



City of Peoria Business License Application

8401 W. Monroe St.
 Peoria, AZ 85345
 (623) 773-7160

Application Fee:	\$20
License Fee:	\$25
Total	\$45

Check all that apply:	<input type="checkbox"/> New Business	Former Owner (if applicable)	Previous City License #
	<input type="checkbox"/> New Owner of Existing Business		
	<input type="checkbox"/> Name Change Only	Current City License #	Date of Change
	<input type="checkbox"/> Location Change		

Do you sell, store or handle any hazardous materials? No Yes, please contact the Fire Department at (623) 773-7275.

Are there any improvements planned to the business property? No Yes, please contact Economic Development at (623) 773-7225 or building.applications@peoriaaz.gov

*NOTE: A building permit would be required for any electrical, mechanical, plumbing, structural, or fire related additions or changes to a commercial address.

SECTION I. BUSINESS INFORMATION - Please Print

Business Name (Individual, Company or "DBA", first name first)

Business Address.

City _____ State _____ ZIP Code + 4 _____ Business Telephone # _____

Start Date in Peoria _____ E-mail address _____ AZ Dept of Revenue TPT# _____ FEIN _____

SECTION II. MAILING ADDRESS & PHONE NUMBER

Enter Name if Different from Section I (above) or Enter 'In-Care-Of' Name

Mailing Address

City _____ State _____ ZIP Code + 4 _____ Telephone # _____

SECTION III. BUSINESS TYPE: Check all that apply

Business Type:	<input type="checkbox"/> Amusement	<input type="checkbox"/> Commercial Rental	<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Publishing
	<input type="checkbox"/> Retail Food	<input type="checkbox"/> Group Home	<input type="checkbox"/> Use Tax	<input type="checkbox"/> Wholesaler	<input type="checkbox"/> Telecommunications
	<input type="checkbox"/> Retail Sales	<input type="checkbox"/> Residential Rental	<input type="checkbox"/> Internet Sales	<input type="checkbox"/> Transporting	
	<input type="checkbox"/> Construction Contracting	<input type="checkbox"/> Realtor/Property Manager	<input type="checkbox"/> Restaurant/Bar	<input type="checkbox"/> Job Printing	
	Registrar of Contractors #: _____	<input type="checkbox"/> Personal Property Rental	<input type="checkbox"/> Advertising	<input type="checkbox"/> Other: _____	
	_____	<input type="checkbox"/> Professional Services: _____			

Describe Nature of Business:

Check method you will use in submitting reports: Cash Receipts Accrual # of Employees _____

SECTION IV. BUSINESS PREMISES STATUS

Do you own your business location? Yes No If yes, Is this your residence? Yes No
 If no, complete Landlord/Property Manager information

Landlord/Property Manager Name	Address	Rent Amount:	Phone #
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Do you rent a portion of the business premises to another entity? Yes No

Alarm Information:	Does the business have a security alarm? <input type="checkbox"/> No <input type="checkbox"/> Yes, Name of the Alarm Company: _____		
	Alarm Company Phone #: _____		
Type of Alarm: <input type="checkbox"/> Silent <input type="checkbox"/> Audible <input type="checkbox"/> Panic		Firearms on Premises <input type="checkbox"/> No <input type="checkbox"/> Yes, What Type: _____	

SECTION V. BUSINESS OWNERSHIP & RECORDS LOCATION

Ownership Type: Individual LLC Corporation General Partnership LLP Other: _____

Owners, Partners, LLC Members or Officers (For Additional Names, Please Attach List)	1)	Name _____	Title _____	Social Security # _____
		Home Address _____	Date of Birth _____	Phone No. _____
		City _____ State _____ ZIP Code _____	Driver License # _____	State Issued _____

	2)	Name _____	Title _____	Social Security # _____
		Home Address _____	Date of Birth _____	Phone No. _____
	City _____ State _____ ZIP Code _____	Driver License # _____	State License _____	

Corporate or LLC Statutory Agent	Name _____	Phone No. _____
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Location Where Business Records Are Kept	Name _____	Phone No. _____
	Address _____	City, state, zip _____

I certify that the statements made in this application are true and complete to the best of my knowledge. I have read and complied with all statutes, ordinances, and other requirements affecting public peace, health, and safety. **I understand license and application fees are non-refundable and incomplete forms will delay processing.**
IF APPLICABLE, BE SURE ALL SALES TAX HAS BEEN PAID BY FORMER OWNER. BY LAW, YOU MAY BE LIABLE FOR ANY UNPAID TAX.

