City of Phoenix
CITY CLERK DEPARTMENT
LICENSE SERVICES

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Secondhand Dealer License Application Packet

~ IMPORTANT INFORMATION ~
PLEASE REVIEW THIS PACKET THOROUGHLY BEFORE APPLYING

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ITEMS THAT MUST BE SUBMITTED TO LICENSE SERVICES WHEN APPLYING: SECTIONS 4-7 OF THIS PACKET

4. Items listed in the Administrative Completeness Review Information
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IF AFTER REVIEWING THIS PACKET YOU HAVE ANY QUESTIONS PLEASE DO NOT HESITATE TO CONTACT LICENSE SERVICES

Online: www.phoenix.gov/licenseservices

In Person: 200 W. Washington St., 1st Floor
Phoenix, AZ, 85003

Email: licenseservices@phoenix.gov

Phone: 602-262-4638 #4

SECTION 1. PROCESS SUMMARY & PROCESSING TIME FRAMES

Process Summary

- Zoning Check (recommended) – Prior to submitting an application to License Services, the applicant verifies with the Planning and Development Department (PDD) that the proposed location has adequate zoning for the proposed activity.
- Applicant submits an application to License Services:
  - Application form(s), fee(s), and applicable items listed in the Administrative Completeness Review section and Substantive Review section of this packet.
  - Submits the application 90 days in advance to allow for processing time frames.
- Applicant gets fingerprinted at the time of application.
- Administrative Completeness Review [Pursuant to Arizona Revised Statutes (ARS) 9-835(F)]
  - Within the administrative review time frame, License Services conducts an administrative completeness review of the license application paperwork submitted by the applicant.
    - Applicant must submit the items listed in the Administrative Completeness Review section of this packet.
  - License Services determines whether there are any application deficiencies.
  - If application deficiencies are found, a Notice of Deficiency is issued to the applicant.
  - If a Notice of Deficiency is issued to the applicant, the administrative completeness time frame and overall time frame for processing the application are suspended until all requested information is received by License Services.
- Substantive Review [Pursuant to ARS 9-835(F)]
  - After receiving all items listed in the Administrative Completeness Review section of this packet, and within the substantive review time frame, License Services conducts a substantive review of the application and determines whether any corrections are needed.
    - If any corrections are needed, a Request for Correction(s) Notice is issued to the applicant.
    - If a Request for Correction(s) Notice is issued to the applicant, the substantive review time frame and overall time frame for processing the application are suspended as of the date on the Notice of Correction, until all requested information is received by License Services.
  - Fingerprints are forwarded by License Services to DPS for processing.
  - License Services sends the application the appropriate department(s) for review and recommendation.
- Application Results:
  - Within the overall processing time frame, License Services takes action on the application (approves or denies the application)
    - If the application is approved, the license will be issued to the applicant after the license fee is paid.
    - If the application is denied, a written Notice of Denial will be issued to the applicant containing the reasons for denial and information on the process to appeal License Services' decision, and request a hearing with the License Appeal Board.

Overall Processing Time Frame: 90 days	
Administrative Completeness Review Time Frame	**Substantive Review Time Frame**
30 days	**60 days**

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SECTION 2. APPLICATION PROCESS STEPS (A-E)

A. ZONING CHECK (RECOMMENDED): THE APPLICANT VERIFIES THAT THE ZONING AT THE PROPOSED LOCATION IS ADEQUATE FOR THE PROPOSED ACTIVITY, BEFORE SUBMITTING AN APPLICATION TO LICENSE SERVICES. Some activities are not allowed in certain zoning districts, and other activities are only allowed if a Use Permit is obtained prior to beginning operations. Completing the Zoning Check may prevent unexpected costs or the denial of the application. To complete a Zoning Check:

