



Business License Application
Fee: \$60.00

Business Information

Check any that apply: ☐ New Business ☐ Ownership Change ☐ Location Change ☐ Name Change Only

Legal Business Name:

Doing Business As (DBA) if applicable:

Physical Location of Business:

City:

State:

ZIP Code:

Plaza/Business Park Name (in Queen Creek) :

Business Phone:

Business Fax:

Mailing Address:

City:

State:

ZIP Code:

Business Email:

Business Website:

SSN# (for Sole Proprietors) *not public record* **OR** Federal Employer Identification # (EIN) issued by IRS:

AZ Sales Tax/TPT# (Issued by AZ Dept of Revenue for businesses with taxable activity):

Emergency Contact Person (after hours):

Emergency Telephone:

Business Ownership & Record Location

Type of Ownership: ☐ Individual / Sole Proprietor ☐ Corporation ☐ Partnership ☐ LLC ☐ Other _____

Owners, Partners, LLC Members or Officers (For Additional Names Please Attach List)

Name:

Title:

SSN:
(*not public record*)

Address:

City:

State:

ZIP Code:

Contact Person:

Title:

Business Type/ Business Activity

* Indicates additional information required

Check all categories that relate to your business:

☐ Construction/Contractor AZ ROC# _____ ☐ Service

☐ Retail Sales ☐ Professional Services

☐ Restaurant/Bar Liquor License* ☐ Yes ☐ No ☐ Medical

☐ Home -based Occupation * ☐ Commercial/ Industrial

☐ Asst. Living Facility/Group Home State License# _____ ☐ Mobile Food Vendor*

☐ Wholesale ☐ Manufacturing

☐ Other _____ # of Employees _____

Detailed Description of Business:



Applicant Signature

1. Incomplete applications may not be processed.
2. All changes or additions to electrical, plumbing, mechanical or structural elements require a building permit and occupancy permit from the Building Department. Call 480-358-3003 for submittal requirements.
3. All new signs and changes of signs require a separate permit.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I understand that any license or permit issued or approved pursuant to this application does not authorize any business activity within the Town of Queen Creek which violates Town Code or other Town ordinances. Any violation of the Town Code or ordinances may result in penalties as prescribed in the Town Code. Recipients of Town business licenses must obey all federal and state regulations governing the business type on the license. Issuance of a business license by the Town 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. Business license and approval process may take 10-14 business days.

Print Name of Applicant	Signature	Date
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FOR OFFICE USE ONLY:

Zoning/CUP# :	ROC#	ARS §41-1080:	Bus Lic #
APPROVAL: Planning Department			Date:
APPROVAL: Utilities Department			Date:
APPROVAL: Fire Department			Date:
APPROVAL: Town Clerk			Date:

The business license application and approval process may take up to 10-14 business days.

Days 1-4: The application is reviewed and the applicant is notified if more information is needed. The review timeframe will not start and a business license will not be processed until the application is complete and the fee is received.

Days 5-14: Verification of Contractor's License status, license eligibility (ARS §41-1080), tax identification numbers and any other applicable requirements pertaining to the license type. The application is routed to Town departments as needed for approval. The applicant is notified if more information is needed or if the license has been denied. Approved licenses are emailed (or mailed) to the applicant. Business licenses expire 12 months from issue date and renewal notices will be emailed (or mailed) the following year.

Total Review Time: 14 Business Days*

*Peddlers, Canvassers, Solicitors & Transient Merchant applications require a 10-day mandatory investigation period, which may result in total review timeframes up to 24 days.

9-834. Prohibited acts by municipalities and employees: enforcement; notice

A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.

D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.

E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.

F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.

G. This section does not abrogate the immunity provided by Section 12-820-01 or 12-820.02.

A.R.S. 9-495, as amended by SB1382. Employees providing assistance; identification; communication; notice

A. 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:

1. Demands payment of a tax, fee, penalty, fine or assessment;
2. Denies an application for a permit or license that is issued by the city or town; or
3. 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.

B. 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.



Licensing Eligibility Requirement (ARS § 41-1080)
(Individuals and Sole Proprietorships Only)

Full Last Name:	Full First Name:	Full Middle Name:
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Arizona Revised Statutes § 41-1080 contains a "licensing eligibility" section preventing a state agency from issuing a (new or renewed) license to an individual unless the individual has provided the agency with one of the forms of identification listed in the law.

**Please note that this applies to all "individuals" who obtain licenses.
THIS DOES NOT APPLY TO ENTITIES SUCH AS CORPORATIONS OR LLC'S.**

Before issuing a license to an individual, the individual must present one of the following documents to the municipality indicating that the individual's presence in the United States is authorized under federal law:

Check the box next to the document you are providing:

- ☐ An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
- ☐ A driver license issued by a state that verifies lawful presence in the United States. (Licenses from HI, IL, ME, NM, UT, and WA are not acceptable)
- ☐ A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
- ☐ A United States certificate of birth abroad.
- ☐ A United States passport.
- ☐ A foreign passport with a United States visa.
- ☐ An I-94 form with a photograph.
- ☐ A U.S. citizenship and immigration services employment authorization document or refugee travel document
- ☐ A United States certificate of naturalization.
- ☐ A United States certificate of citizenship.
- ☐ A tribal certificate of Indian blood.
- ☐ A tribal or bureau of Indian affairs affidavit of birth.