Print Name	Signature	Title	Date
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PEORIA FIRE DEPARTMENT

8351 West Cinnabar Avenue
Peoria, Arizona 85345

Date: December 24, 2012
To: Business License Applicants within Peoria's City Limits
From: Peoria Fire Department – Fire Prevention
Subject: Required Operational Permits

Effective January 1, 2013, part of the business license application process will be the verification of the need for an annual operational permit from the Fire Department. In order to not delay your application, please review the following list of either business types or processes that typically require a permit. If you are one of these types of businesses or perform one or more of the operations, you will need to contact the Peoria Fire Department – Fire Prevention Division to apply for the necessary permit.

In order for the Fire Department to approve the business license application the business must have a current year Operational Permit or have started the application process. The Fire Department permit application can be found on our website (www.peoriaaz.gov/fire) along with guides for certain permit types. Certain homebased businesses cannot be approved if they involve dangerous or hazardous materials. **Check the appropriate box on both pages and sign the last page to confirm you have reviewed the lists.**

The following are types of business operations that may require an annual operational permit. For specific questions contact Fire Prevention at (623) 773-7279.

Amusement Building

Indoor special amusement buildings or portions thereof.

Aviation Facilities

Aircraft serving or repair and aircraft fuel servicing equipment

Carnivals/Fairs

Outdoor carnivals or fairs with or without rides

Covered Mall Buildings

Indoor or outdoor

Dry Cleaning Plants

Includes buildings or portions of buildings where process is conducted

Exhibits and Trade Shows

Indoor exhibits and trade shows

HPM Facility

Hazardous Production Material within a semiconductor plant

Lumber Yard and Wood Working Plant

Storage or processing over 100,000 board feet

Places of Assembly

Restaurants, night clubs and bars

Repair Garage and Fuel Dispensing

Vehicle repair facilities and fuel dispensing

Tents, Canopies & Membrane Structures

Tent 200 sq. ft. and/or canopy/membrane structure 400 sq. ft.

Tire Rebuilding Plant

Operation or maintenance of a tire plant

- This business license application **does** involve one of the above business types.
- This business license application **does not** involve one of the above business types.

Serving with: Strength - Honor - Compassion

The following are types of operations that may require an annual operational permit. For specific questions contact Fire Prevention at (623) 773-7279.

Aerosol Products

Manufacturer, store or handle 500 lbs of Level 2 or 3 aerosol product

Cellulose Nitrate Film

Store, handle or use in a Group A occupancy

Combustible Dust Producing Operation

Plant, storage or operation that produces dust at 420 microns or less

Combustible Fibers

Storage or handling greater than 100 cu. ft.

Compressed Gases

Amount varies per Table 105.6.8, Contact the Fire Department

Cryogenic Fluids

Amount varies per Table 105.6.10, Contact the Fire Department

Cutting and Welding

On site processes

Explosives

Any amount including consumer fireworks

Fire Hydrants and Valves

To use or operate except by water company employees

Flammable and Combustible Liquids

Class I greater than 10 gallons, Class II greater than 60 gallons

Floor Finishing

Exceed 350 sq. ft. with Class I or II liquid

Fruit and Crop Ripening

When using ethylene gas

Fumigation & Thermal Insecticidal Fogging

To operate a business or store toxic or flammable fumigant

Hazardous Materials

Amount varies per Table 105.6.20, Contact the Fire Department

High Piled Storage

Storage greater than 12 feet and exceeds 500 sq. ft. of area

Hot Work Operations

On site processes

Industrial Ovens

Class A, B, C and D furnaces

Liquid or Gas Fueled Vehicles in Assembly

Display, operate or demonstrate inside an assembly occupancy

LP Gas

Storage or use above 125 gallons

Magnesium

Melt, cast, heat treat or grind more than 10 lbs.

