



Town of Wickenburg
TOWN OF WICKENBURG, ARIZONA

BUSINESS TRANSACTION LICENSE APPLICATION

Check One: <input type="checkbox"/> New Business (No Liquor) <input type="checkbox"/> New Business (Liquor Sales) <input type="checkbox"/> Temporary Business <input type="checkbox"/> License Renewal	Check Any That Apply: <input type="checkbox"/> Name Change <input type="checkbox"/> Location Change <input type="checkbox"/> Added Business Activity	Application Date:
		Start Date:
		Date of Change (if applicable):

SECTION 1: BUSINESS LOCATION INFORMATION

Business Name:		Email Address:	
Street Address:		Apt/Suite #:	Business Telephone #:
City:	State:	Zip Code:	☆Sales Tax License #:
Federal ID #	ROC #:	<input type="checkbox"/> In-Town Limits:	<input type="checkbox"/> Out of Town Limits
		Emergency Telephone #:	

☆To Apply for Sales Tax License: www.revenue.state.az.us or call 602-716-6090

SECTION 2: MAILING ADDRESS

Enter Business Name if Different From Section 1 (above) or Enter "In Care Of" Name:			
Mailing Address	City	State:	Zip Code:

SECTION 3: BUSINESS OWNERSHIP & RECORD LOCATION

Ownership: Sole Proprietor LLC Corporation; State Inc. _____ General Partnership Other: _____

Please include your Articles of Incorporation along with the application.

Owners, Partners, LLC Members or Officers (For Additional Names Please Attached Separate List)	Individual Name:		Title:	
	Home Address (Street Number and Street Name):			
	City:	State:	Zip Code:	Telephone #:
	Individual Name:		Title:	
	Home Address (Street Number and Street Name):			
	City:	State:	Zip Code:	Telephone: #
Corporate or LLC Statutory Agent	Name & Address:			Telephone #:
Contact Person	Name			Telephone #:

SECTION 4: BUSINESS TYPE

<input type="checkbox"/> Commercial Rental <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Rental of Tangible Personal Property <input type="checkbox"/> Solicitor/Peddler <input type="checkbox"/> Construction/Contracting <input type="checkbox"/> Mining <input type="checkbox"/> Restaurant/Bar <input type="checkbox"/> Restaurant/No Liquor <input type="checkbox"/> Liquor Sales Of Any Type	<input type="checkbox"/> Real Estate <input type="checkbox"/> Retail Sales with Liquor Sales <input type="checkbox"/> Retail Sales without Liquor Sales <input type="checkbox"/> Wholesale with Liquor Sales <input type="checkbox"/> Wholesale without Liquor Sales <input type="checkbox"/> Home Occupation <input type="checkbox"/> Recreation <input type="checkbox"/> Service <input type="checkbox"/> Other: _____
Have you applied or will you apply to the Arizona State Liquor Board for a License to sell or distribute alcohol on these premises? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, please provide your State Application No. _____)	
Please Describe the Nature Of Business or Specific Project:	
Number of Employees: <input type="checkbox"/> 1-5 <input type="checkbox"/> 6-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 21-50 <input type="checkbox"/> Over 50	

SECTION 5. BUSINESS LICENSE FEES:

\$50.00	One Calendar Year (January–December)	Any permanent standard business being conducted within the Town limits of Wickenburg with or without a fixed place of business including home occupations without the service or sale of liquor.
\$100.00	One Calendar Year (January-December)	Any permanent standard business being conducted within the Town limits of Wickenburg with or without a fixed place of business including home occupations and the service or sales of liquor.
\$25.00	Per Day	Temporary Business License for not more than 7 consecutive days per month for door-to-door, business-to-business type activity.

Please Note:

1. Contractors are required to apply for a Business License PRIOR to obtaining Building Permits.

SECTION 6. LICENSING ELIGIBILITY

Before issuing a Business License to an individual, the individual must present one (1) of the following documents to the Town of Wickenburg Clerk's Office indicating that the individual's presence in the United States is authorized under federal law:

✓	DOCUMENT ATTACHED	✓	DOCUMENT ATTACHED
	Arizona Driver's License issued after 1996 or an Arizona Non-Operating Identification License		A Driver's License issued by a State that verifies lawful presence in the United States other than HI, IL, ME, MD, NM, TX, UT
	A birth certificate or delayed birth certificate issued in any State, Territory, or possession of the United States		A United States citizenship and immigration services employment authorization document or refugee travel document
	A United States Certificate of birth abroad		A United States Passport
	A Foreign Passport with a United States Visa		An I-94 Form with a photograph
	A United States certificate of citizenship		A tribal certificate of Indian Blood
	A tribal or bureau of Indian affairs affidavit of birth		

This provision does not apply to an individual if ALL of the following apply:

- 1) The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country; and,

2) The benefits that are related to the Business License do not require the individual to be present in the United States in order to receive those benefits.

By my signature below, I hereby certify, under penalty of perjury that the copy of the document I am providing is a true and accurate copy of the original document and that I am legally authorized to be present in the United States.

Signature of Applicant

Date

SECTION 7. SIGNATURE

I understand that the issuance of a Business License by the Town of Wickenburg does not necessarily mean that my business has complied with County, State and/or Federal requirements which may apply to my business.

Signature and Title of Applicant

Date Acknowledged

Signature of Community Development/Building Department

Date Signed

Signature of Clerk's Department

Date Signed

FOR OFFICE USE ONLY	
COMMENTS/RESTRICTIONS:	BUSINESS LOCATED IN TOWN LIMITS:
	SIGN PERMIT REQUIRED:
Please make checks payable to "Town of Wickenburg"; Credit Cards and Cash also authorized as payment method	
Date Business License Issued & Initials:	

Wickenburg Town Clerk's Office
155 N. Tegner Street, Suite A, Wickenburg, AZ 85390
Phone: 928-684-5451/Fax: 602-506-1580/Email: gleija@wickenburgaz.org or dables@wickenburgaz.org