



# CITY OF SOUTH TUCSON

## Business License Application

Chapter 11 Section 22.1 of the City of South Tucson Code sets license regulations and annual license fees for establishments doing business within the City limits. It is unlawful for any person, whether as principal or agent, or for any corporation, to commence practice, transact or carry a trade, occupation or business within the City limits without first having procured a license from the City to do so. Selling of goods in the public rights-of-way is not permitted, and a business license will not be issued to anyone wishing to do so.

On May 1, 2008 Governor Napolitano signed Laws 2008, Ch. 152 (House Bill 2745) into law. The new law contains a "licensing eligibility" (A.R.S. § 41-1080) preventing a municipality from issuing a (new or renewed) license to an individual unless the individual has provided the municipality with one of the forms of identification listed in the law.

To become or remain eligible for a license, all proprietorships must complete the attached form, staple a photocopy showing both side of your identification to the back and return to the address below. Only provide one of the forms of identification listed on the attached eligibility form (mark an "X" next to the one you are submitting.) Please note that this applies to all "individual" licenses and not entities such as Corporation and LLC's.

There are certain exceptions to the licensing requirement. They are:

1. Non-profit educational institutions, fraternal and service clubs, bona fide religious organizations, and agencies or any federal, state or local governments.
2. Non-profit private clubs where a basic membership fee covers the cost of the use of facilities.
3. Community organizations/special events upon approval of City Clerk.
4. Business and trades, which are exempt from licensing and tax regulations under federal and state statutes.

All Home Based Businesses must receive a zoning clearance from the Planning and Zoning Department prior to applying for a business license. (Please call the Planning and Zoning Department Office for more information – 520-792-2424)

On September 28, 2009, the City of South Tucson adopted a Neighborhood Preservation Ordinance (NPO), Chapter 7 of the City of South Tucson City code that holds land lords accountable in providing crime-free housing to the residents of South Tucson and enforcing a zero tolerance to those who violate this ordinance.

Attached is the application for your use. Please fill it out completely and return to: City Clerk, City of South Tucson, 1601 South 6<sup>th</sup> Avenue, South Tucson, Arizona 85713, along with your check or money order for the licensing made out to the City of South Tucson.

You will be contacted to pick up your business license upon building and or fire department inspection requirements. Please allow 3-4 weeks for processing.  
Thank you for your cooperation.



**City of South Tucson  
Business License Application**

Name of Business: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

Business Street Address (for residential/commercial rentals indicate each separate address or unit/s): \_\_\_\_\_

If leasing business location, please provide name and address of property owner: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Mailing Address (if different): \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date Business Began in the City of South Tucson: \_\_\_\_\_

State Sales Tax ID Number (must submit copy of Arizona State Issued Certificate): \_\_\_\_\_  
(See Attached ARIZONA DEPARTMENT OF REVENUE application)

TYPE OF LICENSE:  New  Renewal  Temporary \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_  
Contractor's License Numbers (if applicable): ROC \_\_\_\_\_ Start Date \_\_\_\_\_ Expiration \_\_\_\_\_

Type of Ownership:  \*Sole Proprietor  Limited Liability Partnership  Corporation  LLC

**\*In accordance with A.R.S. § 41-1080 all individuals requesting a business license must provide the municipality with identification as listed on the attached form. All sole proprietorships must complete the attached form and provide the City Clerk with copies of appropriate identification prior to the processing of your business license application:**

**Business Activity (Check one that applies closest to your business type):**

- Heating/Air  Electrician  Plumbing  Construction  Landscaping  Pest Control
- Lodging/Motel/Hotel  Restaurant/Bar  Retail Service  Mobile Business
- Assisted Living  Day Care  Caregiver  Banking/Financial  Manufacturing
- Real Estate  Medical  Veterinary  Legal Services  Storage  Wholesale
- Commercial Rental (number of units) \_\_\_\_\_
- Residential Rental Other (number of units) \_\_\_\_\_
- Beauty Salon (number of chairs) \_\_\_\_\_
- Non-Profit (explain) \_\_\_\_\_
- Special Event \_\_\_\_\_
- Other \_\_\_\_\_

