____

Owner's Name: _____

Owner's Home Address: _____

City, State, Zip: _____

Owner's Phone Number: _____

Pima County Health Department

License Number: _____

Expiration Date: _____

ALL PERSONAL PROPERTY, VEHICLES AND EQUIPMENT, INCLUDING TABLES, RAMADAS OR OTHER SHADE STRUCTURES, MUST BE REMOVED FROM THE SITE WHEN NOT OPERATING.

NO PERMANENT OR TEMPORARY UTILITY (WATER, GAS, ELECTRIC) CONNECTIONS ARE PERMITTED.

Zoning _____ Section _____ T. _____ R. _____

**BUSINESS LICENSE APPLICATION**\$25
APP
FEE

Date App Rec'd

Check
Number

Initials

AP0711



City of Tucson**City Hall**255 W. Alameda**P.O. Box 27210**Tucson, AZ 85726** (520) 791-4566

LIC#

Activities

NAICS (s)

For Office Use Only

SECTION I. BUSINESS INFORMATION

Please complete all sections below. [Print]

☐ New Business

Date Business Started in Tucson

Former Owner (if applicable)

Previous City License #

☐ New Owner of Existing BusinessCheck any that apply:
☐ Name Change Only
☐ Location Change☐ Corporate Name/
Officer Change Only

Current City License # (if applicable)

Date of Change

Commercial
Rental

Business Name, "Company or DBA", if Individual (Last, First, Middle)

Sub-Lease

Street #

Direction

Street Name

St Title

Suite/Apt #

Booth Rental

City

State

ZIP Code + 4

(Area Code) Business Telephone #

Fax #

E-Mail Address (If Available)

State License #

Federal ID #

Previous Lic #

SECTION II. MAILING ADDRESS AND TELEPHONE NUMBER

Enter Name if Different from Section I (above) or Enter 'In-Care-Of' Name

Street #

Direction

Street Name

St Title

Suite/Apt #

City

State

ZIP Code + 4

(Area Code) Telephone #

SECTION III. BUSINESS OWNERSHIP & RECORD LOCATION

Ownership:

☐ Individual☐ LLC☐ Corp. - State Inc.#☐ Partnership☐ Ltd. Partnership☐ Other

ZONING

* Provision of your Social Security Number on this form is voluntary. It is the policy of the City of Tucson Finance Department/Treasury Division to request this information for tax collection purposes. If provided, your Social Security Number will not be released to unauthorized persons.

Owners, Partners, LLC,
Members, or Officers (for additional
names, please attach list)

Name

Title

Driver's License #

Home Address

* Social Security #

Denied

City

State

Zip Code + 4

(Area Code) Telephone #

Name

Title

Driver's License #

Comments

Home Address

* Social Security #

City

State

Zip Code + 4

(Area Code) Telephone #

Corporation Name if
different from DBA.

Name

Location where business records
are kept, if different from business
location.

Address

(Area Code) Telephone #

City

State

Zip Code + 4

SECTION IV. BUSINESS TYPEDescribe Nature
Of Business

Are you a registered Contractor?

☐ Yes☐ No

Check method you will use to submit reports:

☐ Cash Receipts☐ Accrual☐ Number of Employees

Contractors #

SECTION V. BUSINESS PREMISES STATUS

Is this your residence?

☐ Yes ☐ No

If No, do you own your business location?

☐ Yes ☐ No

If you do not own your business location, complete Landlord/Property Manager information below.

Landlord/Property Manager Name

Address

City

State

Zip Code + 4

(Area Code) Telephone #

Do you rent a portion of the business premises to another entity?

☐ Yes ☐ No

I certify that the statements made in this application are true and complete to the best of my knowledge. I accept the license authorized and issued 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 Tucson. Incomplete forms may not be processed. Applications must be signed by Corporate officer, owner, or all partners.

Print Name(s)

Signatures(s)

Title(s)

Date

Print Name(s)

Signatures(s)

Title(s)

Date

IF YOU PURCHASE A BUSINESS, BE SURE ALL BUSINESS TAXES AND FEES HAVE BEEN PAID BY FORMER OWNER. BY LAW YOU MAY BE LIABLE FOR ANY UNPAID TAX.

