Transaction Privilege (Sales) Tax & Occupational Business License Application Information (In-City Businesses)

GENERAL APPLICATION INFORMATION

Reference Documents

- Arizona Revised Statutes, Title 9, Cities and Towns, Chapter 7, Article 4
- City of Flagstaff City Code, Title 3 - Business Regulations

Important Facts

- The application review process will be suspended due to incomplete applications.
- Any documents in this packet may be found on the City website at www.flagstaff.az.gov.
- Applicants may receive a clarification from the City of Flagstaff of any interpretation or application of a statute, ordinance, code, or authorized substantive policy statement affecting the procurement of a license by providing the municipality a written request.

City of Flagstaff Contact

- For questions on this application, please contact:

Sue Miller
Administrative Specialist

Phone: 928-213-2250
Email: smiller@flagstaffaz.gov

Application Requirements/Checklist

All of the following documents are required
** All information must be completed before any review will take place**

☐ $46 License Fee paid to City of Flagstaff. (Non-refundable).
☐ $20 Occupational Business License Fee paid to City of Flagstaff. (Non-refundable).
☐ Transaction Privilege (Sales) Tax/Occupational Business License application
☐ Licensing Eligibility Form
☐ Home Occupation Permit (If Applicable)

If you are unsure which license is applicable for your business, please contact the City at 928-213-2250 for more information.

Review Timeframes

Administrative Review- 15 Business Days
Substantive Review- 20 Business Days

Total review: 35 Business Days

Please Note: Timeframes may be less if all information is provided in a timely manner

Transaction Privilege (Sales) Tax & Occupational Business License Application Information (In-City Businesses)

APPLICATION REVIEW INFORMATION

PHASE 1- ADMINISTRATIVE REVIEW

Timeframe: 15 Business Days
Notification of incomplete application information will suspend the overall review timeframe.

1. City of Flagstaff (Initial Review)
    a. A complete application will proceed to Phase 3-Substantive Review.
    b. An incomplete application will be sent a comprehensive written notice of all incomplete application items.
2. Taxpayer (Follow-up)- 20 business days
    a. If no information is returned to the City within 20 business days, the City will consider the application withdrawn and all fees will be forfeited.
    b. If information is returned within 20 business days, the City will continue the review of the application.
3. The review and notification process will continue for two reviews. After the second request for more information, the City of Flagstaff will not send a third request and the application will be withdrawn and all fees forfeited.

PHASE 2- SUBSTANTIVE REVIEW

Timeframe: 20 Business Days
Notification of incomplete application information will suspend the overall review timeframe.

1. Substantive Review- City of Flagstaff (Initial Review)- 20 Business Days from the date of the completed application as noted in Phase 1- Administrative Review.
    a. If no other information is required, the City will issue the license within 20 business days.
    b. If more information is required, a comprehensive written notice of all items that require further explanation will be sent. Upon mailing of the notice, the review timeline will be suspended until all requested information is provided.
2. Taxpayer (Follow-up)- 20 business days
    a. If no information is returned to the City within 20 business days, the City will consider the application withdrawn and all fees forfeited.
    b. If information is returned within 20 business days, the City will continue the review of the application.
    c. If no information or incomplete information is returned to the City within 20 business days, the City will deny the application and all fees will be forfeited.

PHASE 3- LICENSE ISSUANCE OR DENIAL

1. If all requirements are met, the license will be issued and mailed.
2. If all requirements are not met, a license denial letter will be mailed to the applicant with detailed information of the appeals process and contact person(s).

