



# Business License Information

We welcome you to the City of Somerton and would like to take this opportunity to inform you of the requirements of business ownership within the city limits.

## **APPLICATION**

To start your Business License process, you will need to fill out and take the attached application to the Community Development Department located at 150 W. Main Street or mail it to P. O. Box 638, Somerton, AZ 85350, along with your \$60.00 fee. Your application will be forwarded to the Zoning, Fire and Building Safety Departments for inspection and approval. Their job is to make sure that your business is compliant with City Zoning and Fire and Building Safety Code regulations for commercial and residential neighborhoods. A separate license is necessary for each business location as provided by the City of Somerton City Code, Article 8-3.

## **LICENSE**

Our office will contact you after your application has been approved. You can pick up your license at City hall or it can be mailed to you within five business days after approval. The license must be displayed so that it can be easily seen at your business location.

## **SPECIAL BUSINESSES**

Many people are unaware that even small, home-based businesses located inside the City or those that come into the City to conduct business are required to be licensed. Temporary (or itinerant) business, adult-oriented, special events, carnivals, door-to-door sales and non-profit organizations have regulations that apply to them specifically.

The license fee is \$60.00 per calendar year and license fees are non-refundable.

Hopefully this information will help you get your business off to a great start. If our office can be of any help to you in the future, do not hesitate to contact us by calling (928) 722-7399.

*If you are interested in joining the Greater Somerton Chamber of Commerce, please call for information at (928)920-2699.*



**BUSINESS LICENSE APPLICATION**  
 150 W. MAIN STREET, P.O. BOX 638  
 SOMERTON, AZ 85350  
 For questions call 928-722-7330  
 (TTY 928-722-7330)  
 Fax # 928-627-3794

This application must be filed before you can lawfully engage in business within the City of Somerton. This license is not transferable and shall be valid until owner requests cancellation in writing or revoked by the City. All businesses located in the City must comply with all ordinances, regulations, and requirements affecting public peace, health, and safety.

- 1. BUSINESS NAME (DBA) \_\_\_\_\_
- 2. BUSINESS PHONE ( ) \_\_\_\_\_  
 E-MAIL \_\_\_\_\_
- 3. BUSINESS LOCATION \_\_\_\_\_  
ADDRESS CITY / STATE / ZIP
- 4. MAILING ADDRESS \_\_\_\_\_  
PO BOX OR ADDRESS CITY / STATE / ZIP
- 5. DESCRIPTION OF BUSINESS \_\_\_\_\_
- 6. ARE YOU RENEWING YOUR LICENSE? Yes \_\_\_ NO \_\_\_

***IF YOU ARE RENEWING YOUR LICENSE AND NO CHANGES HAVE BEEN MADE FROM YOUR PREVIOUS APPLICATION, PLEASE SKIP THE FOLLOWING QUESTIONS, SIGN THIS FORM AND SUBMIT TO THE COMMUNITY DEVELOPMENT DEPARTMENT.***

- 7. ARIZONA TRANSACTION PRIVILEGE LICENSE TAX # \_\_\_\_\_
- 8. ARIZONA CONTRACTOR LICENSE # \_\_\_\_\_
- 9. DATE BUSINESS WILL BEGIN OR EFFECTIVE DATE OF CHANGE \_\_\_\_\_
- 10. IF YOU PURCHASED AN EXISTING BUSINESS, GIVE FORMER OWNER NAME \_\_\_\_\_

- 11. Will alcoholic beverages be served or sold?      YES                  NO
- 12. Is the business location used as a residence?      YES                  NO
- 13. Has this property been used as a business before?      YES                  NO  
Prior business use, if known \_\_\_\_\_
- 14. Was building vacant prior to your use?      YES, HOW LONG? \_\_\_\_\_      NO
- 15. Square footage of building used for business? \_\_\_\_\_
- 16. Has any remodeling been done recently?      YES                  NO  
If yes, describe remodeling done \_\_\_\_\_
- 17. How much parking is available for business? Number of spaces \_\_\_\_\_  
Striped or paved?      YES                  NO
- 18. Do you own or rent/lease the business premises?      OWN      RENT/LEASE

If you rent or lease the business premises, give owner's name, address, and phone number \_\_\_\_\_

**THIS BOX FOR OFFICE USE ONLY**

NEW APPLICATION _____	LOCATION CHANGE _____	DATE RECEIVED _____
RENEWAL _____	LICENSE # _____	AMOUNT PAID \$ _____
UPDATE INFO _____		

19. TYPE OF OWNERSHIP (CIRCLE ONE): SOLE OWNER / PARTNERSHIP / CORP / LLC  
**IF SOLE OWNER, OWNER & SPOUSE, OR PARTNERSHIP, COMPLETE BELOW**