- Complete the "Zoning Check" form (included in this packet)
  - Call the Planning and Development Department (PDD) and ask whether a list/"survey" of all existing secondhand uses within a certain distance of the proposed location must be submitted with the Zoning Check form. If so, obtain details about this requirement from PDD. Phone #: 602-262-7131, #6.
- Take the completed Zoning Check form (and survey if required) to PDD for review/sign-off.
  - PDD is located in City Hall, 200 W. Washington St., 2nd Fl., Phoenix, AZ 85003.
- Review the PDD results listed on the "Zoning Check" form:
  - If the zoning of the proposed location is adequate and there are no outstanding issues, submit the signed-off "Zoning Check" form to License Services along with the Secondhand Dealer application.
  - If the proposed activity is only allowed at the location with a Use Permit: The Use Permit should be obtained before submitting the application to License Services, or the application may be denied.
  - If the proposed activity is not allowed at the proposed location (at all): This may be grounds for the denial of the license application. The applicant may want to consider a different location.

B. APPLICATION SUBMITTAL:

- **Applications must be submitted directly to** the City of Phoenix, City Clerk Department, License Services Office located at 200 W. Washington St., 1st floor, Phoenix, AZ 85003.
- **Apply 90 Days in Advance** (overall application processing time frame): It may take up to 90 days to process the application. This includes a typical, minimum 40 days processing time for fingerprints through DPS, plus time for City of Phoenix departmental reviews and any departmental inspection(s)/meeting(s).
- **Apply In Person (recommended):** Due to fingerprinting requirements, applying in-person at the License Services Office is recommended. Persons are fingerprinted near License Services (at the Municipal Court).
- **Make an Appointment:** To help expedite service, call License Services to make an appointment.
- **Sign-In:** Upon arriving to License Services, applicants must sign-in on the lobby computer for assistance. Applicants will be helped at the time of their appointment, or if they do not have one, in the order in which they signed-in.
- **Have Forms, Administrative Completeness Review Items & Substantive Review Items Ready:** To avoid processing delays or interruptions, applicants should ensure that all application forms are filled out, and all required items are available and ready, at the time of application. Otherwise, it can take up to an hour to submit an application or the applicant may need to make multiple trips to License Services.
- **Submit** the following items to License Services (forms available online):
  - **Zoning Check Form** (signed by PDD)
  - **Application – Section 7** of this application packet
    - Please include an Email Address for License Services Notices: The applicant will be notified of any application deficiencies and/or issues related to the application through email.
  - **Application – Individual Information Page(s)**; as required by Phoenix City Code (PCC)
  - **Items listed in the Administrative Completeness Review Information section** **(included in this packet)**
  - **Items listed in the Substantive Review Information section** (included in this packet)
  - **Application Fee(s)**: Refer to the Application section for fee amounts (included in this packet)
    - Due Upon Applying: The application fee is due at the time the application is submitted.
    - Non-refundable: The application fee is non-refundable. Once the application is submitted to License Services, the application fee will be due and will not be refunded, even if the application is withdrawn or denied.
    - Non-transferable: The application fee for one location/business can not be transferred to another location/business due to application withdrawal or denial.
    - Payment Center: Fees are paid at the City of Phoenix Payment Center (not in the License Services Office) When applying in person, allow enough time to complete both the application submittal and payment. Arriving close to closing time (after 4pm or earlier, depending on the volume of walk-in customers) may not allow enough time for application submittal and payment on the same day.

- **Other Fees:** Additional fees may apply if you require other permits/services from other City Departments or County/State Agencies. The payment of any such applicable fees, are payable as stipulated by the corresponding issuing department(s)/agency(s). Examples:
  - PDD: Assembly Permits, Use Permits, Certificate of Occupancy
  - Finance Department: Privilege (Sales) Tax License
  - State Department of Revenue: State Sales Tax License
  - State Department of Weights & Measures: Device License

C. LICENSE SERVICES ADMINISTRATIVE COMPLETENESS REVIEW:

- Within the administrative completeness time frame, License Services evaluates the application for administrative completeness and determines whether any required items listed in the Administrative Completeness Review section of this packet are missing.
- License Services will issue a Notice of Deficiency, if any required items are missing.
- If a Notice of Deficiency is issued, the administrative completeness time frame and overall time frame for processing the application are suspended until all requested information is received by License Services.