ATTACH A PHOTOCOPY showing both sides of your identification.

This provision does not apply to an individual if ALL of the following apply:

1. The individual is a citizen of a foreign country or, if at the time of the application, the individual resides in a foreign country.
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.

Signature of applicant

Date

Signature of municipal employee

Date

RETURN THE ORIGINAL OF THIS FORM WITH A COPY OF YOUR IDENTIFICATION



If your business is in a residential district (home-based business) in Queen Creek town limits only, please complete this page.

Home-Based Businesses

Home Based Occupations must conform to Performance Standards set forth in Town of Queen Creek Zoning Ordinance Article 6, Section 6.4 - Home-based Occupations. Complete text at www.queencreekaz.gov.

1. Permits must be obtained before operating home-based occupation and must conform to all applicable Town ordinances and regulations.
2. A home-based occupation may only be conducted as an accessory use to a dwelling unit and shall continue to be used as a residence and maintain a residential character and appearance.
3. No more than 25% of the gross floor area of the primary structure is to be used for the home-based occupation.
4. No exterior indication of a non-residential use, other than one (1) non-illuminated sign not to exceed three (3) square feet attached to the building or placed in a window is allowed.
5. Full time home resident is the business operator and there shall be no more than (1) non-resident employee working in the home for lots zoned R1-35 or larger.
6. The home is not to be used as a location for assembly of employees for instruction or dispatch to other locations.
7. A home-based occupation shall not generate dust, odors, noise, vibrations or electrical interference.
8. Storage of goods and materials shall be inside and shall not include flammable, combustible or explosive materials.
9. All parking for a home-based occupation shall be provided only in the driveway and shall not create hazards or street congestion. Overnight on-street parking is not permitted.
10. Five (5) or fewer clients per day. Customer hours between 8:00 a.m. and 6:00 p.m.

Home-based Occupation Questionnaire

1. Is the business conducted within your dwelling unit or accessory structure? ☐ Yes ☐ No

If no, please explain why: _____

2. Are you the sole employee of the business? ☐ Yes ☐ No

If no, how many employees do you have who live in the home? _____

If no, how many employees do you have who do not live in the home? _____

3. What are your hours of operation? _____

4. How many deliveries do you receive on a weekly basis? ☐ None ☐ 1-2 ☐ 3-4 ☐ 5-10 ☐ 10+

5. How many customers/clients come to your residence per day? _____

6. If you are conducting a home day care, how many children will you provide care for? _____

I HAVE READ AND AGREE TO THE ABOVE TOWN OF QUEEN CREEK HOME-BASED OCCUPATION REGULATIONS AND HAVE COMPLETED THE QUESTIONNAIRE TO THE BEST OF MY KNOWLEDGE.

Print Name of Applicant/Homeowner:	Signature:	Date:
FOR OFFICE USE ONLY:		
Zoning/CUP#:	ARS §41-1080:	Bus Lic #
APPROVAL: Planning Department		Date:
APPROVAL: Town Clerk		Date:



Wastewater Discharge Information

For questions regarding this form, please contact jerry.duggan@queencreekAZ.gov / 480-358-3830.

Describe the activities that take place on the premises _____

Does the facility generate any wastewater other than domestic sewage (domestic sewage is wastewater from toilets, sinks, showers, etc.)? ☐ Yes ☐ No If yes, please explain _____

Is any portion of the wastewater domestic or process generated at the facility discharged to the Town of Queen Creek sewer system? ☐ Yes ☐ No

Is any portion of the wastewater generated at the facility discharged to a septic system? ☐ Yes ☐ No

Does your facility contain any photographic or x-ray development processes on site? ☐ Yes ☐ No

Does your facility have a Grease Trap or Grease Interceptor on site? ☐ Yes ☐ No

Does the facility use or store petroleum oil, non-biodegradable cutting oil, mineral spirits or other products of petroleum or mineral oil on the premises? ☐ Yes ☐ No If yes, please list materials, units and quantity: (Attach additional sheets if more room is needed)

Material:

Units: (gallons, pounds, etc.)

Quantity: (per day, week, year)

Does the facility/ business existing as commercial, retail, industrial, or home based, use or store quantities of any pesticides, organic chemicals, paints, wastes, radioactive substances, solvents, liquid wastes, bases, acids, or otherwise hazardous materials on the premises that would exceed equivalent quantities necessary for the cleaning or maintenance of typical residential restrooms, kitchen, or interior/ exterior structures and landscape? ☐ Yes ☐ No If yes, please complete list materials, units and quantity: (Attach additional sheets if more room is needed)

Material:

Units: (gallons, pounds, etc.)