INSTRUCTIONS FOR COMPLETING BUSINESS PRIVILEGE LICENSE APPLICATION

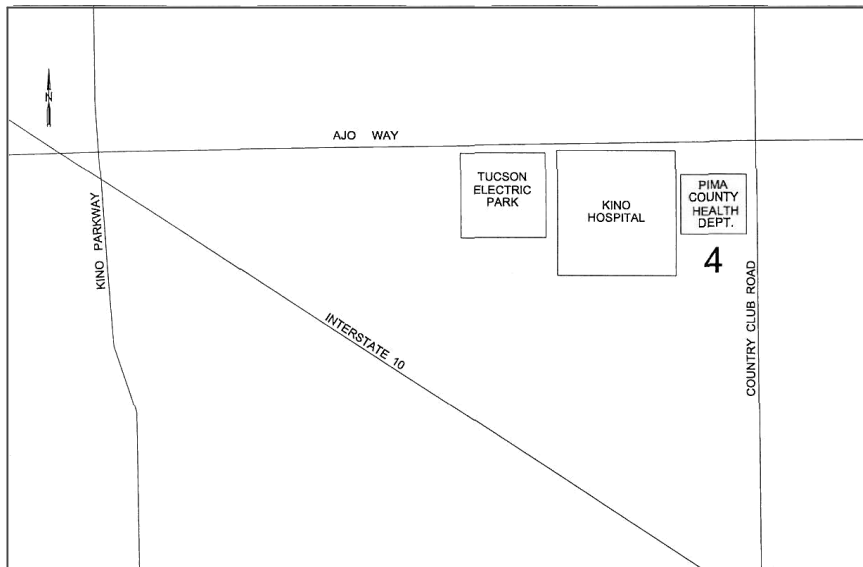
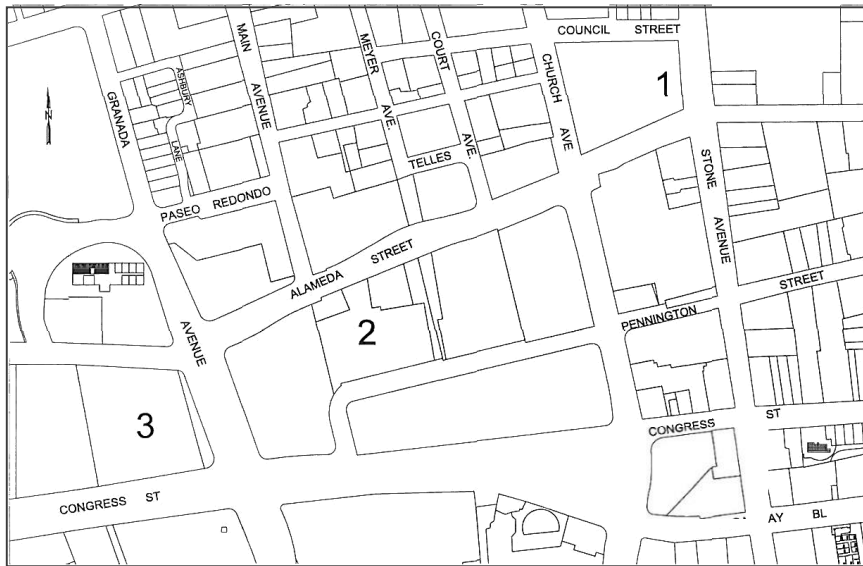
Please complete all sections starting with Section I.