D. SUBSTANTIVE REVIEW:

- After receiving all items listed in the Administrative Completeness Review section, and within the substantive review time frame, License Services conducts a substantive review of the application and determines whether any corrections are needed. License Services will issue a Request for Correction(s) notice to the applicant, if any corrections are required. If a Request for Correction(s) Notice is issued, the substantive review time frame and overall time frame for processing the application are suspended as of the date on the Notice of Correction, until all requested information is received by License Services.
- Fingerprints are forwarded by License Services to DPS for processing. The typical, minimum processing time for fingerprints is approximately 40 days. The fingerprints submitted with this application will be used to check the criminal history records of the Arizona Department of Public Safety (DPS) and Federal bureau of Investigation (FBI) to determine the applicant's suitability for licensing. Pursuant to A.R.S. Section 41-1750(G)7 and R13-1-08 of the Arizona Administrative Code, an individual may review and challenge criminal history information maintained by DPS. For more information contact DPS by phone at: 602-223-2222. The procedures for changing, correcting, or updating FBI Criminal History Record Information are set forth in Title 28, Code of Federal Regulations, Section 16.34. For more information contact the FBI by phone at: 304-625-3878 or on-line at: www.fbi.gov.
- Departmental Review(s): The application will be sent to the following Department(s) for review and recommendation. The reviewing Department(s) may request additional information or issue notices of deficiency or requests for corrections to the applicant directly.
  - **Police Department (PD):** Reviews the information provided on the application and provides a recommendation to License Services. PD reviews the background check results received from DPS and the applicant's criminal background history. PD contacts the applicant to set-up a required meeting/training to go over the City Code requirements related to the license. P.C.C. §19-6(C)10 For more information about the PD process, call PD at: 602-534-0817.
  - **Planning and Development Department (PDD):** PDD reviews the zoning requirements related to the application (this is separate from the initial zoning check form). The proposed business location may have restrictions or require a Use Permit (additional fees may apply). For more information contact PDD at 602-262-7131, #6 or online at www.phoenix.gov/pdd.

E. APPLICATION RESULTS:

- If the application is approved by the City:
  - The applicant can only operate after obtaining a license certificate from License Services.
  - Applicant will be notified of the approval and the prorated amount due for the annual license fee.
  - The license certificate will be issued once the corresponding annual license fee is paid.
  - The license certificate can be issued through mail or in person at the License Services Office.
- If the application is denied by the City:
  - License Services will issue a Notice of Denial to the applicant through mail.
  - The Notice of Denial will include information about the process to appeal the denial. Appeal procedures are very specific and subject to strict deadlines. Please refer to P.C.C. Chapter 19, Article II for the rules related to appeals.
  - For a list of reasons that could cause your application to be denied, refer to P.C.C. Chapter 19.

SECTION 3. LAWS

- **Arizona Revised Statutes (A.R.S.):** Title 44, Ch. 11 & Title 9, Ch. 7, Article 4. Online at: www.azleg.gov/
- **Phoenix City Code (P.C.C.):** Chapter 19. Online at: www.phoenix.gov/licenseservices

Basic Summary of Rules/Laws: *For a more complete list of rules, please refer to the above listed online resources.*