Quantity: (per day, week, year)

THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature _____ Date _____

Printed Name _____ Title _____



Mobile Vendor Supplemental Application

1. Type of Mobile Food Unit:

- | | |
|---|--|
| ☐ Vehicle | ☐ Human Powered (cart, wagon, bicycle, other) |
| ☐ Enclosed Trailer | ☐ Ice-cream truck |

2. Description of goods being sold:

3. Name(s) of the individuals who will be selling:

4. Have you, or any individuals who will be selling, been convicted of a felony? ☐ Yes ☐ No

If yes, names and nature of offense _____

5. Permanent address and email address to which notifications can be sent:

6. Location(s) where business will be conducted. ☐ Town-owned property ☐ Private property

Business location(s) will be reviewed by the Town for compliance with Town Code. Written property owner permission approving the operation of the mobile food unit on the site must be submitted with this application and shall be carried at all times when conducting business.

7. Vehicle Make, Model, and License Plate Number

Proof of Vehicle Liability Insurance must be attached with this application. (Must be maintained during the term of business license)

8. Have you had a passing fire inspection within the preceding 12 months? ☐ Yes ☐ No

Attach copy of the passed inspection by any city, town or fire district within the State within the preceding 12 months with this application.

9. Do you have a valid Maricopa County or Pinal County health code permit? ☐ Yes ☐ No

A copy of the health code permit is required and must be submitted with this application.

10. Checklist – Please attach these documents with your application:

- ☐ Written property owner permission approving operation of the mobile food unit on the site
- ☐ Valid fire inspection issued by any city, town, or fire district in the State within the last 12 months
- ☐ Proof of vehicle liability insurance for mobile food vendors operating from a vehicle
- ☐ Copy of a valid Maricopa County or Pinal County health code permit

Please read and confirm conformance with Town requirements for mobile food vending set forth in Queen Creek Town Code, Chapter 8. Complete text is available on the Town website.

1. A mobile food vendor shall not operate in an area zoned for residential use or within two hundred fifty (250) feet of an area zoned for residential use, except for an ice cream truck operating by moving quickly and readily from place to place stopping only to complete a point of sale transaction for no longer than fifteen (15) minutes per stop, catering activities, or approved block parties or special events.
2. A mobile food unit shall not remain in one location on private property for longer than ninety-six (96) consecutive hours, unless the Town grants permission for a permitted event greater than four (4) days.
3. A mobile food unit shall only operate in a legal parking space.
4. Human powered pushcarts or other mobile food units not defined as a vehicle in A.R.S. 28-101, may not operate in the public right of way.
5. A mobile food unit, including any semi-permanent structure used or associated with the mobile food unit, may use no more than two (2) legal parking spaces, unless the mobile food vendor has a separate agreement with the Town to use additional legal parking spaces.
6. No mobile food unit shall operate with the serving window facing street traffic.
7. A mobile food unit shall abide by all parking regulations, including posted time limits. If there are no other time restrictions on the use of a legal parking space, a mobile food unit shall not occupy a legal on street or public parking space for more than six (6) hours in a twenty-four (24) hour period. "Occupy" within this subsection means within one hundred (100) feet of the place in which the mobile food unit was initially parked.
8. A mobile food unit shall not occupy a legal parking space with insufficient parking capacity as prescribed by the Town Zoning Ordinance, and includes occupying a legal parking space that reduces the number of available parking spaces surrounding the area which is required for the principal use or uses of the property associated with the parking spaces as set forth in A.R.S. Title 9, Chapter 4, Article 7.2.
9. A mobile food vendor shall comply with the Section 7.5 Temporary Signs pursuant to the Town Zoning Ordinance. Vehicle signage is permitted without permit and without review.
10. A mobile food unit shall provide a minimum of one fifteen (15) gallon trash receptacle within fifteen (15) feet of each individual mobile food unit for customers and employees; maintain an area around the mobile unit clear of litter, garbage, rubble and debris; and transport the trash from the area of operation into an authorized waste disposal location.
11. Noise levels from mobile food units shall not exceed the Town's noise ordinance standards pursuant to Article 9-1-6 of the Town Code.
12. A mobile food unit shall have adequate lighting to ensure customer safety in the vending area. Lighting shall be directed downwards and away from rights-of-way and adjacent properties.
13. The site shall be restored to its original condition after each use. Permanent alterations to the site are prohibited.
14. Food vending vehicles in operation without a town fire department approved fire suppression system must maintain a ten-foot separation between mobile food vending vehicles (bumper to bumper, side to side), all structures, and property lines.
15. It is unlawful for any licensee to conduct business on town property without a written agreement or permit, with the exception of operators of ice cream trucks or human powered food vending vehicles, which may conduct business in the public right-of-way for no more than ten minutes at a time in any one location.
16. It is unlawful to conduct business within a public park unless the licensee has obtained a permit from the parks and recreation director or designee.
17. It is unlawful to conduct business in any congested area where the business might impede or inconvenience the public.
18. Written permission of the property owner for use of the property shall be carried when conducting such business.
19. It is unlawful to operate a mobile food unit without having first obtained all required county or town permits.

☐ I HAVE READ AND AGREE TO THE ABOVE TOWN OF QUEEN CREEK MOBILE FOOD VENDORS REGULATIONS AND HAVE COMPLETED THE SUPPLEMENTAL APPLICATION TO THE BEST OF MY KNOWLEDGE.

Print Name of Applicant:	Signature:	Date:
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