



BUSINESS LICENSE PACKET

The City of Yuma Business License and Sales Tax Office is located within Yuma City Hall at One City Plaza. The following information is generalized and is intended to give you some basic information.

You may request a business license application in person, by mail, email, or by visiting our website. You will need to return the completed application to the business license desk for processing along with any required copies. The application will be reviewed by city staff to determine if the application can be approved or disapproved based upon its location and your type of business. This applies to both commercial and residential locations. More information regarding the review process is included with this packet. Businesses located outside of the city limits wishing to do business inside the city will also need to obtain a business license.

Temporary (itinerant) businesses, adult-oriented, special events, carnivals, door-to-door sales, and non-profit organizations have regulations that pertain to them specifically. The Business License office has information regarding those types of activities.

After the application has been reviewed and approved, the appropriate fee will be required to complete the process. Once the payment is received and processed, the business can begin operating immediately and will receive the new business license by mail. The license must be displayed or made available so that it can be easily seen at your business location. When changing a business location, please contact the Business License desk to obtain information on the procedure for doing so before the location change takes place (changes may require additional approval). Closing or cancelling a business license should be done by letter or email.

The license fees are dependent upon the type or classification of your business. Our most common license fees range from \$40 to \$120 annually and all license fees are non-refundable. Your business classification may or may not fall under the range listed here. The complete license fee schedule and business license code is available by viewing the Yuma City Code on the City Clerk's page of the city website. www.YumaAz.gov.

Questions regarding the best way to operate your business should be directed to a certified public accountant, tax specialist, or an attorney who specializes in business and tax matters. Our office is not qualified to give you specific information on how to run your business but there are several resources available to you.

Listed below are some agencies, along with their telephone numbers, that you may find helpful:

- Arizona Department of Revenue – Transaction Privilege Tax License (602) 1-602-255-3381
- Arizona Registrar of Contractors (602) 542-1525 www.roc.az.gov
- Arizona Liquor Licenses & Control (602) 542-5141 www.azliquor.gov
- Arizona Secretary of State (to register a business name) (602) 542-4285 www.azsos.gov
- Arizona Commerce Authority-Small Business Services (800)-542-5684 www.azcommerce.com/smallbiz
- Yuma County Health Department (928) 317-4584
- Internal Revenue Service - Resource publications (800) 829-3676 www.irs.gov
- Arizona Western College Small Business Development Center (928) 317-6151

The City provides this information to guide you in starting your new business. If we can be of assistance, please feel free to contact our office at (928) 373-5074 or email businesslicenses@YumaAz.gov

City of Yuma Sales Tax

The City of Yuma contracts with the Arizona Department of Revenue (AZDOR) to collect our sales tax of **1.7%**. In Arizona, sales tax is referred to as Transaction Privilege Tax or TPT. Merchants who conduct taxable business activity can apply for a Transaction Privilege Tax License with ADOR by completing an Arizona Joint Tax Application.

You can complete this form on their website at www.aztaxes.gov. If your business type requires a TPT, you will need to obtain it before applying for the city business license. A copy of the TPT certificate is required.

Retail sales tax can apply to the following; most retail goods, grocery items, grocery foods (food for home consumption), restaurants, bars, transient lodging, residential and commercial rentals or leases, and other various categories. The total tax rate for general retail is **8.412%**. This is the combined state, county, and city tax rate. The Arizona Department of Revenue can provide you with a tax rate chart to show you the exact tax rate for your particular business.

There is an additional **2.0%** sales tax for transient lodging, hotels, motels, bars, restaurants, catering, and most prepared foods (foods typically prepared for immediate consumption). The total tax rate collected by these businesses is 10.412%.