- **Mercantile Business Definition:** Mercantile business means an auctioneer, an auction house, a scrap metal dealer, or a secondhand dealer. Each type of business requires a separate application/license. P.C.C. §19-1
- **Secondhand Dealer Definition:** Any person who is engaged in conducting, managing, facilitating or carrying on the business of buying, selling, trading, exchanging, receiving on consignment or otherwise dealing in secondhand goods, wares, merchandise, or articles, whether such business be the principal or sole business so carried on, managed, or conducted or be merely incidental to, in connection with, or a branch or a department of some other business. P.C.C. §19-1
- **Secondhand Goods Definition:** Any new or used property that has been sold, traded, exchanged, consigned or otherwise disposed of by its original owner. P.C.C. §19-1
- **License Required:** It is unlawful for any person to operate as a Secondhand Dealer within the City of Phoenix without possessing a valid Secondhand Dealer license. It is unlawful for any person to operate as a Secondhand Dealer at a location for which a person has not obtained a license for. Example: If the same business owner operates at multiple locations, each location is required to have a separate license. P.C.C. §19-3
- **Exemptions from Licensing:** Specific types of entities/activities do not require a Secondhand Dealer license. Example: Any organization that is exempt from federal income tax under Section 501 of the Internal Revenue Code. For more information refer to P.C.C. §19-3.01 before applying.
- **License issued to a Licensee for a Specific Location:** Each Secondhand Dealer license is issued to a specific business/person for a specific location. P.C.C. §19-3
  - If more than one mercantile business is conducted at a specific business location, a separate license is required for each mercantile business. Example: If a business operates as a Scrap Metal Dealer and a Secondhand Dealer at the same location, the business must obtain both a Scrap Metal Dealer License AND a Secondhand Dealer License for that one location. If two separate Secondhand Dealer businesses operate out of one location, each Secondhand Dealer Business would need to obtain a separate license for the same location.
- **License is Not Transferable from Person to Person (natural or fictitious):** Example: if a person applies as an individual and then decides to operate as a fictitious entity (LLC or Corporation), they will need to file a new application under the new ownership of the fictitious entity. The same rule applies if the original fictitious entity changes to a different fictitious entity, a new license for the new entity will be required -- even if the members within the entity are the same. P.C.C. §19-3
- **An Application is Required for a Change of Designated Agent or Controlling Person(s) within a Fictitious Entity:** If a fictitious entity (LLC or Corporation) changes its members or its designated agent, each new member or designated agent must submit an application to License Services for approval. No change may be made to a controlling person or designated agent of a licensee until the new person has successfully completed the application process described in P.C.C. Section 19-6, provided that the requirement to meet with the Police Department shall not apply. Example: If an entity (LLC/Corporation) had two controlling persons at the time their Secondhand Dealer License was approved and issued, and a third person is later added to the same entity, that third person must submit an application to License Services for approval. For more information, refer to the *Secondhand Dealer Change of Controlling Person or Designated Agent Application* form. P.C.C. §19-8.03
- **An Application is Required for a Change of Business Location (Relocation Application):** An existing Secondhand Dealer License may be transferred from one location within the City of Phoenix to another location within the City of Phoenix. To do this, the owner of the existing active Secondhand Dealer License must submit a *Secondhand Dealer Relocation Application* to License Services and be approved before operating at the new location (fees apply). For more information refer to the *Secondhand Dealer Relocation License Application*. A relocation application can not be filed for a pending license. P.C.C. §19-8.02
- **Reporting Transactions & Retention of Property**: There are specific requirements for Secondhand Dealers to report certain transactions to the City of Phoenix Police Department, Pawnshop Detail. Any items required to be reported must be held by the Secondhand Dealer at the business location (or otherwise pre-approved location) for a specific time and in a specific manner. For more information, contact the Police Department at: 602-534-0817. P.C.C. Ch. 19, Article IV
- **Updates/Changes to General Licensing Information**: Any changes/updates to general licensing information must be reported to License Services on the *Secondhand Dealer Information Update* form within 10 calendar days of the change. Examples include changes in business (DBA) name or business mailing address. Refer to *Secondhand Dealer Information Update* form. This does not include changes to designated agents/controlling persons or business address relocations as described previously. P.C.C. §19-8.04
- **Persons may receive clarification on any interpretation** or application of a statute, ordinance, code or authorized substantive policy statement affecting the procurement of this license/approval by providing a written request to License Services, Attention Deputy City Clerk Elizabeth Martin Parker. The written request must follow the guidelines established in Arizona Revised Statute, Section 9-839.

