



**Town of Florence, Town Clerk's Office**  
**P O Box 2670 / 775 N. Main Street**  
**Florence, Arizona 85132**  
**Phone: 520-868-7574 or 520-868-7500**  
**Fax: 520-868-7564**  
**TDD: 520-868-7502**  
[www.florenceaz.gov](http://www.florenceaz.gov)

## **BUSINESS LICENSE INFORMATION SHEET**

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The Town of Florence requires a minimum of (2) two licenses to operate a business within our municipality: State Transaction Privilege Tax (TPT) License and a Town of Florence Business License. In addition, various special licenses are required for certain types of business as governed by the State of Arizona which must be submitted along with the application.

### **Joint State and Town Transaction Privilege Tax (Arizona Sales Tax)**

This license is issued by the Arizona Department of Revenue, Tax and Licensing Department. They have offices located in Phoenix, East Phoenix, and Tucson. Please visit their website at <http://www.revenue.state.az.us> or call them at 1-800-634-6494 or (602) 542-4576 for more information.

### **Town of Florence Business License**

The Town of Florence issues this license. Per Title XI Business Regulations of The Code of Florence, Arizona, it requires any person who carries on in the Town any business, game, amusement, calling, profession, or occupation to obtain a Business License before they start any such business. Business license fees vary and are valid for one calendar year and are renewable in December prior to the first day of the new calendar year.

### **Required Business License Application Information:**

- 1. Signed and completed Business License application**
- 2. Legal Arizona Worker's Act Form AND a copy of one of the listed identifications**
- 3. Copy of your Employer Identification Number Certificate or W-9**
- 4. Copy of your State Sales tax License (TPT) or Exemption Certificate**
- 5. Copy of your Registrar of Contractors License (if required)**
- 6. Copy of your Certificate of Occupancy (if required)**
- 7. Copy of a Health Department Certificate (if required)**
- 8. Copy of State Certification (If you are in the Medical/Legal Profession)**

### **Do you qualify for an Exemption Certificate**

Per Title XI, Business Regulations of The Code of Florence Arizona, the following classifications are exempt from having business licenses and must apply for an Exemption Certificate in order to conduct business in the municipality:

- The practice, transaction or carrying on of any business, game or amusement, calling, profession or occupation which is solely engaged in delivery
- By an agency or department of the United States Government for which the government has failed to make provisions allowing states and municipalities to so tax
- Hospitals, whether or not operated for profit
- Physicians, surgeons or nurses not engaged in private practice
- Rental units of three or less, if in a Noncommercial Zoning District
- Sellers of agricultural produce grown within the town by the seller
- Religious, charitable or other nonprofit organizations, institutions or associations
- Any hobby or crafts sales in which the seller is the creator or a non-paid representative of the creator and for which the gross sales of each hobbyist and craftsman shall not exceed \$3,000 in any 12 month period of time
- Employees of any business, game, or amusement, calling profession or occupation either possessing a business license or exempt from having to possess a business license.

**Required Information for Exemption Certificate:**

1. Signed and completed Exemption Application
2. Legal Arizona Worker's Act Form **AND** a copy of one of the listed identifications
3. Copy of your Certificate of Occupancy (if required)
4. Copy of a Health Department Certificate (if required)
5. Copy of State Certification (If you are in the Medical/Legal Profession)
6. Any other documentation verifying exemption status

**Operating a businesses from a residence**

Home Occupation: Any occupation or profession carried on by a member of a family, residing on the premises, and which use is clearly incidental to the use of the structure for dwelling purposes and which does not change the exterior character of the premises in any way. There shall be no commodity sold upon the premises, nor shall the use generate pedestrian or vehicular traffic beyond that normal to the district in which it is located, and further there shall be no signs, buildings or structures other than those permitted in the district. A carport or garage may not be used for home occupations. There shall be no use of material or mechanical equipment not recognized as being part of normal household or hobby use. Home occupation shall include the use of premises by a physician, surgeon, dentist, lawyer, clergy person or other professional persons for consultation or emergency treatment, but not for the general practice of the professions

**Zoning Compliances/Certificate of Occupancy**

You **MUST** have the Florence Community Development Department verify zoning clearance **PRIOR** to having the Town process your Business License or Exemption Application.

For businesses with a Town of Florence address, You **MUST** attach to your application, a Certificate of Occupancy issued by the Florence Community Development Department. The Town may also require a design review application for site design and/or signage.

Please contact Community Development at 520-868-7575 for more information or by visiting them at 600 N .Main Street, Florence, Arizona.

**Please remit your application and required information to:**

**Mailing:**

Town of Florence  
Town Clerk's Office  
PO O Box 2670  
Florence AZ 85132.

**Physical**

Florence Town Hall  
Town Clerk's Office  
775 N. Main Street  
Florence AZ 85132

You can also remit the application by fax to 520-868-7564 or by email at [maria.hernandez@florenceaz.gov](mailto:maria.hernandez@florenceaz.gov).

Please contact the Town Clerk's Office at 520-868-7574 or 520-868-7500 or TDD (520) 868-7502 if you need additional information.

This information is also available on our website at <http://www.florenceaz.gov>

**APPLICATIONS CAN NOT BE PROCESSED UNTIL THE REQUIRED INFORMATION IS RECEIVED NOR CAN THE BUSINESS START IN OUR MUNICIPALITY UNTIL SUCH TIME THAT THE LICENSE IS ISSUED TO YOUR BUSINESS.**