

BUSINESS LICENSE APPLICATION INFORMATION

Handicapped individuals with special accessibility needs may contact the 504/ADA Coordinator for the City of Coolidge at (520)723-5361 or (520) 723-4653 (TDD Relay). If possible, such requests should be made 72 hours in advance.

The following is necessary prior to the issuance of a business license. **PLEASE READ IT CAREFULLY.**

1. The entire application must be filled out or a business license will not be issued. If your business sells alcoholic beverages enclose a copy of the liquor license along with your application.
2. Provide the City with a copy of your Business' Sales Tax ID paper. If you do not have a sales tax license, a business license will not be issued. If you are a contractor licensed by the State of Arizona provide the City with a copy of your contractor's license.
3. Complete the Licensing Eligibility form and provide the City with the required documentation, according to House Bill 2745, Chapter 152 – Legal Arizona Workers Act Compliance.
4. A business license cannot be issued until all debts with the City are cleared and it has been verified that the proposed business is a legitimate use in the appropriate zoning district, and that the facility to be occupied meets the minimum building code.
5. Transients require a temporary use permit before a license is issued.
6. All applications from out of town or state proposing business will be cleared with the Coolidge Department of Public Safety.
7. A decision on the license will be made in 4-5 working days. You may call or stop by to see if the application has been approved. If the application has been approved the license will be issued at that time.
8. The annual fee for the business license will cover the period extending until the next September 30th.
9. **YOUR PROPOSED BUSINESS MAY NOT BE CONDUCTED UNTIL THE BUSINESS LICENSE IS ISSUED.**

LICENSING ELIGIBILITY

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 State’s 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

***** PLEASE FILL OUT FORM COMPLETELY. DO NOT LEAVE ANY BLANKS *****

CITY OF COOLIDGE
BUSINESS LICENSE APPLICATION
130 W CENTRAL AVE
COOLIDGE, AZ 85128
Phone: 520.723.5361 Fax: 520.723.7910



STATE TAX I.D. # _____

ROC# _____

Mobile Business ___ Yes ___ No

PLEASE TYPE OR PRINT LEGIBLY:

Assessor's Parcel No: _____ (City Limits Only-License will not be issued without number)

Business Name: _____ Telephone: _____

Address: _____ Mailing Add: _____

City/State/Zip: _____ City/State/Zip: _____

Date Business Began: _____ Type of Ownership: ___ Indiv. ___ Partnrshp. ___ Corp.

Name of Owner(s): _____

Home Address: _____ Telephone: _____

Is property location of Business owned by the Business: ___ Yes ___ No

If no, give name and address of Property Owner: _____

Previous Owner: _____ Previous Use: _____

Are you proposing new additions/changes to the Structure: ___ Yes ___ No

I Understand that the issuance of a Business License by the City of Coolidge does not necessarily mean that my business has complied with County, State and Federal requirements which may apply to my business.

I Certify that the information contained on this application is true and correct to the best of my knowledge.

SIGNATURE

DATE

FOR OFFICE USE ONLY

FEE PAID ___ No ___ Yes

Date paid: _____ Check ___ Cash ___ Annual \$ _____ Prorated \$ _____

DEPARTMENT	INITIALS	APPROVED	Approved w/ Conditions	DENIED
BUILDING SAFETY				
PLANNING AND ZONING				
FINANCE DEPARTMENT				
FIRE DEPARTMENT				
POLICE CHIEF				

Date received by City Clerk: _____

**ZONING USE QUESTIONNAIRE
(FOR BUSINESS LICENSE APPLICATIONS)**

Consideration of your request for a City of Coolidge business license requires the following information for the Planning and Zoning Division in order to determine the legality of your proposed use of property:

Business Type: _____

Please explain in detail what type of work will be done: _____

Will your business occupy a permanent structure in the City of Coolidge? ____ Yes ____ No

If no, please explain the location of the property that will be used for the business:

Is the structure a residence or a commercial or industrial building? _____

Do you own your business premises? ____ Yes ____ No

If no, provide property owner's name, address and phone number and attach a **notarized** written consent form:

Check one:

- New Owner - Existing Business** **New Business**
 Existing Business - New Location **Existing Business - New to Coolidge**
 Existing Business - Lapsed License

The issuance of a business license does not grant any rights to violate any provision of the zoning ordinance. There are very specific limitations on the use of a residence for business activity. Similarly, possession of a business license for a "Mobile" business does not confer the right to set on public or private property without the **written** consent of the owner **in possession**. Construction services offered to the public also require a contractor's license.



**CITY OF COOLIDGE
BUSINESS LICENSE INFORMATION**

Name of Business Owner/Operator: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____

Height: _____ Weight: _____ Hair: _____ Eyes: _____

Driver's License #: _____ State of Issuance: _____

Social Security #: _____

EMERGENCY CONTACT DURING NON-BUSINESS HOURS:

Name: _____ Telephone #: _____

Address: _____

***APPLICANT(S) IS (ARE) SUBJECT TO A CRIMINAL HISTORY
BACKGROUND CHECK***



**CITY OF COOLIDGE
POLICE DEPARTMENT**

EMERGENCY RESPONSE LIST

BUSINESS NAME: _____

ADDRESS: _____

BUSINESS TELEPHONE NUMBER: _____

OWNER: _____

HOME ADDRESS: _____

PERSONS TO CALL IN ORDER OF PREFERENCE

1. NAME: _____ PHONE: _____

2. NAME: _____ PHONE: _____

3. NAME: _____ PHONE: _____

4. NAME: _____ PHONE: _____

5. NAME: _____ PHONE: _____

BUILDING TYPE: (Masonry), (Frame), (Other) ? _____

ALARM SYSTEM: Yes _____ No _____ Type? _____

HAZARD MATERIAL: Yes _____ No _____

OPERATING HOURS: _____ - _____

OPERATING DAYS: _____ - _____