Print Form

City of Casa Grande
510 E. Florence Blvd.
Casa Grande, AZ 85222-4100

Tele:(520) 421-8600

APPLICATION FOR CASA GRANDE BUSINESS TRANSACTION LICENSE

FEE MUST BE MAILED WITH APPLICATION (see instructions below)

OFFICE USE	License No.	

LICENSE NUMBER

Check one:	◯ Permanent ◯ Temporary - valid for 72 hours (3 days)		
Check one:	◯ New Business ◯ New Owner of Existing Business	Former Owner (if applicable)	Previous City License #
Check any that apply:	☐ Name Change Only ☐ Location Change >	Current City License #	Date of Change

Business Hours

Day	/ Hours
Sun	/
Mon	/
Tue	/
Wed	/
Thu	/
Fri	/
Sat	/

Office Use Only
Approval:

Building	/ Date /
Fire	/ Date /
Wastewater	/ Date /
P & Z	/ Date /
P. D.	/ Date /
Finance	/ Date /
Sewer-Trash	/ Date /
HELD Department	
Initials	/ Date /

Reasons/Comments:

SECTION I. BUSINESS INFORMATION

Business Name (Individual, Company or "DBA", first name first): Corporation, LLC or Partnership Name (if different):

Address: (actual street address. Please include suite, unit, or apartment number, if applicable)

City, State, Country, ZIP Code + 4: Business Phone: ( )

Start Date (in Casa Grande): E-mail address: Arizona Sales Tax License # (TPT) : Federal ID #:

SECTION II. MAILING ADDRESS & RECORDS LOCATION

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

Mailing Address, City, State, Country, ZIP Code + 4:

Records Location: Name, Address, City, State, Country, ZIP Code + 4: Phone: ( )

SECTION III. BUSINESS OWNERSHIP & EMERGENCY CONTACTS

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

Owners, Partners, LLC Members, or Officers (For Additional Names, Please attach list)	1) Name			Title
	Home Address			Social Security #
	City	State	ZIP Code	Phone No. ( )
	2) Name			Title
	Home Address			Social Security #
	City	State	ZIP Code	Phone No. ( )
Corporate or LLC Statutory Agent	Name			Phone No. ( )
Emergency Contacts	1) Name	Address		Phone No. ( )
	2) Name	Address		Phone No. ( )

SECTION IV. BUSINESS TYPE (check all that apply) and provide a detailed description of your business below

Do you sell liquor? ☐Y ☐N ☐Restaurant/Bar ☐ Hotel/Motel ☐Service ☐ Amusement ☐Subcontractor ☐ Construction Contracting ☐ Use Tax Only

Do you sell food? ☐Y ☐N ☐Retail ☐ Equip/Car Rental ☐ Commercial Rental ☐Residential Rental - # of Units _____ ☐ Other (see below)

Describe Nature of Business

Check method you will use in submitting reports: ☐ Cash Receipts ☐ Accrual Contractors # Commercial/ Residential #

TemporaryMerchants/Permanent Peddlers:

Employer Name	Address, City, State, Zip	Vehicle Type	License #

Cities where you have worked in the last 60 days 1) 2) 3)

SECTION V. BUSINESS LOCATION STATUS

Do you own your business location? ☐Yes ☐No Is this your residence? ☐Yes ☐No Do you rent or lease to another entity? ☐ Yes ☐No

Provide Landlord/Property Manager Name Address Phone No. ( )

Are you proposing some changes to the business use from its previous use? ☐ Yes ☐No (Example: Changing from office bldg to retail store or restaurant)

Are you altering or adding to the existing building's walls, electrical, plumbing, or mechanical systems? ☐ Yes ☐No

Do you use, process, generate or store any hazardous materials, such as flammables, combustibles, or toxic materials? ☐Yes ☐No

I certify that the statements made in this application are true and complete to the best of my knowledge. I accept the permit 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 Casa Grande.

Please make sure all required copies and fees are enclosed. Incomplete applications will not be processed.
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 Title Signature Date

City of Casa Grande
Finance Department

Instructions for Business Transaction License Application

Address: 510 E. Florence Blvd.
Casa Grande, AZ 85222-4100

Telephone: (520) 421-8600
This material is available in alternative formats.

The application is used for data entry and must be TYPED OR PRINTED IN BLACK OR BLUE INK, put "N/A" if a question is not applicable. Print the form and mail or deliver to the City of Casa Grande at the above address, enclosing the appropriate fee with a check payable to the City of Casa Grande. Visa and Mastercard are also acceptable forms of payment.

