

**BUSINESS LICENSE APPLICATION**  
(\$50 license fee per business type and location must accompany application)



OFFICE OF THE CITY CLERK  
300 E Superstition Blvd. Ste. C  
Apache Junction, AZ 85119  
Phone: (480) 474-5070  
Fax: (480) 982-8004  
Website: www.ajcity.net

**IMPORTANT:** This application must be approved and a license must be issued before you may lawfully engage in business in the City of Apache Junction. **A separate license is necessary for each business location.**

(Please print legibly or type the information on this application)

**TYPE OF LICENSE**

**TERM OF LICENSE** - 12 Months

Business  
Non-Profit

New Business to City of Apache Junction  
Name Change Only  
Other

New Owner of Existing Business  
Location Change

**OFFICE USE ONLY**

Payment (check one)

Cash  
Check #  
Credit Card

Amount \$ \_\_\_\_\_  
Date: \_\_\_\_\_  
Accepted By: \_\_\_\_\_  
Date to Zoning: \_\_\_\_\_  
License #: \_\_\_\_\_

License Fee: \_\_\_\_\_  
Late Fee: \_\_\_\_\_  
Duplicate Fee: \_\_\_\_\_  
Photo Fee: \_\_\_\_\_  
Badge Fee: \_\_\_\_\_  
Fingerprint Fee: \_\_\_\_\_  
Liquor Permit: \_\_\_\_\_  
SOB Permit: \_\_\_\_\_  
Circus/Carnival: \_\_\_\_\_  
Fortune Teller: \_\_\_\_\_

**SECTION I: BUSINESS INFORMATION**

Legal Business Name

Doing Business As (DBA) (Example Rosie's Diner Inc.)

Physical Location of Business (Street, City, State, Zip Code) - do not use a P.O. Box or Route Number  
(if business is located within the City of Apache Junction city limits please complete **Section VI**)

Business Phone Number:

Business Fax Number:

Applicant Email:

Social Security Number (Sole Proprietors) or Federal Employer Identification Number (FEIN) issued by the Internal Revenue Service (IRS)

AZ Sales Tax/TPT# (Issued by the Arizona Department of Revenue for Businesses with taxable activity)

Start Date of Business/Activity in City of Apache Junction

**SECTION II: MAILING ADDRESS & PHONE NUMBER**

Business Mailing Address (if different from above):

Name and Title of Point of Contact for the Business (Example, owner, manager, accountant, etc.):

Contact Phone Number:

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**SECTION III: BUSINESS OWNERSHIP & TAX RECORDS LOCATION (check applicable box)**

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**Type of Ownership**

Individual/Sole Proprietorship  
Partnership  
LLC/LLP

Corporation  
Sub-Chapter S Corporation  
Association

Trust  
Joint Venture  
Other

**Owners, Partners, LLC Members or Officers (For additional names, please attach list)**  
**List owners, principal partners/officers of business with home addresses and telephone numbers**

| Name (First, MI, Last)       | Title | Phone Number  |
|------------------------------|-------|---------------|
| Complete Residential Address | SSN   | Percent Owned |

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| Name (First, MI, Last)       | Title | Phone Number  |
|------------------------------|-------|---------------|
| Complete Residential Address | SSN   | Percent Owned |

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| Name (First, MI, Last)       | Title | Phone Number  |
|------------------------------|-------|---------------|
| Complete Residential Address | SSN   | Percent Owned |

**Location of Tax Records (Street Address, City, State and Zip Code) if different from business location**

Enter address of where records are kept (example, accountant, home office) if different from business location

| Name | Address | Contact Phone Number |
|------|---------|----------------------|
|------|---------|----------------------|

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**SECTION IV: BUSINESS TYPE (also complete Section VI if business is located in City of Apache Junction)**

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Describe Nature of Business

AZ Contractors/ROC License  
Number (if applicable)

NAICS Code

There is no business license fee for Residential Rental and no application needs to be filled out for Residential Rental only businesses.

- |                          |                  |                       |                     |
|--------------------------|------------------|-----------------------|---------------------|
| Advertising              | Amusement        | Commercial Rental     | Construction        |
| Hotel/Motel              | Job Printing     | Manufactured Building | Manufacturing       |
| Personal Property Rental | Property Manager | Publishing            | Restaurant/Bar      |
| Residential Rental       | Retail           | Service Only          | Speculative Builder |
| Telecommunications       | Transporting     | Utilities             |                     |
| Other                    |                  |                       |                     |

Do you sell, store or handle any hazardous materials? If yes, please attach itemized list showing quantity and attach MSDS sheets for each.

- Yes
- No

**SECTION V: BUSINESS PREMISES STATUS (if this business is also a City of Apache Junction residence, Section VII is required)**

Do you own your business location? Is this your residence? Approximate square footage of business:

- |     |     |
|-----|-----|
| Yes | Yes |
| No  | No  |

Landlord or Property Manager Name Landlord Address

Do you rent a portion of the business premises to another entity? Phone Number

- Yes
- No

**SECTION VI: FOR ALL BUSINESSES LOCATED WITHIN THE CITY OF APACHE JUNCTION INCLUDING HOME BASED OCCUPATIONS**

**City of Apache Junction Business Street Address**

What is the zoning district where this business is located?

Describe the business as it will be operated in the City of Apache Junction, attach narrative if necessary

A change in Use or Occupancy or existing floor plan or buildings, may require a building permit. Attach a copy of the layout of the proposed floor plan showing furniture, equipment, racks, etc. used in the business. Building Division will contact the applicant, if necessary to schedule a day, date, and time for an inspection.

Provide the planned days and hours of operation.

- |         |         |           |          |        |          |        |
|---------|---------|-----------|----------|--------|----------|--------|
| Monday  | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| AM - PM |         |           |          |        |          |        |

Provide a description of any outside storage utilized in the business operation, a description of what is stored and where on the property.

Describe any planned signage, dimensions and location (refer to Apache Junction City Code, Volume II Chapter 1 Zoning for specifications and regulations. A sign **may require** a sign permit.

Will there be alcohol sales or distribution? If yes, have you applied with the Arizona Department of Liquor, Licenses and Control for a liquor license?

Yes

No

Please provide the type of liquor license series applied for.

Will there be any detectable odors generated by the business? If so, describe.

Provide information on the frequency of deliveries.

Describe any outdoor business activities (including storage)

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## SECTION VII: HOME BASED OCCUPATION BUSINESS REQUIREMENTS

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If you are applying for the above type of business, please see the additional information on a separate notice.

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**ALL CITY OF APACHE JUNCTION HOME BASED BUSINESS APPLICATIONS ARE REVIEWED BY THE DEVELOPMENT SERVICES DEPARTMENT. IF APPLICABLE, THEIR APPROVAL IS REQUIRED PRIOR TO THE ISSUANCE OF YOUR LICENSE.**

**RETURN THE APPLICATION WITH THE \$50.00 FEE PER BUSINESS TYPE TO THE CITY CLERKS OFFICE.  
(Incomplete forms will not be processed.)**

I certify that the statements made in this application are true and complete to the best of my knowledge. I accept the license authorized and issued in response to this application with the condition that I will meet any and all legal requirements applicable to the operation of this business as found in federal, state and local laws and ordinances.

Print Name

Title

Today's  
Date

Signature

Phone Number

Nature of Business