



TOWN OF CLIFTON

Standard Business License Application and Agreement

**Questions Regarding this form? Contact
Town Hall at 928-865-4146**

Date:			
	Application Information		
Application Type:	New	Update/Change	Renewal
If Update/Change Please Describe:			
License Type: (See Fee Schedule if needed)	Standard Annual \$20 (Ex: Business, Trade, Occupation)	Professional Annual \$40 (Ex: Doctor, Lawyer, CPA)	
	Business Owner Information		
Applicant/Owner Full Name:			
Applicant/Owner Phone Number:		Applicant/Owner Email Address:	
Applicant/Owner Mailing Address:			
Do you own the property on which the business will be conducted?			
If No, Property Owner (Name, Phone, Complete Address)			

	Business Emergency Contact Information			
Emergency Contact #1 (Name, Phone, Complete Address)				
Emergency Contact #2 (Name, Phone, Complete Address)				
	Business Information			
Name of Business:				
Date Business Began:				
Physical Property Address:				
Business Phone Number:				
*Arizona Transaction Privilege Tax Identification No.		Federal Tax ID # (Federal EIN Number if applicable or owner's SSN)		
# of Employees		Are you engaged in more than one business at this location?		
Character of Business(es)				
Other Agency Permit/Licenses (Circle applicable and include copies)	Greenlee County Health Permit	Contractor's License	Arizona Liquor License	Other (Please List)
Town of Clifton Compliance	Last Issue Date of Certificate of Occupancy	Last Date of Fire Inspection	Sewer Service Acct. Number for Business	

*This information is required prior to the issuance of the Town Business License. Applications may be obtained from the Arizona Department of Revenue.

For Your Reference

It is the responsibility of the business owner to notify the Clerk's Office regarding any change of business information found on the application form. Please report any changes or closure of your business to the information below.

- For building permits, certificate of occupancy, or to schedule a fire inspection please contact the Code Enforcement Department at 928-865-4146.
- For sewer connection or utility billing questions, please contact Citizen Services at Town Hall at 928-865-4146.
- For a complete copy of the Town of Clifton Code pertaining to Business Licensing including fee schedule, visit our website www.cliftonaz.com, or contact Town Hall.
- Renewal Notices will be sent to the email address provided. Please notify the Clerk's Office if your email mail address has changed to help avoid any late penalties during renewal time.
- Renewal Notices will only be sent to the mailing address provided, after no response has been received from the email address. Please notify the Clerk's Office if your mailing address has changed to help avoid any late penalties during renewal time.

Business License Checklist

- ☐ **TAX ID NUMBER** - Obtain your Transaction Privilege Tax Number (TPT#) through the State of Arizona. This number is required if your business is selling products or offering taxable services. A separate TPT# is issued for each business owned and operated. Contact the Arizona Department of Revenue to see if your business is in compliance. Apply at www.aztaxes.gov; by calling (602) 542-4576 or 1-800-634-6494; or by emailing uit.status@mail.de.state.az.us.
 - ☐ **PLANNING & ZONING APPROVAL** - Business location will be reviewed for zoning compliance by a town official and approved or denied on the application.
 - ☐ **OCCUPANCY AND PERMITS** – A current Certificate of Occupancy and/or Building Permit (for new construction/remodeling), Fire inspection, and any other required permits/licenses pertinent to your business type.
 - ☐ **SUBMIT BUSINESS LICENSE APPLICATION** - Completely fill out the business license application form and submit to the Town Clerk's office by mail or in person, along with payment and copies of additional permits/licenses if applicable.
- | | |
|-------------------|----------------------|
| Mailing Address: | Physical Address: |
| PO Box 1415 | 510 N. Coronado Blvd |
| Clifton, AZ 85533 | Clifton, AZ 85533 |
- ☐ **FEE** – Applicable Fee
 - ☐ **LICENSE ISSUED** - Once all approval and compliance checks have been made by city officials, a license will be mailed to the business at the address noted on the form. Applicant may request to pick up the license once approved.

Licenses issued under the provisions of this article may be suspended or revoked by the Town Clerk, or the Town Clerk may refuse to renew a license, after notice of hearing, for any of the following reasons: Fraud, Misrepresentation of false statement contained in the application for license; Any violation of Title XI Chapter 110 of the Clifton Town Code or the Town Tax Code adopted by Title III Chapter 36 or any other statute, ordinance regulation or other requirement affecting the public peace, health or safety of the citizens of the Town of Clifton. Conducting a trade, business, game or amusement, calling, profession or occupation in violation of Arizona Revised Statutes.

APPLICANT'S SIGNATURE

DATE

For Office Use Only:

Is the business location/operation in an approved Town Zoning area? Y / N

If yes: Zone ID _____

Does the business require additional information from other agencies/departments: Y / N

If yes: List agencies/departments _____