City of Flagstaff

Privilege (Sales) Tax and Occupational Business License Application

Sales Tax Division
211 W. Aspen Ave
Flagstaff, AZ 86001-5359
Phone: 928-213-2250
Fax: 928-213-2209

Check any that apply:
- ☐ New Business
- ☐ New Owner of Existing Business
- ☐ Name Change Only
- ☐ Location Change

Former Owner (if applicable) | Start Date (In Flagstaff)
Current City License # | Date of Change

For Office Use Only
License Type: TPT BL
License Fee Total

SECTION I. BUSINESS INFORMATION

Business Name (Legal Name) | Doing Business as Name (DBA Name)

Street # | Direction | Street Name | Suite/Apt. #

City | State | ZIP+ 4 | Business Phone #

E-mail Address | State ID# | Contractors # | Federal ID#

SECTION II. MAILING ADDRESS & PHONE NUMBER

Enter Name if Different from Section I (above) or Enter Care-of Name

Street # | Direction | Street Name | Suite/Apt. #

City | State | ZIP+ 4 | Business Phone #

SECTION III. BUSINESS OWNERSHIP & RECORD LOCATION

Ownership Type: ☐ Individual ☐ LLC ☐ Corp. - State of Inc. _____ ☐ Ltd. Partnership ☐ Gen. Partnership ☐ Other: _____

If LLC- IRS filing designation: ☐ Sole Proprietor ☐ Corporation ☐ Partnership

Owners, Partners, Officers, Individuals, or LLC Members (For Additional Names, Please Attach List)

1) Name | Social Security #
Home Address | Title
City | State | ZIP+ 4 | Phone #

2) Name | Social Security #
Home Address | Title
City | State | ZIP+ 4 | Phone #

Corporate or LLC Statutory Agent: Name | Phone #

Location Where Business Records Are Kept: Name | Phone #
Address | City | State | ZIP+ 4

Tax Types
09- Publishing
10- Job Printing
11- Rest./Bars
12- Amusements
13- Comm. Rent.
14- TPP
15- Contracting
17- Retail
18- Advertising
25- Hotel/Motel
35- BBB
Other
_____
_____
_____

Other Info

Initials

SECTION IV. BUSINESS TYPE

☐ Retail Sales ☐ Construction Contracting ☐ Hotel/Motel ☐ Restaurant/Bar ☐ Commercial Rental ☐ Amusements
☐ Manufacturer ☐ Personal Property Rental ☐ Wholesaler ☐ Advertising ☐ Telecommunications ☐ Other_____

Describe Nature of Business

Check method you will use in submitting reports: ☐ Cash Receipts ☐ Accrual | Does this location sell secondhand items? ☐ Yes ☐ No

SECTION V. BUSINESS PREMISES STATUS

Check One:
☐ In City
☐ Out of City

Do you own your business location? ☐ Yes ☐ No | If yes, is this your residence? ☐ Yes ☐ No | Square Footage of Premise:
If no, complete Landlord/Property information
Landlord/Property Manager Name | Address | Phone #
Do you rent a portion of the business premises to another entity? ☐ Yes ☐ No

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 request that all pertinent City personnel access my property at any time deemed necessary to inspect work being done relating to this license. 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 City of Flagstaff. I understand that license and application fees are non-refundable and that incomplete forms forms may delay processing.

Print Name | Signature | Title | Date

IF APPLICABLE, BE SURE ALL SALES TAX HAS BEEN PAID BY FORMER OWNER, BY LAW, YOU MAY BE LIABLE FOR ANY UNPAID TAX.

City Of Flagstaff

Licensing Eligibility Form

Before issuing a license to an individual, the individual must present one of the following documents to the municipality 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.

	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. (See overview of States' Driver's License Requirements)
	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

_____ _____
Signature of Municipal Employee Date

Legal Arizona Workers Act Compliance Guidelines
Arizona Revised Statutes: Title 41-1080

City of Flagstaff

Community Development Division

211 W. Aspen Ave
Flagstaff, AZ 86001
www.flagstaff.az.gov
P: (928) 213-2147
F: (928) 213-2609

HOMOCC

Date Received	**Application for Home Occupation Permit**	Permit Number

Business Name			**City License #**
Applicant	**Title**	**Phone**	**Email**
Mailing Address			**City, State, Zip**
Site Address (including suite #)			**City, State, Zip**
Parcel Number(s)		**Zoning District**	
Please describe the nature of the business			
Type of materials or equipment used			

Home Occupations - Section 10-40.60.180 (Home Occupations) of the Flagstaff Zoning Code:

The City of Flagstaff Zoning Code allows certain businesses to be conducted from residential properties. The standards set forth in Section 10-40.60.180 (Home Occupations) of the Zoning Code are intended to ensure the compatibility of a home-based business with the residential character of the neighborhood. The home-based business must be accessory or incidental to the residential use of the main building and is to be conducted in such a manner that the average neighbor would not be aware of the existence of the business.

