



BUSINESS LICENSE APPLICATION

BUSINESS LICENSE INFORMATION SHEET

Town of Florence Business 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 (January 1st – December 31st) and are renewable in December prior to the first day of the new calendar year. For more information, please call the Town Clerk's Office at 520-868-7574, TDD: 520-868-7502. Please see the fee schedule for the fee due for your type of business at www.florenceaz.gov. Transient business license applications must also complete Addendum A and Addendum D, if applicable.

Federal Employer Identification Number (FEIN): The FEIN is used to identify a business entity. Generally, businesses need an FEIN, which is issued by the Internal Revenue Service. Please visit their website at www.irs.gov/businesses for more information.

Arizona Transaction Privilege Tax (TPT): The TPT is issued by the Arizona Department of Revenue, Tax and Licensing Department. Please visit their website at www.azdor.gov or call them at 1-800-352-4090 for more information.

Registrar of Contractors (ROC): Any business which contracts or offers to contract to build, alter, repair, add to, subtract from, improve, move, wreck or demolish any building, highway, road, railroad, excavation or other structure, development or improvement, or to do any part of the work must be a licensed contractor. Also, included in work requiring a license is the erection of scaffolding, connections to utility service lines, metering devices and sewer lines, mechanical or structural service to a structure or improvement and any other work in connection with the project. Please refer to A.R.S. §32-1121 regarding handyman. Please visit their website at www.rocaz.gov or call them at Phoenix Office: (602) 542-1525 for more information.

Specialty License/Certificate

Any license required for your business or occupation issued by a division or agency of the State of Arizona.

For businesses physically located within the Town of Florence:

The Community Development Department must verify zoning clearance **prior** to business licensing being issued. For zoning questions, please call 520-868-7575.

The Fire Marshall may require that an inspection be conducted of your building. Please call 520-868-7609 for more information.

The Police Department may do a security survey for your business. Please call 520-868-7681.

Please remit your completed application and fee to:

| | | |
|---------------------|-------------------------|----------------------------------------|
| Mail: | <u>Physical:</u> | <u>*Fax</u> |
| Town of Florence | Florence Town Hall | 520-868-7564 |
| Town Clerk's Office | Town Clerk's Office | |
| PO O Box 2670 | 775 N. Main Street | <u>*Email:</u> |
| Florence, AZ 85132 | Florence, AZ 85132 | businesslicenses@florenceaz.gov |

***Applications that are received via fax or email must remit payment by debit/credit card to the Town of Florence Finance Department at 520-868-7624 prior to application being reviewed or processed.**

Please allow up to thirty (30) days for your application to be processed if you are physically located in the municipality and fifteen (15) days if your business is physically located outside of the municipality.

| <u>Business License Fee Schedule</u> | |
|----------------------------------------------------------------------------------------------------|----------------------|
| <u>Permit</u> | <u>Amount</u> |
| Application fee: General | \$10 |
| Application fee: Sexually-Oriented Business (nonrefundable and non-applicable against license fee) | \$100 |
| General business license; other than specified below | \$50 |
| Distillers, brewer or winery's license | \$125 |
| On-sale retailers for all liquor | \$250 |
| On-sale retailers; beer and wine | \$175 |
| Off-sale retailer; beer and wine | \$125 |
| Grocers license; beer and wine | \$175 |
| Restaurant retailer; beer and wine | \$200 |
| On-sale retailers; beer only | \$150 |
| Off-sale retailer; beer only | \$100 |
| Restaurant retailer; beer only | \$175 |
| Off-sale retailer; all spirituous liquor | \$150 |
| Grocers license; all spirituous liquor | \$200 |
| Hotel-motel, restaurant retailer or club; all spirituous liquor | \$250 |
| Bank: capital, surplus and financial institutions undivided profits are: | |
| Less than \$300,000 | \$100 |
| 300,000 and over | \$150 |
| Beauty shop, Barber shop and owner of establishment | \$50 |
| Individual Beautician or Barber, or per chair at beauty shop or barber shop | \$25 |
| Hotels, motels, hospitals, rest homes, sanitariums and sanatoriums | \$25 |
| 01-10 rooms | \$50 |
| 11-50 rooms | \$75 |
| Over 50 rooms | \$100 |
| <i>Food Truck</i> | |
| Registration Fee per person (New Fee – will be assessed with fee schedule update) | TBD |
| Annual Fee (New Fee – will be assessed with fee schedule update) | TBD |

