



OFFICE OF THE TOWN CLERK
6401 East Lincoln Drive
Town of Paradise Valley, Arizona 85253-4399
(480) 348-3610

APPLICATION FOR BUSINESS LICENSE

Business License Application Fee \$50.00 - Make checks payable to Town of Paradise Valley

Note: Business license is not required unless the primary business is physically located within Paradise Valley.

SECTION I. BUSINESS INFORMATION – MAILING ADDRESS				
Business Name (Individual, Company or “DBA”, first name first)				
Street #	Street Name	Suite/Unit #		
City	State	ZIP	Business Telephone Number	
State Tax License # / Contractors License # (if applicable)		E-mail Address (if available)		
SECTION II. BUSINESS OWNERSHIP INFORMATION				
Type of Ownership: <input type="checkbox"/> Individual <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other State of Incorporation _____				
1) _____				
Name of Owners, Partners, LLC Members, or Officers		Date of Birth	Drivers License #	
Home Address Street # Street Name Suite / Apt #				
City		State	ZIP	Home Telephone Number
2) _____				
Name of Owners, Partners, LLC Members, or Officers		Date of Birth	Drivers License #	
Home Address Street # Street Name Suite / Apt #				
City		State	ZIP	Home Telephone Number
SECTION III. BUSINESS IDENTIFICATION				
1) Is this a home occupation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete “Home Based Business Questionnaire”.				
2) Describe the nature of the business				

I certify that the above information is true and correct. I understand that any license or permit issued or approved pursuant to this application does not authorize any business or activity within the town limits of the Town of Paradise Valley which violate the Town Code or Ordinances of the Town of Paradise Valley. Any violation of the Town Code or Ordinances of any license or permit issued hereunder is subject to penalties prescribed by the Town Code.

Print Name: owner, partner, officer		Signature		Date
Police Department	Building & Zoning	Town Clerk	Date Approved	License #



Home Based Business Questionnaire

The purpose of the home occupation provision of the Town's zoning ordinance is to restrict business activity to home occupations which are compatible with the residential character of the neighborhood.

Please answer all of the following questions in regard to your home based business by marking the appropriate box.

1. Yes No Will the business be conducted only in fully enclosed structures?
2. Yes No Will goods be sold and delivered to the customer on the premises?
Yes No If so, are the goods prepared on the premises?
3. Yes No If visitor parking will be associated with the home business will it be limited to on the property?
4. Yes No Will all materials associated with the home business be stored in such a way that they are not visible from off the property?
5. Yes No Will there be operation of any mechanical equipment not normally used for domestic, hobby, standard office or household purposes that might create odor, dust, vibration, smoke, heat, or pollutants beyond any boundary of the lot on which the home business is conducted, or at a level exceeding that of ambient conditions?
6. Yes No Will the residential site be used as a dispatch area to centrally manage a business which entails employees reporting to the site to receive work assignments, equipment, or materials?

I certify that the statements made on this questionnaire are true and complete to the best of my knowledge.

Owner / Applicant

Date

Arizona Revised Statute § 9-495 requires in any written communication between a city or town and a person to provide the name, telephone number, and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty, fine or assessment;
2. Denies an application for a permit or license that is issued by the city or town; or
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

An employee who is authorized and able to provide information about any communication that is described above shall reply within five (5) business days after the city or town receives that communication.



LEGAL ARIZONA WORKERS ACT A.R.S. §41-1080

LICENSING ELIGIBILITY FOR SOLE PROPRIETORS / INDIVIDUALS

Before issuing a license to an individual, the individual must present one of the following documents to the Town indicating that the individual's presence in the United States is authorized under federal law: (This requirement does **not** apply to LLCs, Partnerships, or Corporations)

Check the box next to the document indicating lawful presence and provide a copy.

	An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
	A driver license issued by a state that verifies lawful presence in the United States.
	A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
	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 citizenship and immigration services employment authorization document or refugee travel document.
	A United States certificate of naturalization.
	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.
2. The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.

Signature of applicant

Date