Please check if applying for a Permanent or Temporary Business Transaction License. Please check if this is a New Business or If you are a new owner of an existing business. If new owner, please provide the name and license number of the previous owner. Please check if there is a Name Change and/or Location Change, and provide current License number and Date of Change.

Check to be sure that the person you are buying the business from owes no back taxes or fees to the City of Casa Grande. By law, you may be responsible for all back taxes and fees.

Please enter Business hours of operation for each day ot the week. (examples: 8 am - noon, 10 am -5 pm)

Section I - Business Information

Business Name:	Business name if using one, such as your storefront name. If none, list the name of the business owner. Property managers applying on behalf of a client should indicate the property owner's business name here.
Business Address & Phone	The address of your Casa Grande business location, including suite, unit, or apartment number. P.O. box numbers or postal mailboxes are not acceptable for a business address. Property rental businesses should enter the rental property address in this section.
Start Date:	The date (month/day/year) in which you will begin (or began) taxable business activity in Casa Grande.
E-mail address:	The email address for the person who should receive general Transaction Privilege (Sales) and Use Tax information and updates (optional).
AZ Sales Tax License #:	The business' Arizona Transaction Privilege Tax (TPT) license number, if applicable.
Federal ID #:	The Federal Tax Identification Number of the business, if applicable.

Section II - Mailing Address & Records Location

This area is for the name of the person and the address to which the business license and tax returns will be sent. Please include suite, unit, or apartment numbers. ***Complete this area only if the information is different from Section I.***

Please complete records location information if business records are not kept at the location in Section I or at Mailing Address.

Section III - Business Ownership and Emergency Contacts

Ownership:	Please indicate the type of ownership. If you mark "Other" please describe. All corporations must provide the state of incorporation. Property managers applying on behalf of a taxable client should show the owner's name here.
Owners/Partners/LLC Members/Officers:	List complete owner/partner/member/officer information as requested including names, titles and last four digits of Social Security number. Please use the home (not business) address for each individual. P. O. box numbers or postal mailboxes are not acceptable for home addresses.
Statutory Agent:	The name and phone number of your Statutory Agent.
Emergency Contacts:	Enter the names, addresses, & phone #'s the Police & Fire Departments can call in emergencies.

Section IV - Business Type

Please answer yes or no to questions concerning the sale of liquor and food.

Check business type. If "Other", please describe in detailed description of business activity

Provide a detailed description of business activity. If retail sales, list type of items to be sold; if construction contracting, list type of contracting, etc.

Mark cash receipts if you recognize income based upon the date funds are received. Mark accrual method if you recognize income when earned regardless of when the funds are received.

If applicable, please provide contractor, commercial or residential license numbers.

Temporary Merchants and Permanent Peddlers, if employed, complete employer name and address. If a vehicle is used fill in the type (make and model) and license number. List three (3) cities where you have worked in the last 60 days.

Section V - Business Location Status

Please check yes or no to all questions. If you answer yes to any of these questions refer to "Business Location" on page 3 for further instructions. If no, a courtesy safety inspection will be conducted within 14 days from the date you turn in the application. Inspections will be done Monday through Friday, excluding holidays, between 8:30 - 11:00 a.m. and 1:30 - 5:00 p.m. Provide name, address and phone number of Landlord or Property Manager.

Read certification, enter name, title, signature, and date.

DO NOT MAIL WITH APPLICATION

City of Casa Grande
Finance Department

Instructions for Business Transaction License Application

BUSINESS TRANSACTION LICENSE FEES MUST ACCOMPANY APPLICATION
For questions pertaining to this application, please call the Finance Department at 421-8600.

Please Read Carefully Incomplete Applications Will Not Be Processed

PLEASE NOTE: All information you provide on this application is public information

This application must be filed and a receipt obtained before you can lawfully engage in business in Casa Grande.

This application expires in 45 days.

Business Location: A CITY CERTIFICATE OF OCCUPANCY IS REQUIRED FOR THE BUILDING, or portion of.
Each new occupancy of a building will require an inspection prior to issuance of the Business License. Any changes or alteration to an existing building may require a Building Permit in which a new Certificate of Occupancy will be issued. For more specific information contact the Building Division at 421-8600 or the Fire Department at 421-8777. If your business is located at your residence you will need to complete a Home Occupation Permit (H.O.P.) Please verify that you are in compliance with all Home Owner Associataion (HOA) rules and regulations. The City of Casa Grande is not responsible for enforcing compliance.

