



# *The City of San Luis*

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## *Business License Application Packet - 2022*

*The City of San Luis Business License Office, 1090 E. Union St., San Luis, AZ 85349  
(928) 314-9119*

## **The City of San Luis Business License Packet**

We would like to take this opportunity to welcome you to the City of San Luis and inform you of the requirements of business ownership inside the city limits. The following information is generalized and is intended to give you some basic information. There may, however, be more specific information for your particular type of business. Please feel free to contact our Business License Office for additional information by calling: (928) 314-9119.

You may request a business license application in person, by email (completed applications can be returned by email as well), or by visiting our website. You will need to submit the completed application to our office for processing along with any required documentation. Once the application is submitted, business license division will submit your information to Planning and Zoning Department. City staff will review and determine if the application can be approved or disapproved based upon its location and the type of business. This applies to both commercial and residential locations. Business located outside of city limits wishing to do business inside the city will also need to obtain a business license.

If application has been approved, the appropriate fee will be required to complete the process. As soon as the payment is received and processed, the business can begin operating immediately and new business license will be mailed to the customer. License must be displayed or made available so that it can be easily seen at the 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). In order to cancel or close a business license, a written request must be submitted by letter or email.

The license fees are dependent upon the type or classification of your business. Our most common license fees range from \$20 to \$100 per calendar year. All license fees are non-refundable. Please check with our office to determine the correct amount due for your business license fee.

**When closing your business, a written request may be submitted by letter or email. Without a written request, billing will continue and, in the event additional licenses are applied for in the future, any past fees will be assessed before new licenses are issued.**

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 - License and Registration Section 1-800-634-6494
- Arizona Registrar of Contractors 928-344-6990
- Arizona Liquor Licenses & Control 602-542-5141
- Arizona Secretary of State (to register a business name) 602-542-4285
- Arizona Department of Commerce ("Guide to Establishing and Operating a Business") 1-800-542-5684
- Yuma County Health Department 928-317-4584
- Internal Revenue Service - Resource publications 1-800-829-3676
- A.W.C. Small Business Development Center 928-341-1650

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) 314-9119 or email [licensing@sanluisaz.gov](mailto:licensing@sanluisaz.gov)

## **BUSINESS LICENSE APPLICATION INSTRUCTIONS**

1. This is what you will be naming your business. “DBA” means “doing business as”. If you have not chosen a business name, you may use your own name.
2. 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.
3. 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.
4. 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.
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.** The License Number can also be required for a wholesale business or licensed contractor. 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. (ATTACH A COPY OF YOUR TPT LICENSE)
7. Only applicable if you are a licensed contractor (i.e. construction, plumbing, electrical, air conditioning or heating, installers, landscaping, etc.) Contractors must be registered with the **Arizona Registrar of Contractors**.
8. Only applicable if alcoholic beverages are to be served/sold on the premises. A State Liquor License is required.
9. Food related businesses are required to provide a copy of their health license issued by the Yuma County Health Department.
10. This is the date, whether exact or approximate, on which you intend to begin business.
11. Applicable only if you are the established business owner.
12. Proper identification is required. Please see previous page for acceptable forms of identification.
13. 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 Corporation information. Please do not use corporate or business addresses as home addresses for officers.
- 14-18. These questions will apply only to those whose business location is inside the city limits of San Luis. 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.
  - **RETURN YOUR COMPLETED APPLICATION TO THE BUSINESS LICENSE DESK FOR PROCESSING.**

## **CHECK LIST – for Regular Business Locations**

- Complete application
- Copy of identification
- Arizona TPT or EIN (if applicable)
- Contractors are required to be registered with the Arizona Registrar of Contractors.
- Copy of Yuma County Health permit (for food related businesses)
- If renting, please provide copy of lease agreement or permission from property owner
- Call for final inspection, from the City of San Luis Fire Department and the Planning and Zoning Department, prior to opening for business. ***A final passing inspection is required, before opening-up for business, by both of the City's Departments.***

## **\*\* Important Information \*\***

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

### **THE CITY OF SAN LUIS 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:

- ◆ Planning & Zoning Department
- ◆ Public Works
- ◆ Fire Department
- ◆ Police Department
- ◆ Billing & Collections Division

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

**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) 314-9119</i>
<i>Planning and Zoning Department</i>	<i>(928) 341-8563</i>
<i>Public Works Department</i>	<i>(928) 341-8577</i>
<i>Police Department</i>	<i>(928) 341-2420</i>
<i>Fire Department</i>	<i>(928) 341-8550</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 Department representative would be looking for:

#### **Planning and Zoning Department**

- Determine if the type of building and the occupancy are compatible.
- Determine if the business needs permits or plans.
- Ensure adequate parking for the use.
- Ensure that landscaping meets the city code

#### **Fire Department**

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

#### **Public Works Department**


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



# CITY OF SAN LUIS

## Department of Finance Business License Application License & Tax Division

P.O.Box 3750 - 1090 E. Union Street  
San Luis, AZ 85349 (928) 314-9119

 [licensing@sanluisaz.gov](mailto:licensing@sanluisaz.gov)

Received by: \_\_\_\_\_

### General Business License Application TBP Special Event/Temporary Fireworks Peddler

This application must be filed and approved before you can lawfully engage in business in the City of San Luis, Arizona. A separate license is necessary for each business location. This license is non-transferable and shall be valid until owner requests cancellation or revoked by the city license and tax division.

