



City of Apache Junction

300 East Superstition Blvd, Building C • Apache Junction, AZ 85119 • (480) 474-5050
www.apachejunctionaz.gov • businesslicense@apachejunctionaz.gov



BUSINESS LICENSE APPLICATION / ZONING REVIEW FORM

\$50.00 license fee

This application must be approved and a license must be issued before you may lawfully engage in business in the City of Apache Junction.

A separate license is necessary for each business location and each type of business. See [City of Apache Junction City Code, Volume I, Chapter 8: Business, Article 8-2: Specific Licensing and Registration Provisions, § 8-2-3 General Rules](#) for specific information.

There is no city application or fee for single family residential rentals.

Complete this application and return with the \$50.00 fee per business activity to the City Clerk's Office for review and approval. Business licenses are to be renewed annually.

TYPE OF LICENSE

Type: 1. Business / Nonprofit

☐☐

2. New business to AJ / New owner of existing business / Update or renewal / Location change

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BUSINESS INFORMATION

Legal Business Name: _____

Doing Business As (DBA): _____

Business Physical Address: _____

Business Phone No.: _____ Ext.: _____ Bus Fax No.: _____

Applicant Email: _____

Federal Tax ID No.: _____ AZ TPT License No.: _____

Start Date of Business in Apache Junction: _____

Business Mailing Address: _____

PRIMARY CONTACT INFORMATION

Primary Contact Name: _____ Title: _____

Phone Number: _____ Ext.: _____

for city use only:

Business License: Paid: \$ _____ Date: _____ Cash CC Check (circle one) Batch No.: _____

Accepted by: _____ Date to Zoning: _____ Business License No.: _____



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BUSINESS OWNERSHIP AND TAX RECORD LOCATION

Type of Ownership:

Corporation - Govt - LLC - LP - Nonprofit - Partnership - Individual/Sole Proprietorship - Trust
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Legal Owner 1 Name: _____ Title: _____

Legal Owner 1 Phone Number: _____ Ext: _____

Legal Owner 1 Address: _____

Legal Owner 1 Social Security #: _____ Percent Owned: _____

Legal Owner 2 Name: _____ Title: _____

Legal Owner 2 Phone Number: _____ Ext: _____

Legal Owner 2 Address: _____

Legal Owner 2 Social Security #: _____ Percent Owned: _____

*for additional owners, please attach a list with the above information

Location of Tax Records:

Name: _____

Address: _____

Phone No.: _____ Ext: _____

BUSINESS TYPE

Describe Nature of Business: _____

AZ ROC License No.: _____ AJ Business Code: _____

NAICS Code: _____ Search at <https://www.census.gov/naics/>

Do you sell, store or handle any hazardous materials? Yes ☐ No ☐

If yes, attach itemized list showing quantity & MDS sheets for each.

BUSINESS PREMISE INFORMATION

Do you own your business location? Yes ☐ No ☐ Is this your residence? Yes ☐ No ☐

Approximate square footage of business: _____

Property Owner(s): _____

Property Owner Address: _____

Property Owner Phone No: _____

Do you rent a portion of the premises to another entity? Yes ☐ No ☐



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ONLY FOR BUSINESSES LOCATED WITHIN THE CITY OF APACHE JUNCTION

Are you a home based business? Yes ☐ No ☐

If yes, also complete a Home Based Business Form. Development Services must review & approve applications for home based businesses.

Business Physical Address: _____

Zoning District: _____ Parcel #: _____

Brief description of the proposed use and business activities which will be conducted at the location:

Days of Operation: _____

Hours of Operation: _____

Will there be outside storage? Yes ☐ No ☐

If yes, describe where it will be on the property and what will be stored in it: _____

Describe any planned signage including sign dimensions and location. Refer to City Code, Volume II Chapter 1 Zoning for regulations as some signs require a permit.

Will there be alcohol sales or distributions? Yes ☐ No ☐

Will there be any detectable odors generated by the business? Yes ☐ No ☐

If yes, please describe: _____

Provide information on the frequency of deliveries: _____

Describe any outdoor business activities: _____

AZ DLLC No.: _____

List any remodeling or expansion for this use, include electric & plumbing (permits are required from Development Services for most improvements):

Project Manager Name: _____

Phone Number: _____ Email Address: _____

Project Manager Address: _____

For zoning use only: Approved by: _____ Date: _____



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SIGNATURE & ACKNOWLEDGEMENT

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 will meet any and all legal requirements applicable to the operation of this business as found in federal, state and local laws and ordinances.

All businesses located in the city must comply with all ordinances/regulations and requirements affecting public peace, health and safety. The city of Apache Junction has adopted building codes and a zoning ordinance which regulate construction standards within the city limits. The 2018 IBC, as adopted, requires that if a change of occupancy classification as it relates to the uniform building code is intended, a permit and a certificate of occupancy must be obtained from the building division. Should you intend to do any work in the building, such as any remodeling or work creating a change in the floor plan or any work requiring a construction permit, including the erection of signs or site improvements, permits are required. As the business license holder, it is your responsibility to determine these requirements and comply with them. If you have any questions regarding permitting requirements, please contact the Building Division at (480) 474-5156. The granting of zoning clearance shall not be construed to be approval of any violation of the provisions of any applicable city codes. I understand that the approval of this certificate does not relieve me from complying with the provisions of any applicable city code.

Print Name: _____

Title: _____

Signature: _____

Date: _____

If your business is subject to TPT (sales tax), the current TPT rates for all jurisdictions can be found here:

<https://azdor.gov/business/transactionprivilege-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-privilegetax/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-taxcode/options-city>

Important information specific to Apache Junction TPT can be found here:

<https://azdor.gov/business/transaction-privilege-tax/model-city-tax-code/cityprofiles>

Tax statutes related to the State and County TPT can be found here:

<https://www.azleg.gov/arsDetail/?title=42>