BUSINESS LICENSE APPLICATION INSTRUCTIONS

1. This is what you will be naming your business. "DBA" means, "doing business as".
2. Business Phone: please list your business phone number here. If you choose to use your home phone number, it will become part of public record.
3. The physical location of your business. This is either your commercial or residential address. This cannot be a post office box or postal receiving center (such as Mail Boxes, Etc. or The UPS Store). Your business location also becomes part of public record.
4. The address where you want all licenses, renewals, and correspondence to be mailed to. This can be a post office box or non-local address.
5. Give a **complete and thorough description** of your type of business. For example, saying only "retail" is not enough. "Retail women's clothing and accessories" provides an adequate description.
6. **A TRANSACTION PRIVILEGE TAX (TPT) LICENSE NUMBER (SALES TAX) IS REQUIRED FOR ANY RETAIL BUSINESS.** If you are a distributor for a company that will remit the city sales tax for you, please provide a copy of the company's TPT number. Applications without this information will not be accepted or processing will be delayed.
7. Only applicable if you are a licensed contractor (i.e. construction, plumbing, electrical, air conditioning or heating, installers, landscaping, etc.)
8. This is the date, whether exact or approximate, on which you intend to begin business.
9. Applicable only if you bought an established business from the owner.
10. Circle one: a sole proprietor is one owner or spousal ownership. Partnerships, corporations, or LLC ownership is self-explanatory.
 - *Sole proprietors, spousal ownership, or partnership should complete the personal information section.
 - **LLC or corporations will complete the information on page 2. Please do not use corporate or business addresses as home addresses for officers.
- 11-15. These questions will apply only to those whose business location is inside the city limits of Yuma. Please answer all of them as best as you can.

Name, Signature, Title, & Date

Please check your application for completeness and accuracy before signing and returning for processing.



CITY OF YUMA BUSINESS LICENSE APPLICATION
ONE CITY PLAZA
YUMA, ARIZONA 85364
(928) 373-5074
TTY (928) 373-5149

This application must be filed before you can lawfully engage in business within the City of Yuma. A separate license is necessary for each business location as provided by the Yuma City Code, Title 7. This license is not transferable and shall be valid until owner requests cancellation in writing or revoked by the City License & Tax Division. All business license holders must also comply with the city codes in regards to their operations and facilities. All businesses located in the city must comply with all ordinances, regulations, and requirements affecting public peace, health, and safety. (Last revision Aug 2016)

THIS BOX FOR OFFICE USE ONLY

BL PLAN # _____
NEW APPLICATION _____ **BUSINESS #** _____ **DATE RECEIVED** _____
LOCATION CHANGE _____ **LICENSE #** _____
UPDATE INFO _____ **LIQUOR #** _____

1. BUSINESS NAME (DBA) _____
2. BUSINESS PHONE () _____ E-MAIL _____
3. BUSINESS LOCATION _____
ADDRESS _____ CITY / STATE / ZIP _____
4. MAILING ADDRESS _____
PO BOX OR ADDRESS _____ CITY / STATE / ZIP _____
5. DESCRIPTION OF BUSINESS _____
6. ARIZONA TRANSACTION PRIVILEGE LICENSE TAX # _____
7. ARIZONA CONTRACTOR LICENSE # _____
8. DATE BUSINESS WILL BEGIN OR EFFECTIVE DATE OF CHANGE _____
9. IF YOU PURCHASED AN EXISTING BUSINESS, GIVE FORMER OWNER NAME:

10. TYPE OF OWNERSHIP (CIRCLE ONE) SOLE OWNER / PARTNERSHIP / CORP / LLC
(SOLE OWNER, OWNER & SPOUSE, OR PARTNERSHIP, COMPLETE SECTION BELOW – **CORP / LLC INFO ON NEXT PAGE**)

OWNER OR 1ST PARTNER NAME _____

HOME ADDRESS _____

STREET

CITY / STATE / ZIP

HOME PHONE # () _____ CELLULAR / OTHER _____

SOCIAL SECURITY # (LAST 4 NUMBERS ONLY) _____ BIRTHDATE _____

DRIVER'S LICENSE # _____ STATE ISSUED _____

ADDITIONAL PARTNER NAME _____

HOME ADDRESS _____

STREET

CITY / STATE / ZIP

HOME PHONE # () _____ CELLULAR / OTHER _____

SOCIAL SECURITY # (LAST 4 NUMBERS ONLY) _____ BIRTHDATE _____

DRIVER'S LICENSE # _____ STATE ISSUED _____

CORPORATION OR LIMITED LIABILITY COMPANY INFORMATION

CORPORATION / LLC NAME _____

CORPORATION / LLC ADDRESS _____

ADDRESS

CITY / STATE / ZIP

PHONE () _____ EIN/TIN/FIN ID # _____

DATE OF INCORPORATION _____ STATE OF INCORPORATION _____

PRESIDENT / MEMBER _____ DOB _____

HOME ADDRESS _____

ADDRESS

CITY / STATE / ZIP

VICE-PRESIDENT / MEMBER _____ DOB _____

HOME ADDRESS _____

ADDRESS

CITY / STATE / ZIP

SECRETARY / TREASURER _____ DOB _____

HOME ADDRESS _____

ADDRESS

CITY / STATE / ZIP

11. Will alcoholic beverages be served or sold? YES NO

12. Is the business location used as a residence? YES NO

13. CHEMICALS ON SITE? NO YES (Applicant signature required) _____

14. Has this property been used as a business before? YES NO
Prior business use, if known _____

15. Was building vacant prior to your use? YES HOW LONG? _____ NO

16. Square footage of building used for business? _____

17. Has any remodeling been done recently? YES NO
If yes, describe remodeling done _____

18. How much parking is available for business? Number of spaces _____

19. Do you own or rent/lease the business premises? OWN RENT/LEASE
If you rent or lease the business premises, give owner's name, address, and phone number* _____

