



City of Flagstaff  
211 W. Aspen Ave  
Flagstaff, AZ 86001

# Business License Application Information Packet

## APPLICATION INFORMATION

### Who needs a Business License

A business license is required for each permanent business location in the City, unless you are exempt. Permanent means you are operating from this site 45 days or more within a calendar year. A business license is also required for any temporary business locations or transient merchant activities within the City, unless you are exempt. See complete list of exemptions.

### Important Facts

- The application review process will be suspended if an application is incomplete.
- Any documents in this packet maybe found on the City website at [www.flagstaff.az.gov](http://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 a written request.
- If you are operating a business within the City, you may also need to obtain a separate transaction privilege tax license from the State and/or home occupation permit from the City.

### City of Flagstaff Contact

Customer Service  
[solutions@flagstaffaz.gov](mailto:solutions@flagstaffaz.gov)  
Phone: 928-213-2231

### Application Requirements/Checklist

All documents and fees must be completed and submitted before any review will take place

<input type="checkbox"/>	Application for City of Flagstaff Business License
<input type="checkbox"/>	\$8 Business License Fee paid to City of Flagstaff
<input type="checkbox"/>	Transient Merchant Photo ID (If Applicable)
<input type="checkbox"/>	Home Occupation Permit (If Applicable)
<input type="checkbox"/>	Licensing Eligibility Form

### Review Timeframes

Administrative Review- 15 Business Days  
Substantive Review- 20 Business Days  
Total review: 35 Business Days

### Authority

- Arizona Revised Statutes, Title 9, Cities and Towns, Chapter 7, Article 4
- City of Flagstaff City Code, Title 3 - Business Regulations
- Arizona Revised Statutes, A.R.S. §§ 9-834 – 836, Licensee bill of rights and licensing time restrictions



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### **Exemptions from Business Licensing**

Per City Code § 3-01-001-003:

- A. The following persons shall not be required to obtain a business license:
1. Any person defined in section 3-05-002-0270 of the city code as a federally exempt organization, governmental entity, proprietary club or public educational entity;
  2. Any person licensed under chapter 3-07 (special licenses) or 3-09 (cable) of the city code;
  3. Any person with a valid franchise agreement with the city;
  4. Any person licensed under chapter 3-08 (adult oriented businesses);
  5. Sidewalk vendor with a permit issued under section 8-03-002-0004;
  6. Any person with a valid special event permit issued under chapter 8-12 (special events);
  7. Any person with a valid temporary use permit issued under section 10-20.40.150 (temporary use permits);
  8. A fair vendor at a prescheduled fair, convention, celebration, promotion or other public gathering, where the organizer has obtained a special event permit issued under chapter 8-12 (special events) or temporary use permit issued under section 10-20.40.150 (temporary use permits).
- B. In addition, the following persons shall not be required to obtain a business license:
1. Employees of licensed businesses delivering goods in the regular course of business;
  2. A person who only engages in a “casual activity or sale”;
  3. Any person licensed by the state pursuant to title 20 (insurance), Arizona Revised Statutes;
  4. Designated caregivers as defined in A.R.S. § 36-2801;
  5. Any person with sales of food products by food producers as provided for by A.R.S. §§ 3-561, 3-562, and 3-563;
  6. Any “out-of-state” business responding to a “declared disaster” on a “temporary basis” during a “disaster period” at the request of a “registered business” within Arizona to perform “disaster recovery” of “infrastructure” as those terms are defined and as provided for by A.R.S. §§ 32-4501, -4502. Nothing herein shall be construed to waive compliance with city building and safety permitting requirements, including but not limited to traffic control permits.
  7. Liquor wholesaler licensed under A.R.S. § 4-209;
  8. Residential rental property registered with the Coconino County Assessor’s Office, per A.R.S. § 9-1304;
  9. Or any other person exempted by state law from local business licensing.



