



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 doing 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; 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. This application must be submitted with a current W9 form. The application must be typed and completed in its entirety prior to beginning the approval process. All fees are non-refundable.

Out of Town Business Licenses are for commercial business owners located outside of Payson's limits and are conducting business within the Town of Payson. Out of Town Business Licenses can be issued over the counter.

Temporary Business Licenses are for Vendor participation for special events, sales events or service activities for the special event of a limited time period and the activity takes place on private property unless the Town is a co-sponsor. Temporary business licenses are valid for 14 consecutive days. Temporary Business Licenses can be issued over the counter.

Home Based Business Licenses are for business owners conducting business from their Payson home. Home based businesses also require a Level 1, Level 2, or a Level 3 Conditional Use Permit, which is completed concurrently with the Business License application and shall satisfy the Business Occupancy permit requirement. Please see Home Based Information at www.paysonaz.gov under the Business Menu.

Commercial Business Licenses are for all commercial businesses located within the Town of Payson limits. All commercial businesses must also obtain a Business Occupancy Permit which is processed concurrently with the Business License application. This permit is a written authorization for the requested use of any structure in Town that a business will be operating from.

Once a completed application and W9 have been submitted, the application review process will begin. We may request additional information in order to complete the approval process and it may be necessary for different Town Departments to schedule individual inspections at the business location.

In order to receive a Business License and Business Occupancy Permit, all required information must be submitted. All inspections must be completed and approved. The Town may issue a Business License for the planned business prior to approving the building occupancy upon verification of compliance, in cases where a building permit has been issued. Please contact Community Development if you have any questions regarding your business plan or would like to schedule an appointment.

If your business maintains an office, shop, store or other physical site within the Town of Payson limits, inspection and approval by the Town's Code Enforcement Departments are required. It is your responsibility to contact those departments for inspection appointments. If corrective measures are required you must call for re-inspection once corrections are made. Please see the inspection check list prior to making the appointments located on www.paysonaz.gov, Business License Information.

Table with 3 columns: Department Name, Department Name, and Phone Number. Includes Development Services, Economic Development, Water Customer Service, Sanitary & Sewer Questions, Food Handling, Liquor License, Fire Department, Community Development, Community Development, Community Development, Water Department Inspections, Northern Gila County Sanitary District, Gila County Health Department, Arizona Liquor Control Board, Fire Code Inspections, and Building Code Inspections.

\*Contact information for inspections



Office Use Only
Project Number: _____
Business License: _____

## Temporary Business License Application

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

Doing Business as (DBA): \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ Alternative: \_\_\_\_\_

AZ State License No. (Sales tax-TPT) \_\_\_\_\_ EIN\Federal Tax ID: \_\_\_\_\_

Social Security No. (If applicable) \_\_\_\_\_ Contractor No. (If applicable) \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_  

P.O. Box, Street Address
Apt. #\ Suite
City, State & Zip Code

Primary Contact Email Address: \_\_\_\_\_

Business Owner(s): \_\_\_\_\_

Type of Business: \_\_\_\_\_

Describe your business and equipment used in detail: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name, address and phone number of property owner of business location if other than business owner: \_\_\_\_\_  
 \_\_\_\_\_

Describe any hazardous substances used or created with the proposed business: N\A  
 \_\_\_\_\_  
 \_\_\_\_\_

Please select all outside activities that apply:    None                      Equipment Storage                      Outside Displays\Sales  
 Other: \_\_\_\_\_

**Please contact Community Development if any outside activities are proposed.**

**For Temporary License, please list event date(s):** \_\_\_\_\_



**TOWN OF PAYSON AFFIDAVIT**

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, to the best of my knowledge, information, and belief, all of the above listed business's employees currently working in Payson are United States citizens, permanent resident aliens, or persons otherwise lawfully in the U.S.

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.

Do you have workers compensation insurance? Yes:      No:      (Pursuant to chapter 6 of Title 23 of AZ Revised Statutes.) If no, list exemption: \_\_\_\_\_

Is your business required to have a state license? (Doctor, Massage Therapist, Attorney, etc.) Yes:      No:

List License Number: \_\_\_\_\_

I understand that a Business Occupancy Permit and 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 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