FOR OFFICE USE ONLY	INITIALS/DATE
<b>CITY CLERK OFFICE</b>	
Date Rec'd Application	
Business Start Date:	
Residential Rentals # of Units:	
Commercial Rentals # Of Units:	
90 Gallon Refuse Amt Per Mth:	
300 Gallon Refuse Amt Per Mth:	
Occupational Fee Per Qtr:	
Liquor License Fee Per Qtr:	
Sign Renewal Fee:	
<b>ZONING DEPT.</b>	
Zoning Class:	
Pima County Assessor Verification/Ownership:	
Rental Property Classification Form Review:	
Parcel ID:	
APPROVED	
DENIED	
Comments:	
<b>BUILDING DEPT</b>	
Building Inspector Review Date	
APPROVED	
DENIED	
Comments	
<b>FIRE DEPT:</b>	
APPROVED	
DENIED	
Comments	
FORWARD TO CITY CLERK'S OFFICE	
<b>FINANCE DEPARTMENT</b>	
AZ STATE LICENSE	
REFUSE ACCT NO:	
OCCUP ACCT NO:	
BUSINESS LICENSE ACCT NO:	
Comments:	
<b>CITY CLERK OFFICE</b>	
BUSINESS LICENSE ISSUED	
BUSINESS LICENSE NO:	



**City of South Tucson**  
**City Clerk's Department**  
 1601 South 6<sup>th</sup> Avenue  
 South Tucson, Az 85713  
 (520) 792-2424

RETURN ORIGINAL OF THIS  
 FORM WITH A COPY OF YOUR  
 IDENTIFICATION TO THIS  
 ADDRESS

SOLE PROPRIETORSHIPS (ONLY)  
**LICENSING ELIGIBILITY REQUIREMENT (ARS § 41-1080)**

FULL NAME	LAST	FIRST	MIDDLE
Business Address (as shown on license or application)			
City, State and Zip code			

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- 1. An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
- 2. A driver license issued by a state that verifies lawful presence in the United States (Licenses from HI, IL, ME, MD, NM, TX, UT and WA are not acceptable)
- 3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
- 4. A United States certificate of birth abroad.
- 5. A United States passport.
- 6. A foreign passport with a United States Visa.
- 7. A I-94 form with a photograph.
- 8. A United States citizenship and immigration services employment authorization document or refugee travel document.
- 9. A United States certificate of Naturalization.
- 10. A United States certificate of citizenship.
- 11. A tribal certificate of Indian blood.
- 12. A tribal or bureau of Indian Affairs affidavit of birth.

By my signature below, I hereby certify, under penalty of perjury that the copy of the document I am providing is a true and accurate copy of the original document and that I am legally authorized to be present in the United States.

\_\_\_\_\_

FULL SIGNATURE OF LICENSE

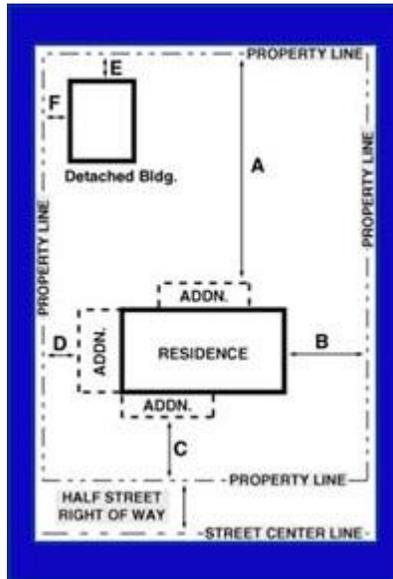
\_\_\_\_\_

DATE

# Planning and Zoning Department

## Site Plan Example

This is best used for residential plans.

