

# BUSINESS LICENSE APPLICATION

## Instructions:

This application must be filed and a license obtained before you can lawfully engage in business in the City of Litchfield Park. A separate license is required for each physical location in the City limits. Application fees are not refundable. The total amount due with this application is \$55.00 (\$10.00 application fee and \$45.00 annual license fee). All business licenses expire on December 31 of each year and must be renewed.

This form can also be completed and mailed with a check to the City of Litchfield Park, 214 W Wigwam Blvd, Litchfield Park, AZ 85340.

**Notice Special Event Vendors:** Business licenses are not required for vendors attending City permitted special events (public events in the City). However, sales tax activity occurring at events in the City limits is required to be reported and paid to the City of Litchfield Park through the Arizona Department of Revenue.

## Section 1 – Business Name, Business Telephone, and Business/Rental Location

<b>Legal Business Name:</b>	<b>Email (for renewal notices):</b>
<b>DBA Name:</b>	<b>Federal Employer Identification (EIN):</b>
<b>Business Physical Address (or rental address):</b>	<b>Business Mailing Address:</b>
<b>Business Phone:</b>	<b>TPT License (if applicable):</b>

## Section 2 – Business Ownership

**Type of Ownership:**  Sole Proprietors/Individual  LLC  Partnership  Corporation  Other: \_\_\_\_\_

**Special information required from Sole Proprietor/Individuals:** State Law (ARS § 41-1080) requires the applicant to provide documentation of citizenship or alien status for license eligibility. Please attach a copy of one of the following documents: (1) AZ driver's license, (2) A driver's license issued by another State, (3) A birth certificate issued in the US, (4) a US Passport (5) A US foreign passport with a United States visa. (A complete list of eligible documents can be obtained by request.)

<b>1. Ownership Information:</b> <b>Name:</b> <b>Address:</b> <b>Phone Number:</b> <b>Email:</b>	<b>2. Ownership Information:</b> <b>Name:</b> <b>Address:</b> <b>Phone Number:</b> <b>Email:</b>
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## Section 3 – Business Type

**Business Type:**  Retail  Service  Wholesale  Contractor  Other: \_\_\_\_\_

**Describe nature of business:**

Per A.R.S. §9-495, the following employee can provide additional info: Rosa Juarez, Phone:623-935-4364, E-mail: [rjuarez@litchfield-park.org](mailto:rjuarez@litchfield-park.org)  
All inquiries will receive a response within five business days.

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**Section 4 – Business Premises Information – For locations in City limits only**

Is your business located inside City limits?  Yes  No (If no, skip Section 4 and complete section 5)

Is this a home-occupation located in the City limits?  Yes  No (If yes, you will be required to initial that you have read and understand the limitations in City Code for home occupations on the last page of this application.)

Is this a commercial store front located in the City limits?  Yes  No

Are there any improvements planned on the existing property?  Yes  No  
If yes, please explain: (Please check with the City’s planning and zoning and building departments if permits are required.)  
\_\_\_\_\_

I would like to be included in the City’s Online Business Directory (For locations in City limits Only):  Yes  No  
If Yes, business email for customers: \_\_\_\_\_ Business Website: \_\_\_\_\_  
Please note, the City will not publish addresses of home occupations.

Please list the location manager and email:  
\_\_\_\_\_  
Name Email

**Section 5 – Jobsite location**

Address where conducting business in the City:  
\_\_\_\_\_

**Section 6 – Owner, Applicant, or Officer Signature and Certification**

- I certify that the statements made in this application are true and complete to the best of my knowledge.
- I accept the license issued in response to this application and agree to comply with all City codes and ordinances that are applicable to my business.
- I understand that it is my responsibility to ensure that the city’s zoning regulations are complied with before applying for a business license.
- I understand that without written notification of cancellation, billing for the annual license fee will continue.
- Issuance of a business license by the City shall not be construed as permission to operate a business in any unauthorized manner or in conflict with local/state/federal regulations.

\_\_\_\_\_  
Signature Name Title Date

<b>FOR OFFICE USE ONLY</b>	City License Number: _____ License Issued Date: _____
	License Certificate: <input type="checkbox"/> Emailed <input type="checkbox"/> Mailed Processed by: _____
	Payment Received: <input type="checkbox"/>

## Home Occupation Limitations (this page required only for home occupations)

Home occupation in a residential district shall mean the practice of any arts, professions, trades and occupations in all and every kind of calling, carried on for profit. Home occupations are permitted as an accessory use if it is compatible with the residential character of the neighborhood in which it is located and is conducted so as not to disturb or cause discomfort or annoyance to any reasonable person of normal sensitivity residing in the area.

Required Conditions: *Home* occupations shall comply with the following additional regulations.

1. Any *home occupation* use shall be confined to the principal residence of the individual so engaged, shall be excluded from any yard or accessory building, and shall be clearly incidental and subordinate to the primary residential use.
2. No alteration shall be made in either the internal or external structural form of the residential building or the external appearance for purposes of any *home occupation*. The removal of partitions or floors or parts thereof, shall be construed as an alteration of the external or internal structural form and is, therefore, prohibited.
3. No evidence of any *home occupation* shall be visible from off the lot where it is conducted.
4. Employees of a *home occupation* shall be limited to permanent residents of the dwelling unit.
5. No storage of equipment or materials used in a *home occupation* shall be outside the principal residence.
6. No change shall be made in any non-communications utility line, meter or service to accommodate a *home occupation* and utility use shall not unreasonably exceed that normally or previously used at such residence.
7. No equipment or process shall be used in any home occupation that emits radiation or creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the property used for such home occupation. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference.
8. The number of parking spaces available to a dwelling unit housing a home occupation shall not be increased, and on-street parking shall not be used by customers, consultants or others patronizing the home occupation.
9. A *home occupation* shall not increase pedestrian, automobile, or truck traffic over the normal traffic in the neighborhood.
10. No vehicle repair or storage associated with the *home occupation* shall be permitted.
11. No *home occupation* shall be open to visitors without prior appointments.
12. *Home* occupations shall be subject to all other State and local laws and ordinances.

I have read and understand the limitations in City Code for home occupations.

Initials: \_\_\_\_\_

(Required if operating applying for a home occupation)