Section I: Business Information
Check Boxes Put a check in any of the boxes in the first two lines that apply to your business. Each block in the next two lines is self-explanatory and requires a check in the appropriate box or information.
Business Name The business name should be the DBA (Doing Business As) or if you are not using a business name, the name of the owner.
Business Location Address The address listed is your business location address. Include suite, unit, or apartment numbers. P.O. Box numbers are not accepted for business location.
Business Telephone The telephone number listed here should correspond to the business location.
Fax Number Provide the fax number for the person who should receive inquiries concerning this application.
E-mail Address Provide the E-mail address for the person who should receive inquiries concerning this application.
State Tax License # List your Arizona State privilege tax number if you are required to have one.
Federal ID # List your Federal Employer Identification Number. This number is required in order to use Tucson Tax and License Online.
Section II: Mailing Address And Telephone Number
Name List business legal entity name if different from Section I, or "In-Care-Of" name or information. Property managers or independent tax preparers who will be receiving returns should list their name here.
Mailing Address Provide the mailing address. Note: Business license and tax billings will be sent to this address. Please include suite, unit, or apartment numbers.
Telephone Number Provide the telephone number that corresponds to the mailing location.
Section III. Business Ownership And Record Location
Ownership Please indicate the type of ownership. If you mark "other" please describe. All corporations must provide: State in which incorporated, State Incorporation Number, officers' names and addresses (at least two) and statutory agent information. A Limited Liability Corporation (LLC) must have at least one member. General partnerships must provide the name of the general partner(s).
Owners/Partners/LLC/Members Or Officers List complete owner/officer/partner information as requested. Include names and titles. P.O. Box numbers are not acceptable for home addresses.
Corporation Name If Different From DBA The corporation name, if applicable.
Location Where Business Records Are Kept Complete this section if business records are not kept at the location listed in Section I.
Section IV: Business Type
Describe Nature Of Business Provide a detailed description of business activity. For example, if retail sales, list type of items to be sold; if construction contracting, list type of contracting, etc. If you are doing construction contracting, please indicate your Contractor's number with Arizona Registrar of Contractors.
Check Method You Will Use To Submit Reports Check cash receipts if you recognize income and expense based upon the date you receive funds or pay bills. Check accrual method if you recognize income when earned and expense when incurred regardless of when cash is received or disbursed.
Section V: Business Premises Status
Ownership Of Business Location If your business location is a residence, check "Yes" and complete the enclosed Home Occupational Form. If you answer "No", please indicate whether or not you own your business location. If you do not own your business location, please provide the name of the legal owner or property manager along with their mailing address and telephone number.
Application & License Fees All applications must include a \$25 application fee and a \$45 annual license fee. The annual license fee is prorated by quarter. If your business is starting between April 1 and June 30, the fee is \$33.75. If your business is starting between July 1 and September 30, the fee is \$22.50. If your business is starting between October 1 and December 31, the fee is \$11.25.
All applications MUST be signed by either the Sole Owner, All Partners, One Corporate Officer, Trustee, or General Partner.

Application and annual license fees are non-refundable.

Downtown Tucson Map

1. Planning and Development Services Department, 201 North Stone Avenue, 1st floor. 520-837-4891
2. Business License in City Hall, 255 West Alameda Street. 520-791-4566
3. Arizona State Building, 400 West Congress Street.
4. Pima County Health Department. Consumer Health and Food Safety, 3950 South Country Club Road #110. 520-724-7908



Paquete Informativo Para Vendedores Ambulantes Cómo Solicitar Licencia para Vendedores Ambulantes en la Ciudad de Tucson

Si usted tiene la intención de operar como vendedor ambulante dentro de los límites de la Ciudad de Tucson, debe solicitar una licencia de negocios. También se requiere de una licencia de vendedor ambulante para cada negocio o ubicación donde se va a operar. Cada licencia de vendedor ambulante será válida por un año y se requiere renovarla cada año.

Reglamento General para Vendedores Ambulantes en de la Ciudad de Tucson

Toda actividad de vendedores ambulantes deberá estar ubicada en un predio con zonificación comercial o industrial. Los predios residenciales no podrán usarse para las actividades de vendedores ambulantes. Se puede obtener información sobre la zonificación de un predio en el internet en www.pro.tucsonaz.gov, o enviando un correo electrónico a zone1.desk@tucsonaz.gov.

Las horas de operación de un vendedor ambulante son de 6:00 a.m. a las 11:00 p.m. Se puede otorgar una extensión de horario de operación si el vendedor ambulante está ubicado a más de 200 pies de una zona residencial o a través del Proceso Especial de Aprobación.

Toda propiedad personal, vehículos y equipo, incluyendo cobertizos, deberán ser removidos del sitio cuando no estén en operación.

Se requiere un comprobante, certificado ante notario, del permiso otorgado por el dueño del predio para el uso de propiedad privada para nuevas solicitudes y renovaciones cada año.