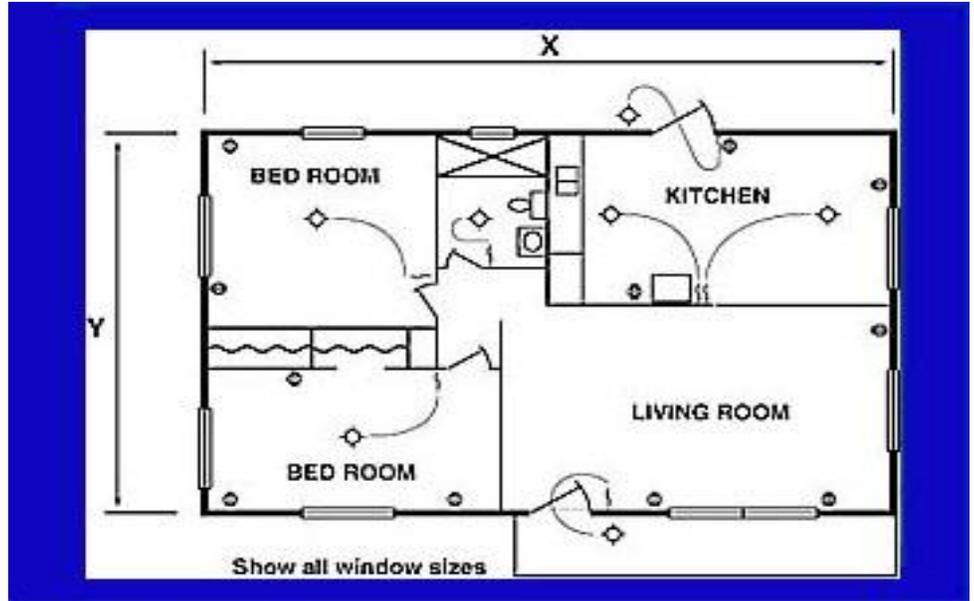


Please provide the following information on the site plan. All information must be included in order for the plan to be accepted for review.

- Indicate the scale of the plan (must be engineering scale ie: 1" = 10')
- Indicate the name of the owner and the address of the property
- Show the square footage of each of the following:
  1. Lot
  2. Existing dwelling(s)
  3. Addition(s) to dwelling(s)
  4. Accessory structures (ie: garage, storage etc.)
  5. Addition(s) to accessory structure(s)
- Show the location, square footage and use of the new structure(s)
- Indicate the maximum height of the new structure(s)
- Provide the height of the exterior walls of the new building addition or structure measured from the average grade to the highest point under the roof or to the top of the parapet wall as follows:  
North \_\_\_\_\_ ft high      South \_\_\_\_\_ ft high  
East \_\_\_\_\_ ft high      West \_\_\_\_\_ ft high
- Provide lot coverage (the area of the site occupied by buildings, storage areas and vehicular use areas) information for the following:
  1. Square footage of vehicular use area
  2. Total square footage of building area & vehicular use area proposed.
- Provide the current lot coverage calculation
- Identify any applicable overlay zone and indicate how this project complies.
- Show the locations of the utility lines for water, sewer, electric and gas
- Show at least one street perimeter setback measured from the carport or garage and one measured from the front of the dwelling
- Show all easements of record on the property
- Indicate the zoning on the property and the surrounding properties
- Provide a legal description of the property (ie: subdivision name and lot number or metes and bounds legal if not a subdivision)

# Development Services Department

## Floor Plan Example



Please provide the following information on the floor plan. All information must be included in order for the plan to be accepted for review.


The items that need to be shown or marked include:

- Room sizes and uses
- Placement of walls
- Dimensions
- Location and sizes of windows, doors, stairs, fixtures, and outlets (electrical)
- Heating ducts, built-in equipment or cabinets, and smoke detectors


### Certificate of Occupancy Baseline Site Depiction Requirements

The Certificate of Occupancy baseline site depiction is prepared for the purpose of documenting existing site conditions when applying for Certificate of Occupancy (including a Provisional Certificate of Occupancy) for existing development. It shall be drawn to scale (no larger than one inch = 60 feet) on a sheet no smaller than 8 ½" x 11" and no longer than 24" x 36". The Certificate of Occupancy Site Depiction shall be fully dimensioned, legible, and shall include, but is not limited to the following:

Content:

North arrow and scale

1. Lot lines and dimensions
2. Footprint of all existing buildings and structures (including overhangs and canopies).
3. Distance between all buildings or structures, and lot lines.
4. Parking lot layout showing standard and accessible motor vehicle parking spaces.
5. Curbs and sidewalks.
6. Loading space(s).
7. Trash Dumpster and enclosure(s) (if any).
8. Location of fences and walls.
9. Fire hydrants.
10. Location of all freestanding lighting.
11. Adjacent streets, with names, and location of curbs and sidewalks.
12. Any additional existing site features worth noting, i.e. billboards.
13. The plan title "Certificate of Occupancy Baseline Site Depiction", and date prepared shall be placed in a block in the lower right corner of each sheet.

### **Provide notes with the following information:**

1. Project address and current zoning
2. Pima County tax parcel number(s).
3. Date(s) the site was developed