BUSINESS LICENSE APPLICATION
CITY OF DOUGLAS

LICENSE NO._____

Location: 425 E. 10th Street
Mail to: 425 E. 10th Street
Douglas, AZ 85607
(520) 417-7333
Melissa.Grijalva@douglasaz.gov

EACH SECTION OF THIS APPLICATION MUST BE COMPLETED BEFORE A LICENSE WILL BE ISSUED.

Check One: ☐ New Business ☐ New Owner of Existing Business	Former Owner (If Applicable):	Application Date: Start Date:	For Office Use Only License Type: OBL Application & License Fee
For Changes To Existing Licenses: ☐ Name Change Only ☐ Location Change ☐ Change Corporate Officers	Current City License#:	Date of Change:	License #
SECTION I. BUSINESS LOCATION INFORMATION			
Business Name:			Approvals
Street Address: Suite or Apt. #			Finance Department A D
City: State: Zip		Business Telephone#:	Planning/Zoning Department A D
E-Mail Address:		Business Fax #	Fire Department A D
SECTION II MAILING ADDRESS			Backflow/Grease/Sand A D
Enter name if Different From Section I (above) or Enter "In-Care-of" Name:			
Address			
City State Zip			

SECTION III. BUSINESS OWNERSHIP & RECORD LOCATION

Ownership: ☐ Individual ☐ LLC ☐ Corp. ☐ Gen Partnership ☐ S Corp. ☐ Other/Non-Profit
If LLC do you file with IRS as: ☐ Sole Proprietor ☐ Corporation

If Corporation or LLC, it must be registered with the Arizona Corporation Commission.

Contact person or owner	Name:	Day Time Phone #:	Night Phone #:
Corporation or LLC if different than DBA			
Corporate or LLC Statutory Agent	Name and Address:	Phone #:	

SECTION IV. BUSINESS TYPE

Business Type	☐ Retail	☐ Amusements	☐ Other/Services	☐ Rental of Real Property			
	☐ Restaurants/Bars	☐ Taxi/Shuttle	☐ Wholesaler	☐ Construction Contracting			
	☐ Rental of Tangible Personal Property	☐ Hotel/Motel	☐ Home Occupation	Roc#			
Describe in detail business activity:				NAICS Code:			

SECTION V. BUSINESS PREMISES STATUS

CHECK ONE:
☐ In City
☐ Out of City

Is your business location your residence? ☐ Yes ☐ No
Do you rent/lease commercial property from another? ☐ Yes ☐ No
If yes to either of these, please complete the Landlord/Property Information.

Landlord/Property Manager Name:	Address:	Phone #:

Do you rent a portion of the business premises to another entity? ☐ Yes ☐ No
If YES, please list the name and telephone of the other entity:

Check method you will use in submitting reports:
Cash Receipts ☐ Accrual ☐

PLEASE LIST ALL VEHICLES TO BE USED BY YOUR BUSINESS (MOBILE VENDORS ONLY):

LIC PLATE NO.	MAKE	MODEL	YEAR

Number of employees: ☐

********For a Listing of NAICS Codes visit www.aztaxes.gov and click on "Business Tax Description Codes"

The following information is confidential:

Az State Transaction Privilege Tax License #	Federal ID# or SS#	Health Permit #

********(COPY OF STATE LICENSE REQUIRED)*********

Owners, Partners, LLC Members, or Officers (For Additional Names Please Attach List)	Name:		Title	Date of Birth:
	Home Address:			Drivers License#:
	City:	State:	Zip Code:	Phone #:
	Name:		Title	Date of Birth:
	Home Address:			Drivers License#:
	City:	State:	Zip Code:	Phone #:

IMPORTANT NOTICE:

COMPLETION OF THIS FORM DOES NOT CONSTITUTE APPROVAL OF LICENSE. BUSINESS CANNOT START UNTIL BUSINESS LICENSE IS ISSUED ISSUANCE OF A CITY BUSINESS LICENSE DOES NOT RELIEVE THE APPLICANT OF THE RESPONSIBILITY OF COMPLYING WITH THE VARIOUS CITY CODES. IF YOU ARE UNSURE OF SPECIFIC CODE REQUIREMENTS, PLEASE CONTACT PLANNING & ZONING AND FIRE DEPARTMENTS. ALSO BE SURE THAT ALL CITY TRANSACTION PRIVILEGE (SALES) TAX AND TRANSIENT OCCUPANCY TAX HAS BEEN PAID BY THE FORMER BUSINESS OWNERS. UNDER THE CITY CODE YOU ARE LIABLE FOR ANY UNPAID TAXES.

Applicant's Signature | Title | Date

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PLEASE NOTE: Additional Information Required.

	Type of Ownership	Additional Requirements
New Business		
	Individual	**Copy of owners U.S. issued picture identification.**
	Partnership	**Partnership Agreement & copy of partners picture I.D.(US issued)**
	LLC	**Copy of Arizona Articles of Organization. (Foreign LLC must be registered with the ACC)**
	Corporation	**Copy of Arizona Articles of Incorporation. (Foreign Corporations must be registered with the Arizona Corporation Commission)**
New Owner of Existing Business		
	Individual	**Letter or Bill of Sale from prior owner and copy of new owners US issued picture ID.**
	Partnership	**Letter or Bill of Sale from prior owner, partnership agreement and copy of new owners' picture ID.**
	LLC	**Letter or Bill of Sale from prior owner and copy of the Articles of Organization.**
	Corporation	**Letter or Bill of Sale from prior owner and copy of the Articles of Incorporation.**

Fees

A $20.00 (non-refundable) initial application fee for all general businesses plus applicable license fees based on the number of employees working inside the city limits as listed below.

Fee Type	Amount
Application Fee	$20.00
Business License	$75.00/ year, up to 3 Employees
Additional Full Time Equivalent (FTE) Employees	$20.00
Change of Business Name	$10.00
Change of Location	$25.00