



Town of Wickenburg
TOWN OF WICKENBURG, ARIZONA
May 2018

BUSINESS TRANSACTION LICENSE APPLICATION

Check One: <input type="checkbox"/> New Business (No Liquor) January - December <input type="checkbox"/> New Business (Liquor Sales) <input type="checkbox"/> Seasonal Business October - April <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 #:	<input type="checkbox"/> In-Town Limits:	<input type="checkbox"/> Out of Town Limits	Emergency Telephone #:

☆To Apply for Sales Tax License: www.azca.gov phone number 602-255-3381

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: _____

Corporate Name and Owners Name:			Title:
Corporate / Home Address (Street Number and Street Name):			
City:	State:	Zip Code:	Telephone #:

SECTION 4: BUSINESS TYPE

Please Describe the Nature Of Business or Specific Project:
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. _____)
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.
\$50.00	Seasonal License (October-April)	Seasonal license for any standard business being conducted within the town limits of Wickenburg with or without a fixed place of business including home occupation for not more that seven (7) months.
\$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		Articles of Incorporation

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.

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. If other regulatory permits are required, please attach to application.

Signature and Title of Applicant

Date Acknowledged

Please make checks payable to “Town of Wickenburg”; Credit Cards and Cash also authorized as payment method

FOR OFFICE USE ONLY	
_____ Signature of Community Development/Building Department	
_____ Date Signed	
COMMENTS / RESTRICTIONS:	BUSINESS LOCATED IN TOWN LIMITS:
	SIGN PERMIT REQUIRED:
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
Contact – Pam Black at pblack@wickenburgaz.org or 928-684-5451 x1569
Or Amy Brown at abrown@wickenburgaz.org or 928-684-5451 x1517