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SECTION 4. ADMINISTRATIVE COMPLETENESS REVIEW INFORMATION

UPON RECEIVING AN APPLICATION, LICENSE SERVICES WILL CONDUCT AN ADMINISTRATIVE COMPLETENESS REVIEW.

THE FOLLOWING ITEMS ARE REQUIRED AT THE TIME OF APPLICATION:

- A Secondhand Dealer License Application (section #7 of the application packet) PCC 19-6(A)
  - Including a completed "Application - Individual Information Page" for:
    - The applicant
    - Each controlling person – as defined by Phoenix City Code (PCC) 19-1.10
    - The designated agent (if any)

- A current government-issued photo ID for: PCC 19-6(A)4
  - The applicant
  - Each controlling person – as defined by PCC 19-1.10
  - The designated agent (if any)

- Proof of lawful presence in the US:
  - The government-issued photo ID or other documents provided meet the requirements of PCC 19-6.01(A) for:
    - The applicant
    - Each controlling person – as defined by PCC 19-1.10
    - The designated agent (if any)

- A complete set of fingerprints for: PCC 19-6(A)8
  - The applicant
  - Each controlling person – as defined by PCC 19-1.10
  - The designated agent (if any)

- Payment of application fee(s) PCC 19-5

- If the applicant is a fictitious entity (corporation or LLC) PCC 19-6(A)10
  - A copy of the entity's organizational documents, including all applicable amendments.

TO AVOID PROCESSING DELAYS OR INTERRUPTIONS ALL ITEMS LISTED ABOVE MUST BE SUBMITTED AT THE TIME OF APPLICATION

Pursuant to Arizona Revised Statutes 9-835(F)

IF A NOTICE OF DEFICIENCY IS ISSUED TO AN APPLICANT DURING THE ADMINISTRATIVE COMPLETENESS REVIEW:

- The application submitted shall not be complete until all requested information in the issued Notice of Deficiency is received by License Services.

- The administrative completeness time frame and overall time frame for processing the application are suspended as of the date on the Notice of Deficiency, until all requested information is received by License Services.

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SECTION 5. SUBSTANTIVE REVIEW INFORMATION

AFTER RECEIVING ALL ITEMS LISTED IN THE ADMINISTRATIVE COMPLETENESS REVIEW SECTION, AND WITHIN THE SUBSTANTIVE REVIEW TIME FRAME, LICENSE SERVICES WILL CHECK THE APPLICATION PAPERWORK SUBMITTED BY THE APPLICANT FOR THE FOLLOWING:

► APPLICANT PROVIDED AN APPLICATION WITH COMPLETE INFORMATION

- **Application**: Each question has an answer (no blanks). PCC 19-6(A)
- **Application #4**: Business address provided is accurate. PCC 19-6(A)3 (check online USPS)
- **Application #5 & #6**: Applicant indicated correct Ownership Type (#6) on the application. PCC 19-6(A)3
  (For example, if ownership type is "individual" in #5, then #6 should list an individual's name. If ownership type is "LLC" in #5, then #6 should list an entity's name.)
- **Application #6**: Application contains the full legal name of the applicant; as listed on ID, or if an entity, as listed on organizational documents. PCC 19-6(A)1 & PCC 19-6(A)9
- **Application #7**: If the applicant is a fictitious entity, applicant submitted the names of all controlling persons. PCC 19-6(A) (Names listed on the application match the names listed on organizing documents and any amendments to organizing documents.)
- **Application #9**: Mailing address provided for the purposes of receiving City notices/other licensing correspondence is accurate. PCC 19-6(A)11 (check online USPS)
- **Application Individual Information Page(s)**: Applicant submitted a *complete* "Application - Individual Information Page" for the applicant, each controlling person, and the designated agent (if any). PCC 19-6(A)