<input type="checkbox"/> New Applicant	<input type="checkbox"/> Location Change	<input type="checkbox"/> Information Update	<input type="checkbox"/> Change of Use	<b>BL No.:</b>
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- 1) Business Name: \_\_\_\_\_  
A) Doing Business As: \_\_\_\_\_
- 2) Location of Business: \_\_\_\_\_  
 Office Use Only  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- 3) Mailing Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- 4) Business Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_
- 5) \*\*Brief explanation of services/ sales that will be conducted: \_\_\_\_\_  
A) Will you be selling door to door?  Yes  No
- 6) AZ State Transaction Privilege License (Tax) No. **or** EIN No. (Please provide copy) \_\_\_\_\_
- 7) AZ State Contractor License No. (Please provide copy) \_\_\_\_\_
- 8) Will Alcoholic Beverages be served/sold on premises?  Yes  No State Liquor License No. \_\_\_\_\_
- 9) (Food Vendors) County Health Department Permit No. \_\_\_\_\_
- 10) Date Business will begin: \_\_\_\_\_  
If temporary or itinerant, date business will end: \_\_\_\_\_
- 11) Owner(s) Name: \_\_\_\_\_
- 12) Driver's License No. / ID \_\_\_\_\_
- 13) Type of Ownership-Proprietor/Partnership/Corporation  
A) *Proprietorship – Owner name* \_\_\_\_\_  
Home Address \_\_\_\_\_  
Social Security No. \_\_\_\_\_ Birth Date: \_\_\_\_\_ Home Phone No. \_\_\_\_\_  
B) *Partnership – 1. Name* \_\_\_\_\_  
Home Address \_\_\_\_\_  
Social Security No. \_\_\_\_\_ Birth Date: \_\_\_\_\_ Home Phone No. \_\_\_\_\_  
2. Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
Social Security No. \_\_\_\_\_ Birth Date: \_\_\_\_\_ Home Phone No. \_\_\_\_\_  
C) *Corporation Name* \_\_\_\_\_  
Corporation Address \_\_\_\_\_  
Corp. Phone Number \_\_\_\_\_  
President \_\_\_\_\_  
Home Address \_\_\_\_\_  
Vice President \_\_\_\_\_  
Home Address \_\_\_\_\_

- 13) If Business was purchased, former owner/name \_\_\_\_\_
- 14) Will Business location also be used as a residence? \_\_\_\_\_
- 15) Other Business Locations in San Luis, AZ: \_\_\_\_\_  
\_\_\_\_\_
- 16) Has remodeling work been done prior to this application? \_\_\_\_\_  
*Describe remodeling or provide permit numbers.* \_\_\_\_\_
- 17) How much parking is available for business? \_\_\_\_\_  
*Is parking area paved?* Yes  No  *If an alley is used for access, is alley paved?* Yes  No  N/A
- 18) Is this property owned or leased by the business? \_\_\_\_\_  
*If leased, give property owner name* \_\_\_\_\_

**PLEASE PROCEED TO THE FOLLOWING DEPARTMENTS IN LISTED ORDER. This is necessary for all new businesses, new owners, location changes, and/or changes or additions to any type of business. Application can be processed internally with the time frame of 5-10 days.**

- 1) DEPT. OF DEVELOPMENT SERVICES/PLANNING & ZONING DIVISION – (1090 E. Union St., San Luis, AZ 85349)**  
Change of use or establishment of a new use may require compliance with current parking, sign, landscaping or other development regulations. Please contact this office at (928) 341-8563, if you have any questions or need assistance with zoning requirements.

Use approved       Use approved w/conditions       Use disapproved

Zoning:  C-1    C-2    R1    R2    RUS    L1    MH

Comments/Requirements \_\_\_\_\_

Signature of Department \_\_\_\_\_ Date: \_\_\_\_\_

- 2) BUILDING SAFETY – (1090 E. Union St., San Luis, AZ 85349) (928) 341-8565**

Signature of Department \_\_\_\_\_ Date: \_\_\_\_\_  Approved    Disapproved

Comments/Requirements \_\_\_\_\_

- 3) FIRE DEPARTMENT – (1165 N McCain Avenue, San Luis, AZ 85349) (928) 341-8550**

Signature of Department \_\_\_\_\_ Date: \_\_\_\_\_  Approved    Disapproved

Comments/Requirements \_\_\_\_\_

- 4) POLICE DEPARTMENT – (1030 E. Union St, San Luis, AZ 85349) (928) 341-2420**

Signature of Department \_\_\_\_\_ Date: \_\_\_\_\_  Approved    Disapproved

Comments/Requirements \_\_\_\_\_

**I swear that all statements made in this application are true and complete the best of my knowledge. I understand that any false statements of material facts and failure to pay in a timely manner will be subject me to cancellation of license. I also agree to comply with all Federal, State, and City laws as pertains to this business. Applicant has read and understands the above comments, limitations, and/or requirements in connection to the issuance of the business license. The city will revoke business license for non-compliance to above and reserves the right to deny or revoke business license for above and stated and/or violations.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## City of San Luis City Code

### Chapter 110: OCCUPATIONAL LICENSE AND MISCELLANEOUS BUSINESS REGULATIONS

#### Section 110.01 BOP LICENSE DEFINED

BOP LICENSE. Any business, occupational or professional license required under Section 110.02

#### Section 110.08 COMPLIANCE WITH OTHER LAWS.

The issuance of a BOP license by the city shall not be construed as authority to engage in any activity which is not violation of any other law or regulations to which the activity is subject, or to conduct activities on any property in violation of the zoning ordinance.

**I have read and understand the above restrictions which apply to ALL business licenses (new, amended, and renewals) within the City of San Luis.**

**Signed:** \_\_\_\_\_

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

**Copies: Applicant keeps one copy with his Business License paperwork.  
Business Licenses Division keeps one copy in file.**

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