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### **APPLICATION REVIEW PROCESS**

#### **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. Applicant (Follow-up)- 20 business days
  - a. If information is returned within 20 business days, the City will continue the review of the application.
  - b. 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.
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. Applicant (Follow-up)- 20 business days
  - a. If information is returned within 20 business days, the City will continue the review of the application.
  - b. 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 to applicant. The licensee will be required to renew the license annually.
2. If all requirements are not met, a license denial letter will be mailed or emailed to the applicant with detailed information of the appeals process and contact person(s).

## APPLICATION FOR CITY OF FLAGSTAFF BUSINESS LICENSE

Please Complete Application and Mail or Hand Deliver with Payment to:  
City of Flagstaff Customer Service

211 W. Aspen Ave.  
FLAGSTAFF, AZ 86001

Phone #: (928) 213-2231  
Email: solutions@flagstaffaz.gov

PLEASE PRINT INFORMATION LEGIBLY AND COMPLETE ALL SECTIONS. PLEASE KEEP A COPY FOR YOUR RECORDS. Your license may require you to submit proof of eligibility form. Application for a business license shall be accompanied by the business license fee. Separate licenses shall be obtained for each separate location of a business. A business license shall be obtained for every business covered in Flagstaff City Code Chapter 3-01.

Start Date within the Flagstaff City limits: _____ (Required)		Eligibility Form <input type="checkbox"/>	
Name Change <input type="checkbox"/>	Mailing OR Physical Address <input type="checkbox"/>	New Business <input type="checkbox"/>	Multiple Locations <input type="checkbox"/>
Temporary Use Permit Required <input type="checkbox"/>		Home Occupation <input type="checkbox"/>	

**Business License Fee: \$8.00 or per Chapter 3-10 User Fees Schedule**      *Make Checks Payable to: City of Flagstaff*

Have you applied for a Transaction Privilege Tax License?      Yes       No

To obtain a State of Arizona TPT License number, if needed, go to: [www.aztaxes.gov](http://www.aztaxes.gov) to register and apply for your license. If you already have a State of Arizona TPT License number, please add a line for FLAGSTAFF (FS) to your State of Arizona tax return.

**Section 1. Business Information**

Business Name (Legal Name)		Doing Business as Name (DBA Name) if different from legal name	
Physical Address of Business			
City		State	Zip
Business Phone		Cell Phone	
E-mail Address	Federal ID #	State of AZ TPT # (If Applicable)	AZ ROC (Contractors) License #

Have you been convicted of any crime other than a petty offense within the past five (5) years? Yes  No

If yes, describe the nature of the offense(s):

If Incorporated, State of Incorporation or where formed:      Any and all tradenames:

**Section 2. Mailing Address**

If Different from Section 1 (above) enter Business Name, Owner Name or Care-of Name

Mailing Address

City	State	Zip
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**Section 3. Business Ownership & Records Location**

Ownership Type:       Sole Proprietor LLC       Partnership       Other \_\_\_\_\_

Owners, Partners, Officers, Individuals, or LLC Members  For any additional names, please attach a list	Name & Title	Cell Phone#
	Home Address	Phone #
	City, State, Zip	E-mail
	Name & Title	Cell Phone#
	Home Address	Phone #
	City, State, Zip	E-mail
Corporate or LLC Statutory Agent	Name	Phone #

Name of Business: \_\_\_\_\_

APPLICATION FOR CITY OF FLAGSTAFF BUSINESS LICENSE (CONTINUED)

Section 4. Temporary Locations & Transient Merchants

If you are applying for a Business License with five (5) or fewer Temporary locations or are considered a Transient Merchant, you must list the dates and locations where business activities will take place below:

Dates & Address of Location #1

Dates & Address of Location #2

Dates & Address of Location #3

Dates & Address of Location #4

Dates & Address of Location #5

Transient locations, if more than 5, use additional sheets of paper and obtain approval. Reference business license number.

