



Business License Application Instructions

For questions about this application please call the Town Clerk's Office at 480-358-3211.

Please read carefully:

- You must fill out this application and obtain a Town license to lawfully operate a business in the Town of Queen Creek.
- Issuance of a business license by the Town shall in no way be construed as permission to operate a business activity in violation of any other law or regulation to which such activity may be subject. You must obey all Federal and State regulations governing your type of business.
- Multiple businesses that are operated at the same address by the same owner will be issued separate licenses, however only one fee will be charged.
- You must display this license in a conspicuous place within your place of business.
- You cannot transfer this license to another person or business without the permission of the Town.
- If you make any changes in your business activity, address or uses, you must inform the Town Clerk within 30 days.
- Your license must be renewed within 30 days of expiration date to avoid a late fee.
- Businesses must comply with local zoning regulations. Most residential zoning districts have use regulations which include "home occupation". A home based occupation is a business activity conducted as an accessory use to a dwelling unit and must comply with the performance standards set forth in the Queen Creek Zoning Ordinance. The application will be reviewed by the Planning & Zoning Department and the Town Clerk's office prior to issuance of a business license.
- Sole proprietors requesting a business license must provide the municipality with identification indicating that the individual's presence in the United States is authorized under federal law (A.R.S. § 41-1080). A photocopy showing both sides of your identification as listed must be attached to the License Eligibility Form provided. Please note that this applies to all "individual" licenses and not entities such as Corporations and LLC's.



**BUSINESS LICENSE APPLICATION FEES
TOWN OF QUEEN CREEK**

New application: \$60.00

Renewal Fee: Business with fixed location within Town limits: \$40.00
Business without fixed location within Town limits: \$60.00

OTHERS:

Transient Vendors (Mobile merchants, peddlers) \$250/quarter (or part thereof)

Promoters of entertainment, animal shows, circuses, bazaars etc., who receive a percentage of receipts for their services. Each promoter shall also obtain a minimum \$1 million liability insurance certificate naming the Town an insured. \$100/week

Amusement companies or Tent Shows (not part of circus) \$100/week

Carnival, Circus or Road Show \$100/day

Wrestling Exhibition \$100/day

Practice of palmistry, phrenology, astrology, fortune telling, mind reading, clairvoyance, magic or healing practices not licensed by the State of Arizona, or similar calling without a fixed place of business \$50/day

Handbill distributor \$10/day/person



BUSINESS LICENSE APPLICATION REVIEW & TIMEFRAMES

The business license application and approval process may take up to 10-14 business days.

Days 1-4:

- Application is reviewed for completeness and correct payment.
- Customer is notified if application is incomplete or if more information is needed. The review timeframe will not start and a business license will not be processed until the application is complete and the correct fee is received.

Days 5-14:

- Verification of Contractor's License status, license eligibility (ARS §41-1080) and tax identification numbers.
- Completed application is routed to the Planning/Zoning Department and other departments as needed for approval.
- Customer is notified if more information is needed or if license is denied.
- Approved license is issued and mailed to address provided on business license application. Business license expires 12 months from date of issuance.

Total Review: 14 Business Days*

*Peddlers, Canvassers, Solicitors & Transient Merchant applications require a 10 day mandatory investigation period which may result in total review timeframes up to 24 days.

ARIZONA REGULATORY BILL OF RIGHTS

This past legislative session (52nd Legislature, First Regular Session), the Arizona Legislature passed House Bill 2212. This "Regulatory Bill of Rights" related to licensing decisions is effective July 3, 2015.

9-834. Prohibited acts by municipalities and employees; enforcement; notice

A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.

D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.

E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.

F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.

G. This section does not abrogate the immunity provided by Section 12-820-01 or 12-820.02.