El uso del derecho de vía, incluyendo banquetas o áreas de terracería a lo largo de las calles está prohibido, excepto en las zonas comerciales del centro de la ciudad y de la Cuarta Avenida. El permiso para usos en el derecho de vía o en las áreas mencionadas debe ser otorgado por el Departamento de Transporte, División de Ingeniería (520-791-5100). El permiso de derecho de vía será otorgado únicamente para el área del centro de la ciudad y la Cuarta Avenida.

Se requiere un plano del sitio con la ubicación de todos los vendedores ambulantes en el sitio, mostrando todas las áreas incluyendo áreas de venta, estacionamiento y asientos.

Distancias que se deben mantener:

1. 100 pies de cualquier propiedad con zonificación residencial,
2. 20 pies de cualquier guarnición o pavimento del derecho de vía,
3. 100 pies de cualquier otro vendedor ambulante operando en el mismo sitio, y
4. 100 pies de cualquier otro vendedor ambulante operando en propiedad de la Ciudad de Tucson o en el derecho de vía.

Las licencias para vendedores ambulantes son válidas por un año y se deberá solicitar una licencia cada año. El costo de la licencia es de \$181.50 dólares por año. La licencia vigente debe colocarse en un sitio que esté a la vista del público.

Se prohíbe colocar letreros publicitarios, a no ser que estén colocados en el vehículo del vendedor ambulante.

El sitio deberá mantenerse limpio, y se deberá proporcionar un contenedor de basura.

Los generadores de corriente eléctrica son permitidos, siempre y cuando los generadores reúnan los requisitos federales. Los vehículos de los vendedores ambulantes deben ser autosuficientes con sus propios servicios de agua potable, drenaje, electricidad y gas. No se permiten conexiones a servicios de infraestructura permanentes o temporales en la propiedad.

La licencia de vendedor ambulante puede ser revocada, si el vendedor opera en violación a las regulaciones para vendedores ambulantes o si es convicto de ciertos delitos.

Todo vendedor ambulante que maneje alimentos o bebidas debe obtener un permiso de salubridad. Puede comunicarse al Departamento de Salud del Consumidor y Seguridad Alimentaria del Condado Pima al 520-724-7908.

Requisitos para el Plano de Sitio/Ubicación

Propiedad Vacante o No Desarrollada

Los vendedores ambulantes que planean situarse en terrenos baldíos necesitan proporcionar un plano de sitio/ubicación en papel tamaño carta (8.5x11 pulgadas) que muestre la siguiente información:

1. La configuración y dimensiones de la propiedad, indicando el norte,
2. La posición del puesto, incluyendo el área de estacionamiento,
3. La ubicación de las mesas y cobertizos,
4. La distancia de la zona residencial más próxima,
5. La distancia del puesto a todos los límites de propiedad contigua, y
6. El acceso para vehículos desde la calle adyacente.

El plano de sitio/ubicación debe incluir la misma información que aparece en el dibujo de muestra incluido en este paquete informativo. El plano de sitio/ubicación podrá ser dibujado a mano por el solicitante cuando se trate de un lote baldío.

Sitio Desarrollado

Para todos los sitios desarrollados, se puede utilizar el plano del sitio archivado en la sección de Archivos del Departamento de Planificación y Servicios de Desarrollo (PDSD por sus siglas en inglés). Los vendedores ambulantes que planean situarse en un sitio desarrollado, tal como en el de estacionamiento de una tienda o centro comercial, deberán presentar un plano detallado del sitio mostrando el área de estacionamiento para su revisión y aprobación antes de obtener su

licencia comercial. Si el vendedor ambulante va a operar cuando el resto de los negocios en el sitio estén cerrados, no es necesario incluir el plano detallado del área del estacionamiento. El plano del sitio debe incluir la misma información que aparece en el dibujo de muestra.

Proceso de Aprobación Especial

Se prohíbe a los vendedores ambulantes operar entre las 11:00 p.m. y 6:00 a.m. Un vendedor ambulante que desee operar después de las 11:00 p.m. o antes de las 6:00 a.m. deberá solicitar al director del Departamento de Planificación y Servicios de Desarrollo, un **Proceso de Aprobación Especial**, para que se le permita tal operación. Si el director determina que la operación del vendedor ambulante estará a más de 200 pies de la propiedad residencial más cercana, y el vendedor no ha sido convicto de violaciones a las regulaciones para vendedores ambulantes dentro de los últimos 12 meses, el director deberá otorgar el permiso para el período solicitado por el vendedor. Si la operación del vendedor ambulante está situada dentro de 100 a 200 pies de la propiedad residencial más cercana, el director remitirá la solicitud al Examinador de Zonificación.