| Temporary Businesses | |
|----------------------------------------------------------------------------------------|-------|
| Registration Fee per person (ID/ Application) | \$ 10 |
| Annual Fee (New Fee – will be assessed with fee schedule update) | TBD |
| Per Day | \$25 |
| Per month in excess of one month | \$300 |
| Medical Marijuana | |
| Annual medical marijuana business license application and investigation fee (business) | \$500 |
| Annual Medical Marijuana License Fee (per employee) | \$250 |
| Annual Medical Marijuana Business License | \$250 |
| Article 9.700 Sexually-Oriented Business | |
| Business license | \$500 |
| Employee license | \$100 |
| Carnival/Circus | |
| Registration Fee – per employee | \$10 |
| Business License – per event | \$75 |
| Other | |
| Late fees per month | \$5 |



TOWN of Florence, Town Clerk's Office
 P O Box 2670 / 775 N. Main Street
 Florence, Arizona 85132

FOR PAYMENTS BY DEBIT/CREDIT, CALL: 520-868-7624

For questions, call: 520-868-7574 or 520-868-7500
 TDD: 520-868-7502 email: businesslicenses@florenceaz.gov

BUSINESS LICENSE APPLICATION (please print legible)

APPLICATION TYPE: New Business – Permanent Closing Business: Effective Date: _____
 Change to Existing License Transient Business: Date(s) _____ (complete Addendum A)

SECTION I: BUSINESS INFORMATION (please print legibly)

| | |
|------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Legal Business Name: | |
| Doing Business As (DBA): | |
| Is business physically located in Florence? <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, list physical address in Florence |
| Physical location, if not in Florence: | |
| City, State, Zip: | |
| Mailing Address: | |
| City, State, Zip: | |
| Phone Number: | Fax Number: |
| Website: | Email: |
| Business Owner: | Owner Phone No: |
| Address: | Emergency Contact: |
| City, State, Zip: | Emergency Phone No: |
| For Individual/Sole Proprietorship Only: Social Security #: | |
| Federal Employer Identification #: | AZ Transaction Privilege Tax #: |

SECTION V: BUSINESS TYPE

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Construction <input type="checkbox"/> Contractor <input type="checkbox"/> Rentals <input type="checkbox"/> Beauty/Barber Salon <input type="checkbox"/> Nail Salon <input type="checkbox"/> Retail Sales <input type="checkbox"/> Restaurant <input type="checkbox"/> Mobile Food Unit <input type="checkbox"/> Bar/Tavern <input type="checkbox"/> Retail Sales <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Hospital/Medical Facility <input type="checkbox"/> Utility <input type="checkbox"/> Transportation <input type="checkbox"/> Service Only | <p><i>IF APPLICABLE, please check all that apply:</i></p> Registrar of Contractor # _____ Do you sell Liquor: <input type="checkbox"/> No <input type="checkbox"/> Yes: Liquor License # _____ <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor <input type="checkbox"/> On-Site <input type="checkbox"/> Off-Site <input type="checkbox"/> Food Sales: License # _____ Rental: # of Units _____ Medical: # of Rooms _____ License # _____ Beauty: # of Chairs: _____ License # _____ Specialty License for your profession: _____ Issuing Agency: _____ Other: _____ |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

DETAILED DESCRIPTION & NATURE OF THE BUSINESS (type of service, what you sell/stock, etc):

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 report timely and pay any and all taxes due by me to the Town. I understand that I may not lawfully engage in business in the Town of Florence until the license is approved. Incomplete forms will not be processed.

| | | | |
|-------------|------------|--------|-------|
| Print Name: | Signature: | Title: | Date: |
|-------------|------------|--------|-------|

FOR OFFICE USE ONLY

| | | | |
|---------------------------------------|----------------------|-------------|--------------|
| Community Development Dept. Approval: | Town Clerk Approval: | License No. | Date Issued: |
|---------------------------------------|----------------------|-------------|--------------|