*If renting or leasing, written permission from owner may be required before approval is granted on this application.

I swear that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statements of material facts and failure to pay and renew in a timely manner will subject me to the remedies as prescribed in the Yuma City Code, Title 7. I also agree to comply with all Federal, State, County, and City laws as pertains to this business. I understand that the issuing of the business license will allow city staff to begin performing certain reviews and / or inspections of my business operations and the building(s) in which they reside. I further understand that the issuance of my business license does not waive or release me from complying with all current city codes, including but not limited to: zoning, building, public works and fire. Non-compliance issues may be identified as a result of these reviews and / or inspections. I acknowledge that I may not be allowed to operate my business until all identified issues have been resolved and that I have read and understand the attached portion of this application that summarizes the review and inspection process.

NAME _____ **TITLE** _____

(PRINTED) _____ **DATE** _____

SIGNATURE _____ **TITLE** _____

PARTNER SIGNATURE _____

PARTNER NAME _____

CHECK LIST – Regular business location

- Complete application
- *Copy of identification
- Arizona TPT (if applicable)
- *Copy of Yuma County Health permit (for food related businesses)
- Yuma Police Department sheet (included with packet)
- Yuma Fire Department sheet (included with packet)
- Written permission from property owner or landlord (if required)

*Please have all copies made prior to submitting your application packet

**** Important Information ****

****PLEASE MAKE SURE YOU REVIEW AND RETAIN THIS PORTION FOR YOUR RECORDS****

**CITY OF YUMA
BUSINESS LICENSE PROCESSING**

The issuing of a business license triggers a sequence of events within several departments of the City. Depending on your type of business, your approved application might be distributed to:

- * Building Safety
- * Fire Department
- * Planning
- * Risk Management
- * Utilities
- * Water Quality

Staff members from some or all of these departments will review your application and determine if more detailed information, a site visit or an on-site inspection may be needed. If it is determined that any of these situations are required, a representative of the department will contact you to obtain the information they need and to let you know when a certain inspection may need to be performed.

If any issues are identified that do not meet current city code, the staff member will work with you to let you know what needs to be corrected and what options might be available to you. Often times the corrections are minor and do not take long to arrange. If the issue is more complex, such as required remodeling or the structure does not match the use, the staff member will advise you on exactly what needs to be corrected and why.

Staff may suggest that you come in for a "Pre-Development Meeting." This is a meeting where you will be able to meet with City staff members from the appropriate departments who will be able to sit down with you and explain what needs to be done in order for you to begin your operations. This meeting is free of charge and they are held during certain hours Tuesdays and Thursdays.

Contact Us! If at any time you have questions about your business license and the review process, please contact us at the numbers below.

<i>Business License Office</i>	<i>(928) 373-5074</i>
<i>Building Safety Division</i>	<i>(928) 373-5159</i>
<i>Planning and Zoning</i>	<i>(928) 373-5175</i>
<i>Water Quality</i>	<i>(928) 373-4544</i>
<i>Fire Department</i>	<i>(928) 373-4850</i>

While it is not possible to list every type of situation, the following is a list of typical types of inspections and what the representative would be looking for:

Building Safety

- * Determine if the type of building and the occupancy are compatible.
- * Review the existing utility hook-ups and make sure they are up to code.
- * Determine if the business needs permits or plans.

Fire Department

- * Ensure that the Fire code is being met.
- * Determine if any additional fire suppression is needed.

Planning and Zoning

- * Ensure adequate parking for the use.
- * Ensure that landscaping is meets the city code.

Utilities

- * Determine if the building has the appropriate water meter for the use.
- * Obtain a "Wastewater Evaluation" if necessary

Water Quality

- * Ensure pretreatment devices are clean and functioning prior to business opening, such as grease traps and interceptors.
- * Ensure that the City's water system is protected through the backflow program.
- * Determine if the backflow device is the appropriate size for the use and occupancy.