► APPLICANT SUBMITTED APPROPRIATE DOCUMENTS WITH APPLICATION

- **I.D.**: Applicant submitted a *current and valid* government-issued photo ID for the applicant, each controlling person, and the designated agent (if any). PCC 19-6(A)4
- **Proof of lawful presence in the US**: Applicant submitted a *current and valid* government-issued photo ID or other documents that meet the requirements of PCC 19-6.01(A) for lawful presence in the US for the applicant, each controlling person, and designated agent (if any),
- **Application Fee(s)**: The applicant paid all required application fees and *fees were applied to the account properly*. PCC 19-5
- **Fictitious entity organizational documents**: If the applicant is a fictitious entity (corporation or LLC), applicant submitted organizational documents and all applicable amendments *that list all controlling persons* pursuant to PCC 19-1.10. PCC 19-6(A)10

► APPLICANT IS IN COMPLIANCE WITH OTHER LAWS OF THE CITY, COUNTY AND STATE

- **If the applicant is a corporation or LLC**, they are currently in good standing with the AZ Corporation Commission. (check online)
- Applicant obtained/applied for a **City Privilege (Sales) Tax License** (if applicable)

TO AVOID DELAYS, APPLICATIONS MUST MEET THE REQUIREMENTS LISTED ABOVE AT TIME OF APPLICATION.

Pursuant to Arizona Revised Statutes 9-835(G)

IF A REQUEST FOR CORRECTION IS ISSUED TO AN APPLICANT DURING THE SUBSTANTIVE COMPLETENESS REVIEW:
The substantive review time frame and overall time frame for processing the application are suspended as of the date on the Notice of Correction, until all requested information is received by License Services.

OTHER ITEMS YOU MAY NEED*:

- **Arizona Department of Weight and Measures (ADWM)**: If your business uses a measuring/weighing device, that device may need to be licensed by ADWM (additional fees may apply). For more information contact ADWM at 602-771-4920 or online at www.azdwm.gov.
- **Arizona Department of Revenue (AZDOR):** Your business may require a State Transaction Privilege Tax (Sales) License. For more information contact AZDOR at 602-542-4576 or online: www.azdor.gov.

(*NOT PART OF SUBSTANTIVE REVIEW, BUT MAY BE REQUIRED FOR YOUR BUSINESS TO OPERATE LEGALLY)

SECTION 6. ZONING CHECK FORM
FOR REGULATED BUSINESS LICENSE APPLICATIONS

The purpose of this form is to identify any *obvious* location deficiencies in relation to a Regulated Business License application before the license application is submitted to License Services. Deficiencies such as: Activity is not allowed in the zoning district, or activity is only allowed if a Use Permit is obtained, or activity is only allowed with restrictions, etc…

APPLICANT:

- Complete questions 1-5 on this form and submit the completed form to the Planning and Development Department (PDD) for review and comments at: 200 W. Washington St., 2nd Fl.
- Once this form has been reviewed by PPD, take the form to License Services to discuss PDD's comments.
- Pursuant to Zoning Ordinance Section 622.D.150.b, secondhand/used merchandise sales shall not be located within 1,320 feet of the same type of use, measured in a straight line in any direction, of the lot line of another such use regardless of the zoning district. Therefore, pursuant to 622.D.150.b(1), the PDD may require you to submit a "survey" listing all second hand uses within a certain distance of your proposed business location. If you are required to submit a survey, you may request a list of all currently licensed secondhand dealers in Phoenix from License Services (only the full list is available; it is not available by geographic area). However, since not all secondhand uses require a license from License Services (refer to the exemptions section of Phoenix City Code, Chapter 19), the list from License Services alone, will not be sufficient. For more information about the survey requirements, contact PDD.

1) What type of license will you be applying for?_____

2) What is the business address (location where the license will be used)?

_____
Must match the business address listed on the application submitted to License Services.

3) Describe **all** proposed business activities at the business address including products to be bought, sold, traded, or exchanged, and all services to be provided:

_____

_____

4) Will you have any type of outdoor display(s) at the business address location? ☐ Yes ☐ No

5) Will you store any products outdoors at the business address location? ☐ Yes ☐ No

This form does not constitute PDDs approval or final recommendation related to a Regulated Business License application and is subject to change once the license application is submitted to License Services and reviewed in its entirety.