Miscellaneous Combustible Storage

Store more than 2,500 cu. ft. on property (inside or outside)

Open Burning

Bonfires for educational or religious. Burning for reconized silviculture

Open Flames and Torches

Use a torch to remote paint or to use in a hazardous area

Open Flames and Candles

Use open flames or candles in assembly areas in bars or restaurants

Organic Coatings

Manufacture more than 1 gallon per day

Private Fire Hydrants

To remove a fire hydrant from service

Pyrotechnic Special Effects Materials

Any amount

Pyroxylin Plastics

Store or handle more than 25 lbs.

Refrigeration Equipment

More than 220 lbs of Group A1 or more than 30 lbs or any refrigerant

Rooftop Heliport

Any rooftop heliport

Spraying or Dipping

Spray or dipping using flammable or combustible liquids or powders

Storage of Scrap Tires and Tire Byproducts

Establish, conduct or maintain more than 2,500 cu. ft. of tires

Waste Handling

Wrecking yards, junk yards and waste material handling facilities

Wood Products

Store chip or hogged material greater than 200 cu. ft.

Fire Protection Contractor

Service or install any fire protection equipment

This business license application **does** involve one of the above operations.

This business license application **does not** involve one of the above operations.

Signature: _____

Date: _____



License #: _____

Home Occupation Statement

Please complete this from if your business is based out of your home. Answer the questions listed below to provide staff with the information necessary to evaluate the conformance of your proposed business to the Home Occupation requirements listed in the attached affidavit.

1. Business Name: _____
2. Business Address: _____
Phone Number: _____ Day _____ Night
3. Fully describe the proposed home occupation: _____

4. Identify the hours of operation: _____
5. List the general activities which will occur at the above listed address: _____

6. List any items related to the proposed business which will be stored at the listed address including equipment, vehicles and material(s): _____

7. Identify any machinery to be operated from the premise in conjunction with proposed business: _____

8. Will you receive customers, clients or commercial deliveries at the above listed address? If yes, explain the number of deliveries and the number of clients per hour: _____

9. Identify the number of employees (excluding household members) to be employed in your business: _____

- Will any employees report directly to the listed address? If yes, explain: _____

10. Are there any existing or planned building alterations or building additions associated with the Home Occupation? If yes, explain: _____

I hereby certify that the above information is true and correct.

Signature Required _____ Date: _____

Please carefully read the following Home Occupation requirements before signing.



Home Occupation Requirements Affidavit

Section 14-3 Home Occupations

A home occupation is an accessory use of the primary dwelling unit permitted either by-right or by conditional use permit. Home occupations are generally conducted and located such that the average neighbor, under normal circumstances, would not be aware of their existence. The standards set forth in this section of the City of Peoria Zoning Ordinance are intended to ensure compatibility of the home occupation use with the residential character of the neighborhood. The proposed use shall be clearly accessory or incidental to the residential use of the main building to qualify as a home occupation use under this section.

(Please initial at each statement indicating that you have read and understand each of the above requirements.)

- A. A Home Occupation where permitted, except for Day Care Group Homes, shall be considered a permitted accessory use when it complies with the following regulations.
1. No changes shall be made which alter the residential appearance of the building. This shall include alterations or additions to the existing building(s) and construction of parking areas or garages in excess of what is common to the surrounding area.

 2. No signs shall be allowed advertising a Home Occupation.

 3. Home Occupations shall not have exterior display, exterior storage of materials or equipment or other exterior indication of the Home Occupation.

 4. The Home Occupation shall not be discernable from beyond the premises, particularly emissions of noise, light, dust, gas, vibration, odor or smoke.

 5. The Home Occupation shall not involve more than one (1) business caller or visitor at a time and not more than two visitors per hour, nor commercial deliveries or outside services beyond those normal and incidental to the residential uses in the district.

 6. The Home Occupation shall be conducted by a resident or residents of the dwelling unit only. No outside employees shall be employed at the site, and not more than one employee may report to the site for off-site employment.