El Examinador de Zonificación llevará a cabo una audiencia pública dentro de 60 días de haber recibido la solicitud. El jefe de policía y todos los residentes registrados dentro de 300 pies de la operación del vendedor ambulante y todas las asociaciones de vecinos registradas a una milla a la redonda serán notificados de la audiencia pública. Después de haber llevado a cabo la audiencia pública, el examinador de zonificación quizás otorgue el permiso para ampliar el horario de operación basado en que dichas horas no serán un detrimento a la paz y tranquilidad de la zona residencial o a la seguridad pública. La decisión del examinador de zonificación será final y no se podrá apelar.

Lista de verificación para solicitar una licencia de vendedor ambulante

1. Obtenga el paquete de licencia de vendedor ambulante del sitio web del Departamento de Servicios de Planificación y Desarrollo (PDSD): <https://www.tucsonaz.gov/Departments/Planning-Development-Services/Planning-Zoning-Applications/Zoning-Administration>
2. Vaya a Dirección de Servicios de Desarrollo del Condado de Pima para obtener una nueva dirección si la propiedad no tiene una dirección legal.
3. Obtener prueba notariada del permiso del dueño de la propiedad para el uso de la propiedad privada.
4. Llenar la Solicitud de Licencia Comercial.
5. Preparar plano del sitio/ubicación.
6. Incluya una copia del Permiso del Departamento de Salud del Condado de Pima.
7. Envíe la solicitud en www.tdc-online.tucsonaz.gov.
8. Pagar cuotas (\$181.50 dólares).
9. Lleve la licencia de vendedor ambulante aprobada a la Sección de Licencias Comerciales, 201 North Stone Avenue, Tucson AZ, 85701. La correspondencia escrita se puede enviar a PO Box 27210, Tucson, AZ 85726. Puede enviar preguntas por correo electrónico sobre la licencia comercial a license@tucsonaz.gov o llame al (520) 791-4566 para más información.

Para mayor información favor de contactar:

La Ciudad de Tucson, Departamento de Planificación y Servicios de Desarrollo

201 North Stone Avenue, 1er piso

Mostrador de información general de zonificación

520-837-4891

www.tucsonaz.gov/pdsd

La Ciudad de Tucson, Departamento de Finanzas, Licencias Comerciales o de Negocios