Note: The submittal of an application for a Home Occupation permit shall not be considered authorization to commence the use of a residence for a home occupation until this permit has been approved in writing. Please read the provisions governing home occupations applicable to residential districts established in Section 10-40.60.180 (Home Occupations) of the Zoning Code, which are summarized on the reverse side of this form.

_____ (Initials) I hereby certify that the information set forth on this form is complete and accurate and do hereby agree to comply with all applicable codes of the City of Flagstaff and the State of Arizona and with any conditions attached hereto, and request that all pertinent City personnel access my property at any time deemed necessary to inspect the approved home occupation approved under this permit.

Note: Applications which are incomplete or not accompanied by the required information will not be accepted.

Applicant Signature:	**Date:**

For City Use

Received By:	**Fee Receipt #:**	
Approval: ☐ **Yes** ☐ **No**	**Staff Initial:**	**Date Approved:**

See reverse side for additional information

Home Occupation Permit Review Process:

1. A flow chart describing the review process inclusive of applicable review time frames (administrative completeness review and substantive review) is attached.
2. An applicant for a home occupation permit may receive clarification from the City of how it is interpreting Section 10-40.60.180 (Home Occupations) of the Zoning Code.

Standards and Requirements from Section 10-40.60.180 (Home Occupations) of the Zoning Code:

1. The use of a dwelling for a home occupation shall be compatible with the residential character of the dwelling or the neighborhood.
2. The home occupation shall be conducted only inside the dwelling or inside an accessory building or garage.
3. The business shall only be conducted by a resident or residents of the dwelling with no more than one outside employee coming to the residence.
4. No more than 20 percent of the total floor area of the dwelling shall be used for the home occupation.
5. No stock, goods, and/or materials shall be displayed or sold at the location of the home occupation, provided this provision shall not be interpreted to prevent pick up of orders made either through the telephone or at sales meetings outside of the dwelling in which the home occupation is located.
6. No outdoor display or storage of materials, goods, supplies, or equipment shall be permitted in connection with a home occupation.
7. Signs shall be used in compliance with Division 10-50.100 (Sign Standards).
8. No more than two home occupations shall be carried on in a single residence, provided that together they do not exceed the 20 percent area limitation in Subsection D above, or violate any other conditions specified in this Section.
9. The home occupation shall not be conducted in such a manner or advertised in such a way as to generate more pedestrian or vehicular traffic than typical for the zone within which it is located.
10. A home occupation shall not utilize flammable liquids or hazardous materials in quantities not customary to a residential use, in compliance with the adopted City Fire Code and Building Code.
11. The home occupation shall not create any radio, television, computer or power line interference, or noise audible beyond the boundaries of the site.
12. No more than one motor vehicle, or vehicle-trailer combination, not exceeding a gross vehicle weight rating (GVWR) of 14,000 pounds shall be stored at a residence and/or used in connection with a home occupation.
13. A home occupation requires the issuance of a Home Occupation Permit in compliance with Section 10-20.40.070 (Home Occupation Permit) prior to commencement of the home occupation.
14. Any change in use of a home occupation, or if the applicant/permit holder of a home occupation no longer resides in the home where the home occupation permit was originally issued, will result in the automatic termination of the home occupation. A new owner of a home occupation or a change in use of a previously approved home occupation will require the issuance of a new Home Occupation Permit and a new Privilege License from the City prior to commencement of the home occupation.