 7. No unusual load shall be placed on power, sewer, water or other utilities as a result of the Home Occupation use.

 8. External activity resulting from the Home Occupation shall be limited to the hours between 7:00 a.m. and 10:00 p.m.

 9. No more than two (2) commercial vehicles may be parked on the Home Occupation site for personal use, except as provided by the City Code and no storage of commercial vehicles shall be allowed.

 10. All Home Occupations shall be subject to the standards contained herein and shall be approved by the City prior to the initiation of any business activity.

 11. A valid sales tax and/or business license shall be obtained for the Home Occupation use.

I hereby certify that I have read and understood the above regulations concerning Home Occupations. I agree to comply with them. Further, it is my understanding that failure to comply with the above regulations or complaints received from local residents may cause my license to be revoked.

Signature of Applicant

Date



License #: _____

Legal Arizona Workers Act Compliance Guidelines
House Bill 2745
Chapter 152

City of Peoria Licensing Eligibility: Required only for sole proprietorships/individually owned businesses

Effective October 1, 2008, before issuing a license to an individual, the individual must present one of the following documents to the City of Peoria indicating that the individual's presence in the United States is authorized under federal law:

Check the box next to the document indicating lawful presence and provide a copy of the document with your business license application.

<input type="checkbox"/>	An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
<input type="checkbox"/>	A driver license issued by a state that verifies lawful presence in the United States. (See Overview of States' Driver's License Requirements)
<input type="checkbox"/>	A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
<input type="checkbox"/>	A United States certificate of birth abroad.
<input type="checkbox"/>	A United States passport.
<input type="checkbox"/>	A foreign passport with a United States visa.
<input type="checkbox"/>	An I-94 form with a photograph.
<input type="checkbox"/>	A United States citizenship and immigration services employment authorization document or refugee travel document.
<input type="checkbox"/>	A United States certificate of naturalization.
<input type="checkbox"/>	A United States certificate of citizenship.
<input type="checkbox"/>	A tribal certificate of Indian blood.
<input type="checkbox"/>	A tribal or bureau of Indian affairs affidavit of birth.

This provision does not apply to an individual, if **either**:

1. BOTH of the following apply:
 - a. The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
 - b. 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.

OR
2. ALL of the following apply:
 - a. The individual is a resident of another state.
 - b. The individual holds an equivalent license in that other state and the equivalent license is of the same type being sought in this state.
 - c. The individual seeks the Arizona license to comply with this state's licensing laws and not to establish residency in this state.

Signature of applicant

Date

Signature of City of Peoria employee

Date

Overview of States' Driver's License Requirements

States that require a Social Security number (SSN) for a driver's license with no exceptions (1).	SD.
States that require an SSN for a driver's license, but have exceptions to that rule (50).	AL, AK, AZ, AR, CA, CO, CT, DE, DC, FL, GA, HI, ID, IL, IA, IN, KS, KY, LA, MD, ME, MA, MN, MI, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, TN, TX, UT, VA, VT, WA, WV, WI, and WY.
States that have lawful presence requirements in the law (29).	AL, AZ, AR, CA, CO, CT, FL, GA, ID, IN, KS, KY, LA (grants temporary licenses to those in the agricultural industry, regardless of immigration status), MN, MS, MO, MT, NH, NJ, OH, OK, PA, SC, SD, TN, VA, VT, WI, and WY.
States that have lawful presence requirements that are created by agency policy or the combination of documents required of driver's license applicants (15).	AK, DE, DC, IL, IA, MA, NE, NV, NY, NC, ND, OR, RI, TX, and WV.
States that don't have lawful presence requirements (7).	HI, ME, MD, MI, NM, UT, and WA.
States that accept the ITIN as an alternative to the SSN (5).	IL (in the case of religious objections) KY, NM, UT, and WV
States that accept the <i>matrícula consular</i> or other foreign ID card as a form of ID (7).	IN, MI (accepted on case-by-case basis), NE, NM, TX, UT, and WA.
States that require that the driver's license expire with an immigrant's visa (31).	AL, AZ, CA, CO, DC, GA, FL, IA, IN, KY, LA, MN, MO, MT, NJ, NV, NY, NC, ND, OH, OK, PA, SC, SD, TN, UT, VT, VA, WV, WI, and WY.