APPLICANT'S ACKNOWLEDGEMENT INITIALS: _____

DO NOT WRITE BELOW THIS LINE – FOR PLANNING AND DEVELOPMENT DEPARTMENT STAFF USE ONLY

6) Zoning District: _____

7) Is this location zoned properly for the proposed uses?

☐ Yes ☐ Yes, with a Use Permit ☐ Yes, as Accessory Use ☐ No

Comments: _____

_____

(PDD REVIEWER: PLEASE ADD COMMENTS AS NEEDED & PROVIDE CUSTOMER WITH A COPY OF ANY PERTINENT/LISTED ZONING ORDINANCE SECTIONS)

8) Is outdoor display or storage of merchandise allowed? ☐ Yes ☐ No

Comments: _____

_____

(PDD REVIEWER: PLEASE ADD COMMENTS AS NEEDED & PROVIDE CUSTOMER WITH A COPY OF ANY PERTINENT/LISTED ZONING ORDINANCE SECTIONS)

9) Additional Zoning District Regulations: (i.e. Square Footage Requirements, Setbacks, etc.)

_____

_____

(PDD REVIEWER: PLEASE ADD COMMENTS AS NEEDED & PROVIDE CUSTOMER WITH A COPY OF ANY PERTINENT/LISTED ZONING ORDINANCE SECTIONS)

10) Additional Information: (Non-Conformities, etc...)

_____

PDD Reviewer Name: _____ Date: _____

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For staff use: Staff Initials: _____ Account #: _____

SECTION 7. APPLICATION

FEES		
	New Application Fee:	Application fee is non-refundable (even if the application is withdrawn/denied) P.C.C. § 19-5(C) $130.00 due at the time the application is submitted to License Services $70 for each additional application for which a background check is not required - This fee applies to additional (mercantile business) applications (after the 1st) filed on the same day, by the same owner
	License Fee:	$30.00 license fee due upon application approval. Fee is prorated to the nearest month.
	License Renewal Fee:	$30.00 due annually before the last business day in December. An expired license can be renewed during the following month, by the last business day in January, by paying the license fee, plus a penalty of 10% of the license renewal fee.
	Reportable Transactions: Certain transactions must be reported to Police (fees apply). For details call 602-534-0817.	

1) Date: _____ 2) List your Privilege (Sales) Tax License # if you have one: _____

Business Information:

3) Business Name ("dba"): _____

4) Business Address: _____
Street Address (include Apt/Suite #), City, State & Zip Code

Applicant Information:

5) Ownership Type (Choose One): ☐ Individual ☐ Partnership ☐ Husband/Wife ☐ Other: _____
☐ Corporation ☐ LLC (must attach organizational documents for LLC/Corporation)

6) Name: _____
(If an individual/partnership/husband & wife: list full name as shown on ID. If a corporation or LLC, list the entity name exactly as listed in the organizational documents)

7) If a fictitious entity (corporation/LLC/partnership): List the full legal name and title of each controlling person. Controlling person means any person who has a 20% or greater interest in the ownership or the earnings of the applicant or the business. A fictitious entity must designate one of its officers, members or general partners to complete and sign all application forms required of an applicant when there are no controlling persons.
>> Each individual listed in this section must complete and attach an "Individual Information Page."<<

Name _____ Title _____ Name _____ Title _____

Name _____ Title _____ Name _____ Title _____

☐ ***Additional names attached***

8) List the name of the designated agent of the business to be licensed (if any). Designated agent means the individual designated by the applicant or licensee to receive city notices.

_____
>>The designated agent must complete an "Individual Information Page" and submit a complete set of fingerprints. <<

Contact Information:

9) Mailing Address for City Notices/License Certificate Mailing: ☐ ***Same as business address*** *OR:*

_____
Street Address (include Apt/Suite #), City, State & Zip Code

10) Email Address for License Services Notices: _____
Please print clearly; email will be used to communicate important information about your application.