Section 5. Transient Merchants

For transient merchants, number of people in workforce and attach photo identification card of business license holder. (Required)

Do you intend to use any signs advertising goods or services for sale? Yes  No

Any signs must comply with City sign code requirements; see City Code Chapter 10-50, Division 10-50.100 (Sign Standards).

Section 6. Business Type and Premises Status

Number of Employees: \_\_\_\_\_

Describe the Nature of the Business, including any goods and services to be sold:

NAICS Code: \_\_\_\_\_

Do you own your Business Location?  
 Yes  No - Please complete:

Property Owner/Manager Name & Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Is this a Home-Based Business?  Yes (May be subject to Home Inspection)  No

If yes was selected above, please review the Home Occupation Permit and Initial Here: \_\_\_\_\_

All areas of the application and accompanying forms must be completed in full, and the Sworn Statement below must be acknowledged.

By signing below, I am certifying under penalty of perjury that I have provided complete and accurate information on this application and I have not violated and am in compliance with the Flagstaff City Code and/or the Arizona Revised Statutes and I do not owe any delinquent taxes or fees payable to the City pursuant to Flagstaff City Code unless I have entered into a written payment agreement approved by the City relating to payment of any and all outstanding obligations, and I am current making any and all payments required under the terms of such an agreement. I understand issuance of a business license does not permit business operations unless business is properly zoned, has obtained proper building permits, occupancy certification and is in compliance with all applicable laws/rules.

By signing this application, I understand that the completion and submission of this form does not guarantee the approval or subsequent issuance of a license to do business. I understand the City may need to request additional information from me concerning my application and hereby mutually agree that the City may require me to submit additional information if deemed necessary.

Business Owner's Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF FLAGSTAFF, ARIZONA**  
**LICENSE ELIGIBILITY FORM**  
**LAWFUL PRESENCE IN THE UNITED STATES**

ARS § 41-1080 requires that any individual wishing to be issued a license must demonstrate through the presentation of one of the following documents demonstrating lawful presence in the United States.

**LAWFUL PRESENCE IN THE UNITED STATES CAN BE DEMONSTRATED BY  
PRESENTATION OF ONE (1) OF THE DOCUMENTS LISTED BELOW.**

Please place a check mark next to the applicable document and attach a copy of the document to this eligibility form. (If the document says on its face that it may not be copied or you know for reasons of confidentiality that it cannot be copied, you will need to present the document in person to the City for review and signing of the form.)

- 1. A valid driver license. If from Arizona, must be issued after 1996**  
Print first 4 numbers/letters from license: 

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- 2. A valid non-operating identification License**  
Print first 4 numbers/letters: 

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- 3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States**  
Year of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_
- 4. A United States Certificate of Birth abroad**  
Year of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_
- 5. A United States passport**  
Print first 4 numbers/letters from Passport: 

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- 6. A foreign passport with a United States Visa**  
Print first 4 numbers/letters from Passport: 

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Print first 4 numbers/letters from Visa: 

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- 7. An I-94 form with a photograph**  
Print first 4 numbers from I-94: 

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- 8. A United States Citizenship and Immigration Services Employment Authorization Document (EAD)**  
Print first 4 numbers/letters from EAD: 

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- 9. Refugee travel document**  
Date of Issuance: \_\_\_\_\_ Refugee Country: \_\_\_\_\_
- 10. A United States Certificate of Naturalization**  
Print first 4 digits of CIS Reg. No.: 

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- 11. A United States Certificate of Citizenship**  
Date of Issuance: \_\_\_\_\_ Place of Issuance: \_\_\_\_\_
- 12. A tribal Certificate of Indian Blood**  
Date of Issuance: \_\_\_\_\_ Name of Tribe: \_\_\_\_\_
- 13. A tribal or Bureau of Indian Affairs Affidavit of Birth**  
Year of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_
- 14. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status.**

In accordance with the requirements of State Law, I do swear or affirm under penalty of perjury that I am lawfully present in the United States and that the document I presented to establish this presence is true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Business/Company

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip Code