255 West Alameda Street, 1er piso

520-791-4566

<https://www.tucsonaz.gov/finance>

Departamento de Salud al Consumidor y Seguridad Alimentaria

520-724-7908

3950 South Country Club Road #110

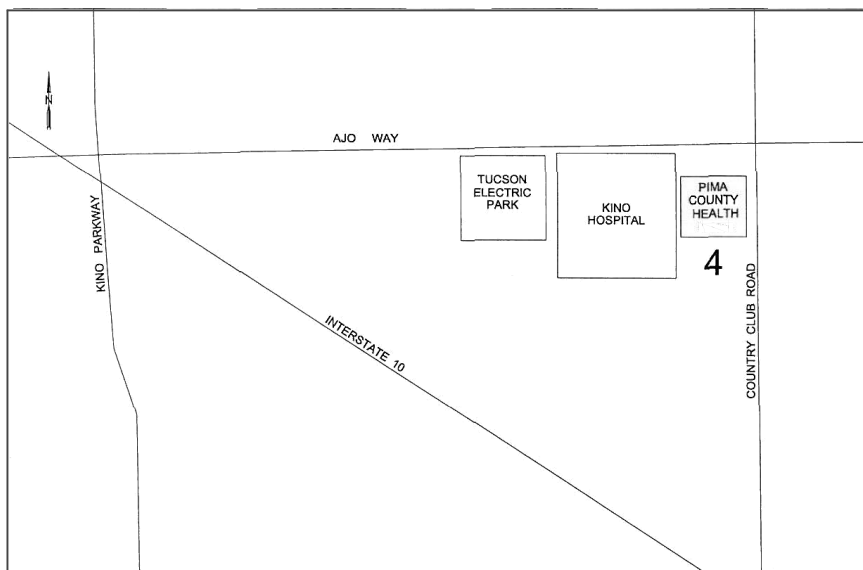
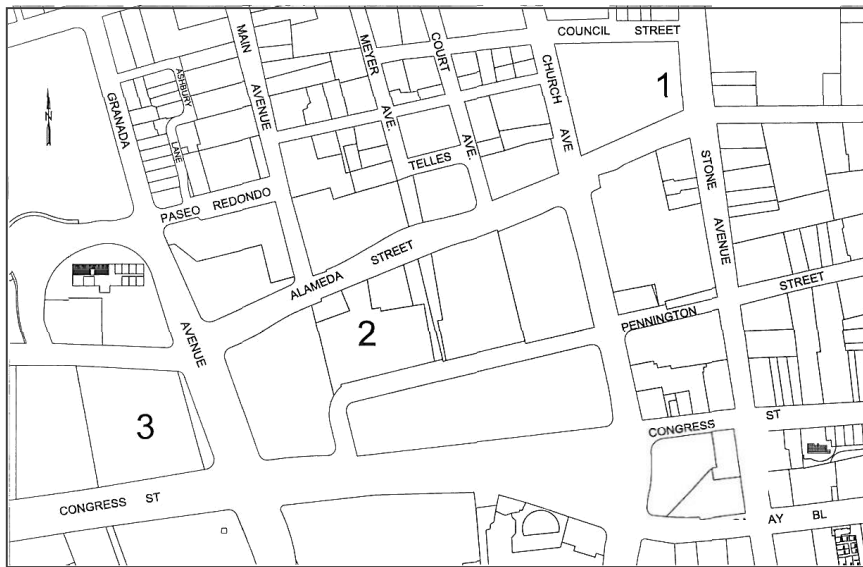
<https://pima-health.app.transform.civicplus.com/forms/33465>

Mapa del Centro de la Ciudad de Tucson

Departamento de Planificación y Servicios de Desarrollo. 201 North Stone Avenue, 1er piso. 520-837-4891

Departamento de Finanzas, Licencias Comerciales o de Negocios. 255 West Alameda Street, 1er piso. 520-791-4566

Departamento de Salud al Consumidor y Seguridad Alimentaria. 3950 South Country Club Road. 520-724-7908



PERMISSION OF PROPERTY OWNER OR PROPERTY OWNER'S AGENT
TO ALLOW PEDDLER OPERATION ON OWNER'S PROPERTY.

In order to use private property for the purposes of a peddler operation, the Tucson Code requires that the peddler first obtain permission of the property owner or an agent authorized by the property owner to allow such use of the property. This form must be completed by the applicant of a peddler's license prior to submitting the completed application packet to the Business Licensing Section. If the property owner is signing the form, use section A. If the property owner's agent is signing the form on behalf of the owner, use section B. The signature must be notarized by a licensed notary public. If the signature is not authorized, the application will be rejected. If this application is signed other than the property owner or the owner's authorized agent, the license is subject to revocation.

A. SIGNATURE OF PROPERTY OWNER

I, _____, am the owner of property located at _____,
(Name of Property Owner) (Property Address)
with Pima County tax parcel number _____. I authorize _____
(applicant's

name)

to use this property for the purposes of conducting a peddler operation consistent with the regulations for peddlers under the Tucson Code Sections 7-26 through 37. This authorization is valid for one year from date of license approval.

(Owner's signature)

SWORN TO BEFORE ME THIS _____ day of _____, 20____.

By:_____.

(Notary Public)

B. SIGNATURE OF AGENT OF PROPERTY OWNER

I, _____, am the agent of the owner of the property located at _____, with Pima County tax parcel number _____.

(Property Address)

I am authorized by the owner to permit entry to an use of said property. I authorize _____, of _____, to use this property for the

(Applicant's Name)

(Business Name)

propose of conducting a peddler operation consistent with the regulations for peddlers under the Tucson Code Section 7-26 through 37. The authorization is valid for one year from date of license approval.

(Agent's signature)

SWORN TO BEFORE ME THIS _____ day of _____, 20_____.

By:_____.

(Notary Public)