SIGNS: A permit may be required to add or alter exterior signage. Contact the Building Division, if you have any questions concerning land use or sign placement before engaging in business.

The Business Transaction License Receipt must be on display to the public in the licensee's place of business. This receipt will be issued within 5-10 working days. The Transaction License is nontransferable between owners.

Attach a copy of Business Owner(s) or Corporate Agent's current **Arizona Driver's License** with the completed application.

Attach a copy of your **liquor license** or apply for one with the City Clerk, if applicable.

Attach a copy of your **Arizona Transaction Privilege Tax License (TPT)**, if your business is required to collect and remit sales tax. If Casa Grande is not included on your license, an Arizona Department of Revenue form is required with this application (See below for fee schedule).

Attach a copy of your **Arizona State Contractor's License** if you are required to have a contractor's license.

The owner shall inform the City of Casa Grande of any changes in his/her business activities or uses 30 days prior to change.

Issuance of a Business Transaction License Receipt by the City of Casa Grande shall in no way be construed as permission to operate a business activity in violation of any other law or regulation to which such activity may be subject.

ALL TEMPORARY MERCHANTS:

Attach a copy of any warranty or guarantee offered on the product(s) to be sold.

Submit a surety bond, cash bond, or certified check, payable to the City of Casa Grande, in the amoun t calculated in the "Peddler Bond Guidelines".

Attach a list of people working on the job, addresses, dates of birth, and last four digits of Social Security numbers.

TRANSIENT MERCHANTS, ITINERANT VENDOR/MERCHANTS:

You may need to submit a completed Temporary Use Permit application, site plan, and written permission from the property owner if applicant is not property owner. Temporary Use Permit not to exceed 72 hrs.

Refundable Clean-up Deposit (if required).

PEDDLERS, CANVASSERS, AND SOLICITORS:

Submit two photographs of each applicant or agent taken within sixty days immediately prior to the date of the filing of the application. The photographs shall be approximately two inches by two inches, showing the head and shoulders of the applicants or agents in a clear and distinguishing manner. These will be used for picture ID's issued by the Police Department.

Fingerprints of each applicant or agent is required. (Fingerprinting will be conducted at the Casa Grande Police Department, a fee is charged, CASH only.)

A written, detailed sales pitch must be submitted.

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City of Casa Grande
Finance Department
Business Transaction License Fee Schedule

The annual Business Transaction License Fee is $50.00. The fee is prorated to ½ a year. All licenses applied for after the month of June will be $25.00*.

January	$50.00
February	$45.83
March	$41.67
April	$37.50
May	$33.34
June	$29.17
* July-December	$25.00

Temporary Business Transaction License Fees:

Temporary Transaction License Fee	$ 10.00 per day
Temporary Use Permit	http://www.casagrandeaz.gov/web/guest/feeschedule
Cleanup Deposit	$ 50.00
Sales Tax Bond	$ 500.00

Home Occupation Permit (H.O.P.): http://www.casagrandeaz.gov/web/guest/feeschedule

ARIZONA DEPARTMENT OF REVENUE FEES

The Arizona Department of Revenue has made it possible for you to apply and pay for a Transaction Privilege Tax License online at https://www.aztaxes.gov. At the end of the process you will be able to print a signature card which you then will attach to your City of Casa Grande Business Transaction License Application.

You can print a copy of their application at: http://www.revenue.state.az.us/tpt_forms.htm.

If you have not already obtained an Arizona Transaction Privilege Tax License, submit your completed form along with the City of Casa Grande Business Transaction License Application. Fees MUST be paid by check or money order and made payable to the Arizona Department of Revenue. Using this option to obtain your TPT License will result in a delay of several weeks before your City of Casa Grande Business Transaction License can be approved.

Arizona Transaction Privilege Tax License	$40.00
Arizona Transaction Privilege Tax License Update	$ 2.00

Alarm Permits

If you have an alarm system at your place of business or home, you are required to have a permit for the system. You may pick up an application at the City of Casa Grande Finance Department or at www.casagrandeaz.gov/web/guest/alarm. If you have any questions, please call Sheila Chavez, Alarm Coordinator, City of Casa Grande Police Department at (520) 421-8711 ext. 6570. There is an annual fee for the permit of $10.00.

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