



License # \_\_\_\_\_

Account # \_\_\_\_\_

# City of Sierra Vista BUSINESS LICENSE APPLICATION

**NAME OF BUSINESS:** \_\_\_\_\_

Business Phone: \_\_\_\_\_ AZ Sales Tax #: \_\_\_\_\_

Physical Location: \_\_\_\_\_

STREET ADDRESS CITY STATE ZIP

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

STREET ADDRESS CITY STATE ZIP

E-Mail Address: \_\_\_\_\_

Please check here if you wish to receive your renewals and licenses by email: \_\_\_\_\_

**OWNER:** \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

STREET ADDRESS CITY STATE ZIP

---OR---

**MANAGER:** \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

STREET ADDRESS CITY STATE ZIP

Emergency Contact / Phone: \_\_\_\_\_

**TYPE OF BUSINESS:** \_\_\_\_\_

OWNERSHIP: Individual Partnership Corporation LLC

\_\_\_\_ Contractor, Contractor # \_\_\_\_\_ Expiration \_\_\_\_\_

Contractor type: \_\_\_\_\_

NO. OF EMPLOYEES: \_\_\_\_\_ DATE BUSINESS BEGAN IN SIERRA VISTA: \_\_\_\_\_

OFFICIAL USE ONLY			
DATE RECEIVED: _____	AMOUNT PAID: _____	CK _____	CA _____
NAICS or SIC Code _____	LOCATION ID _____	OP _____	
LICENSE NUMBER _____			

Updated 03/02/2020

Completed forms, supporting documents and payment can be mailed to:

City of Sierra Vista  
Attn: Business Licensing  
1011 North Coronado Drive  
Sierra Vista, AZ 85635

or email to: BusinessLicense@SierraVistaAZ.gov

I have read and acknowledge the following rules:

1. This application must be approved before I can lawfully engage in any business activities in the City of Sierra Vista
2. A separate license is required for each business location.
3. Written notification of any changes or cancellation of this application must be made immediately to the License Clerk. Without written notification of cancellation, billing will continue.
4. This license is **NON-TRANSFERABLE** and shall be valid until revoked by the City Clerk.
5. The fee for a new license is \$100.00 and is **NOT PRORATABLE**. The annual renewal fee is \$50.00, payable January 1<sup>ST</sup> of each year.
6. I certify that if applicable, I will submit the application for an Arizona State Sales Tax Number for the location described with five (5) working days of the approval of this application.
7. Non-Profit Organizations must submit proof of exemption. (Letter of Determination)
8. A separate permit is required for any business sign.
9. When operating from a commercial location, I will be required to submit a **Zoning Compliance Certificate**. If operating from my home within City Limits, I will be required to complete a **Home Occupation Application**.
10. I hereby certify that the statements made herein, to the best of my belief and knowledge, are true and correct.

**I UNDERSTAND THAT THIS LICENSE IS CONTINGENT UPON APPROVAL FROM COMMUNITY DEVELOPMENT, THE FIRE DEPARTMENT, AND ENVIRONMENTAL SERVICES:**

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

I request to not be contacted by outside businesses or solicitors:

SIGNATURE: \_\_\_\_\_

## INDIVIDUAL AND PARTNERSHIP LICENSING ELIGIBILITY

### DOES NOT APPLY TO CORPORATIONS OR LLC

Before issuing a license to an individual, the individual must present one of the following documents to the municipality indicating that the individual's presence in the United States is authorized under federal law:

**Check the box next to the document indicating lawful presence.**

	An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
	A driver license issued by a state that verifies lawful presence in the United States. (See Overview of States' Driver's License Requirements.)
	A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
	A United States certificate of birth abroad.
	A United States passport.
	A foreign passport with a United States visa.
	An I-94 form with a photograph.
	A United States citizenship and immigration services employment authorization document or refugee travel document.
	A United States certificate of naturalization.
	A United States certificate of citizenship.
	A tribal certificate of Indian blood.
	A tribal or bureau of Indian affairs affidavit of birth.

This provision does not apply to an individual, if **all** of the following apply:

1. The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
2. The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of municipal employee

\_\_\_\_\_  
Date

# HOME-BASED BUSINESS PERMIT



Date: \_\_\_\_\_

1. Applicant Name: \_\_\_\_\_
  - Address of proposed use: \_\_\_\_\_
  - Telephone No: \_\_\_\_\_ E-mail Address: \_\_\_\_\_
2. Property Owner Name: \_\_\_\_\_  
(Letter of permission must be attached if applicant is not the property owner)
3. Name of Business: \_\_\_\_\_
4. Type of activity at Property: \_\_\_\_\_  
(Such as: Office work, storage, book keeping, daycare, etc.)
5. Other than Applicant or household family members, how many employees will work in the home: \_\_\_\_\_
6. What percentage of your home will be devoted to the business? \_\_\_\_\_
7. Will Clients come to the home to obtain services or purchase goods? \_\_\_\_\_
8. Will any activity be conducted on the property, but outside of the house? \_\_\_\_\_
  - What activity? \_\_\_\_\_
9. Will there be any signage involved? (if yes, indicate size of sign) \_\_\_\_\_
  - **(signage cannot exceed 4 square feet and must be located on the principal structure)**
10. Does the activity include food preparation such as cooking, baking, or canning products? \_\_\_\_\_
  - ***If yes, Please note the following:***
    - i. Any Home-Based Business involved in food preparation such as baking, cooking, or canning may need to be approved by the Cochise County Health Department at 803-3900. The Health Department will supply the applicant with a letter that states the conditions needed to meet Health Department Standards. That letter will need to be attached to the City of Sierra Vista application.
    - ii. Please contact Public Works at 458-5775 regarding the proper disposal of fats, oils, and grease (FOG) created from the business.