11) Business Ph. #: _____ 12) Daytime Ph. # _____ 13) Business Fax #: _____

14) If application is approved, I want to pay & pick-up the license: ☐ In person ☐ Through mail

License Specific Information:

15) List the type of items being bought or sold: _____

FOR STAFF USE ONLY: DEPT RESPONSE DUE: _____ LS Staff Initials: _____

Planning Dep. Recommendation: ☐ No Basis for Denial ☐ Denial w/Memo Signature: _____ Date: _____

License Services Supervisor: ☐ Approved ☐ Denied Signature: _____ Date: _____

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REV. 09.30.13

For staff use: Staff Initials: _____ Account #: _____

APPLICATION - INDIVIDUAL INFORMATION PAGE

Individual Applicant Information:

16) Applicant's Full Legal Name as Shown on ID: _____

17) All other names used in past 5 years - Include any shortened names or maiden names. If none, write "NONE":

_____

18) Residential Address: _____
Street Address (include Apt/Suite #), City, State and Zip Code

19) Other Addresses in Past 3 Years (include dates): _____

_____

20) Daytime Phone #: _____ 21) Alternative Phone #: _____

22) Place of Birth: _____ 23) Date of Birth: _____

24) Physical Description:
a) Weight: _____ b) Hair Color: _____
c) Height: _____ d) Eye Color _____

25) What type of ID have you provided with this application? _____
Written proof of age must be submitted with this application. Acceptable proof includes picture driver license or other current photo identification document issued by a governmental agency.

Individual Applicant Background Information

26) Have you been convicted of, or entered a plea of guilty or "no contest" to any criminal offense?
☐ Yes ☐ No If yes, please list the date, jurisdiction, and disposition: _____
☐ Additional information attached

27) Have you ever had a business license denied, suspended, or revoked?
☐ Yes ☐ No If yes, please list the date, jurisdiction and reason: _____
☐ Additional information attached

28) Have you ever entered into a Consent Agreement with the City of Phoenix City Clerk Department?
☐ Yes ☐ No If yes, please list the date of the Consent Agreement: _____

I ACKNOWLEDGE THAT I HAVE THOROUGHLY REVIEWED THE CITY OF PHOENIX LICENSE APPLICATION PACKET FOR THIS LICENSE (INCLUDING APPLICATION INFORMATION ITEMS 1-5 AND THE ADMINISTRATIVE COMPLETENESS REVIEW AND SUBSTANTIVE REVIEW PROCESSES) PRIOR TO SUBMITTING THIS APPLICATION. I ALSO UNDERSTAND THAT MY APPLICATION FEES ARE NOT REFUNDABLE, EVEN IF THE APPLICATION IS WITHDRAWN OR DENIED.

I SWEAR UNDER PENALTY OF PERJURY THAT I HAVE READ THE FOREGOING APPLICATION AND THAT ALL THE INFORMATION AND STATEMENTS MADE HEREIN ARE TRUE AND CORRECT.

Printed Applicant Name: _____ **Signature:** _____ **Date:** _____

FOR STAFF USE ONLY BELOW THIS LINE													
Zoning Check	Address Check (USPS)	Application Form	Valid ID	Lawful Presence ID	Fingerprint Card Received	Tax License	Fictitious Entities Only		Payment	TALIS Check Initials			Intake Staff Initials
							Articles of Organization	AZ Corp Commission		Intake	FC	AA	
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐				

Police Dept. Recommendation: ☐ Approval ☐ No Basis for Denial ☐ Denial w/Memo Signature: _____ Date: _____

Meeting/Training w/ Applicant Completed: ☐ Yes ☐ No ☐ Previously completed ☐ N/A

License Services Supervisor: ☐ Approved ☐ Denied Signature: _____ Date: _____

Ph: 602.262.4638 #4 ● Fax: 602.495.0783 ● 200 W. Washington St., 1st Fl., Phoenix, AZ, 85003
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