



BUSINESS LICENSE REQUIREMENTS AND APPLICATION FOR A MOBILE FOOD VENDOR; PEDDLER; CANVASSER; SOLICITOR OR TRANSIENT MERCHANT

Town of Payson
Finance Department
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The Town of Payson staff would like to thank you for applying for your Business License. The Town of Payson is responsible for issuing business licenses for all business activities within the Town limits. All persons conducting business in the Town of Payson are required to have a Town issued Business License, unless they are exempt by the Payson Town Code. Please see website: www.paysonaz.gov; go to Quick Links; Town Code Search; Chapter 110 for Town Code Business Licensing.

The following pages consist of the information necessary to obtain your Business License. The application must be typed and completed in its entirety prior to beginning the approval process. All fees are non-refundable.

Please be sure to include the following information with the submission of this application.

- Current W9 Form
- A copy of an Arizona State issued Identity Card
- Health Permit if you are handling food. Apply for the permit at the Gila County Health Department in Payson (928) 474-1210.
- Finger Prints are required and can be processed at the Town of Payson Police Department between the hours of 8:00 am and 10:00 am.
- Permit Bond in the amount of \$500.00 made out to the Town of Payson. This permit bond can be applied for with your insurance company.
- Liquor License if the sale of liquor is involved. Liquor Licenses can be applied for with the State of Arizona Liquor Control Board, (602) 542-5141.
- Arizona State Sales Tax number (TPT) from the Arizona Department of Revenue. Applicants can register Online at www.aztaxes.gov.
- A photograph of the applicant taken within the last 60 days. This picture shall be two inches by two inches, showing the head and shoulders of the applicant.
- A signed Fingerprint Notification and Disclosure and an Authorization for a Criminal Background check. (Authorization included with this application)
- The \$90.00 fee must be submitted with this application along with an additional fee of \$20.00 for each additional representative. All Fees are non-refundable. Additional representatives must submit a separate application (if applicable).

Once a completed application is submitted, the application will be reviewed for approval by the Town's Attorney and the Town's Police Department. Prior to approval, the Police Department will run a criminal background check.

Business Licenses are valid for a one-year period, expiring on the expiration date of your bond. If the bond is renewed to the Town of Payson, the Business License can be renewed.



Description of vehicle(s) to be used: _____

License numbers of all vehicles to be used: _____

Name at least two reliable property owners of the Town of Payson who will verify applicant's good character and business responsibility:

Name: _____ Phone: _____

Name: _____ Phone: _____

Have you ever been convicted of a crime, misdemeanor (other than minor traffic violations) or violations of any municipal laws? Yes: _____ No: _____ If yes, please explain the nature of the offense and the penalty assessed.

FINGERPRING NOTIFICATON AND DISCLOSURE

Your fingerprints will be used to check the criminal history records of the FBI. If you have a criminal history record, the officials making a determination of your suitability for a Business License must provide you the opportunity to challenge the accuracy of the information in the record.

The procedures for obtaining a change, correction, or updating an FBI criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), and Section's 16.30 through 16.34. Information on how to review and challenge an FBI criminal history record can be found at www.fbi.gov under "Services: and then "Identity History Summary Checks" or by calling (304) 625-5590.

To obtain a copy of your Arizona criminal history in order to review, update or correct the record, you can contact the Arizona Department of Public Safety Criminal History Records Unit at (602) 223-2222 to obtain a fingerprint card and a Review and Challenge packet. Information on the review and challenge process can be found on the DPS website (www.azdps.gov).

Signature: _____ Date: _____



AUTHORIZATION FOR BACKGROUND CHECK

I hereby authorize the obtaining of "consumer reports" by The Town of Payson at any time after receipt of this authorization. I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by the Town of Payson Police Department.

I also consent to have any legally required notices sent electronically.

Signature: _____ Date: _____

BUSINESS NAME: _____

1. I have reviewed the records of the listed business and I make this affidavit on behalf of the business named on this application. Based upon such review and to the best of my knowledge, information and belief, all of the above listed business's Employees currently working in Payson are U.S. citizens, permanent resident aliens or persons otherwise lawfully reside in the U.S.
2. For the purposes of this affidavit, the term "employee" means all persons for which the above listed Business is required to fill out an I9 form pursuant to Federal Law.
3. Do you have workers compensation insurance? Yes: No: (Pursuant to Chapter 6 of Title 23 of AZ Revised Statutes). If no, list exemption: _____
4. Is your business required to have a state license? Yes: No: If yes, please list license number: _____

I understand that a Business License must be issued before I can lawfully engage in Business in the Town of Payson. Pursuant to **A.R.S. § 13-2704**, a person commits unsworn falsification by knowingly making any statement that he or she believes to be false, in regard to material issue, to a public servant in connection with an application for any license and such unsworn falsification is a class 2 misdemeanor.

Pursuant to **A.R.S. § 41-1080**, the Town shall not issue a license to an individual if the individual does not provide documentation that his or her presence in the United States is authorized under Federal Law. By my signature below, I hereby Attest and Certify that the statements and information provided in the application for a Business License are true and correct and are knowingly made under the penalty provided by **A.R.S. § 13-2704** and have provided documents in compliance with **A.R.S. § 41-1080**.

Applicant Signature

Date