Please be advised that there may be deed restrictions limiting the use of your property. The Department of Community Development does not investigate or enforce any such deed restrictions. Deed restrictions are generally enforced by local property owners or homeowners associations. You may wish to further investigate any such deed restrictions before proceeding with this application. Further there may be permits required by state and federal agencies, and you may wish to further investigate these. The Department of Community Development does not assume any responsibility to ensure that the proper permits have been obtained.

I CERTIFY THAT THE ABOVE STATEMENTS AND ANSWERS ARE TRUE AND COMPLETE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Continued on page 2**

## HOME-BASED BUSINESS

An approval for a Home-Based Business Application is required prior to issuance of a City Business License. The application is reviewed by staff for compliance with city regulations and codes. Approval normally takes 2-10 days.

ANYONE CONDUCTING BUSINESS FROM HOME MUST MEET THE FOLLOWING REQUIREMENTS STATED IN THE DEVELOPMENT CODE, ARTICLE 151.29.

### Section 151.29.001 Purpose

- A. This article established rules and regulations for home-based businesses operating within the City limits. These rules and regulations are written to ensure that the general character of the residential neighborhood is maintained.

### Section 151.29.002 General Provisions

- A. A home-based business permit shall be obtained by the home-based business owner. If the home-based business owner does not own the property, the property owner must give written permission to operate the business on the property. A copy of the owner's letter must be attached to the home-based business application.
- B. A home day care facility does not require a Home Based Business permit; however, a business license is still required. A home daycare facility is defined as a residential facility in which day care is regularly provided for compensation for periods of less than 24 hours per day for no more than five people. (State License requirements must still be met).
- C. **Prohibited Uses:** Automotive service and repair of vehicles not owned or leased by the occupants of the property, nail salons, animal kennels, and medical services.

### Section 151.29.003 Standards

- A. The City shall review the home-based business application and issue a permit provided that the proposed use does not violate the standards of this article. Please make sure that all of the following conditions are met.

**PLEASE CHECK EACH BOX BELOW TO INDICATE THAT YOU MEET ALL THE CONDITIONS BELOW:**

- The residential character of the property shall be maintained and show no indications that a home-based business is being conducted on the premises (other than signage as allowed in Development Code Article 151.10, Sign Regulations)
- Customers may patronize a home-based business between the hours of 6:00 a.m. and 8:00 p.m.
- The home-based business must be wholly located within the principal building and occupy no more than 25 percent of the home's gross floor area.
- Remodeling the home or installing mechanical and/or electrical equipment not customarily found in a residential dwelling, when specifically needed to accommodate the home-based business, is not allowed.
- Parts or materials related to the home-based business shall be screened from public view by either an opaque structure or vegetation and will be limited to the interior of the structure or the side and rear yards of the property.
- A home-based business is limited to one full-time employee or equivalent in addition to those employees residing at the residence.
- Increases in traffic and parking generated by the home-based business should not be noticeable to the neighborhood. The Institute of Transportation Engineers (ITE\_ Trip Generation Handbook will be used to determine traffic standards.
- Employees not working at the residence may not congregate at the home to perform daily operational activities.
- The signage of a home-based business shall be in accordance with Development Code Article 151.10. Per section 151.10, Sign Regulations, only one home occupation sign is allowed. The sign is to be located on the principal structure, shall not be illuminated and is allowed a maximum of 4 square feet.
- Noise, vibrations, odors, heat, or glare in a home-based business shall not be detectable beyond the property line or as stated in Development Code Article 151.05, Performance Standards.
- The storage of hazardous materials in a home-based business must comply with the International Building Code and International Fire Code.
- A home-based business may not have a semi tractor/trailer deliver goods to the residence nor use one in the daily operations of the business.
- A home based business that uses heavy equipment, such as construction equipment, must store the equipment at a commercial location.

### Section 151.29.004 Permit Revocation

The city may revoke a home-base business permit if the business violates any of the provisions of this Article, violates any terms or conditions of the permit, or fails to pay the City Business License fee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Name

**Note:** Although your home-based business may be permitted in accordance with the City of Sierra Vista Development code, we strongly encourage you to read your homeowners insurance policy. Check for what coverage it indicates for loss or damage if separate buildings or the main building is used for business. Check also for coverage of business property in the residence including samples and items held for delivery or sale.