**OWNER OR 1ST PARTNER NAME** \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ STATE ISSUED \_\_\_\_\_

PHONE # ( ) \_\_\_\_\_ ALTERNATIVE CONTACT # ( ) \_\_\_\_\_

FAX# ( ) \_\_\_\_\_

**ADDITIONAL PARTNER NAME** \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ STATE ISSUED \_\_\_\_\_

PHONE # ( ) \_\_\_\_\_ ALTERNATIVE CONTACT # ( ) \_\_\_\_\_

FAX# ( ) \_\_\_\_\_

**INFORMATION FOR CORPORATION OR LLC**

**CORPORATION OR LIMITED LIABILITY CORPORATION INFORMATION-**

**CORPORATION NAME** \_\_\_\_\_

CORPORATION ADDRESS \_\_\_\_\_

CORPORATE PHONE ( ) \_\_\_\_\_

FEDERAL ID # \_\_\_\_\_

DATE OF INCORPORATION \_\_\_\_\_ STATE OF INCORPORATION \_\_\_\_\_

**PRESIDENT / MEMBER NAME** \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ CITY / STATE / ZIP \_\_\_\_\_ DOB \_\_\_\_\_

**VICE-PRESIDENT / MEMBER NAME** \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ CITY / STATE / ZIP \_\_\_\_\_ DOB \_\_\_\_\_

**SECRETARY / TREASURER NAME** \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ CITY / STATE / ZIP \_\_\_\_\_ DOB \_\_\_\_\_

*I swear that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statements of material facts and failure to pay and renew in a timely manner will subject me to the remedies as prescribed in the Somerton City Code, Title Article 8-3. I also agree to comply with all Federal, State, County, and City laws as pertains to this business.*

**NAME (PRINTED)** \_\_\_\_\_ **TITLE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PARTNER NAME** \_\_\_\_\_ **TITLE** \_\_\_\_\_

**PARTNER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**OFFICE USE ONLY**

**DEPARTMENT APPROVAL:**

**A. COMMUNITY DEVELOPMENT DEPT. – PLANNING, 150 W. MAIN ST., SOMERTON, AZ 85350. TELEPHONE (928) 722-7370**

Change of use or establishment of a new use may require compliance with current parking, sign, landscaping, or other development regulations. Please contact the office if you have questions or need assistance with zoning requirements.

ZONING DISTRICT: C1\_\_\_ C2\_\_\_ MSC\_\_\_ R1-10\_\_\_ R1-6\_\_\_ R1-8\_\_\_ R2\_\_\_ R3\_\_\_ LI\_\_\_ HI\_\_\_

**Check all that apply:**

- No change of use                       Change of Use                                       Establishing a New Use
- Minor Tenant                               Special Event / Temporary
- Home Occupation                               Home Occupation Rules Provided

Previous License(s): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

- USE APPROVED                       USE APPROVED W/ COND                       USE DISAPPROVED

REMARKS / COMMENTS: \_\_\_\_\_

STAFF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**B. COMMUNITY DEVELOPMENT DEPT. - BUILDING SAFETY, 150 W. MAIN ST., SOMERTON, AZ 85350. TELEPHONE (928) 722-7370**

Permits may be required for remodeling, alteration, installation, or repair to structure, site, signage, or for change of use.

- USE APPROVED                       USE APPROVED W/ COND                       USE DISAPPROVED

REMARKS / COMMENTS: \_\_\_\_\_

STAFF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**C. FIRE DEPARTMENT/PREVENTION, 445 E. MAIN ST. SOMERTON AZ. TELEPHONE (928) 722-7300**

NO CHEMICALS (Customer signature required)

CHEMICALS, Please list: \_\_\_\_\_

- USE APPROVED                       USE APPROVED W/ COND                       USE DISAPPROVED

REMARKS/COMMENTS: \_\_\_\_\_

STAFF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**D. Food-Related businesses are required to see the Yuma County Health Department for approval.**

- USE APPROVED                       USE APPROVED W/ COND                       USE DISAPPROVED

REMARKS/COMMENTS: \_\_\_\_\_

STAFF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

YUMA COUNTY HEALTH DEPARTMENT: 2200 W. 28th Street, Suite 222, Yuma, AZ 85364  
(928) 317-4584 (Attach copy of health license)

**E. POLICE DEPARTMENT, 445 E. MAIN ST., SOMERTON, AZ 85350. TELEPHONE (928) 722-7300**

- USE APPROVED                       USE APPROVED W/ COND                       USE DISAPPROVED

REMARKS/COMMENTS: \_\_\_\_\_

STAFF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**F. PUBLIC WORKS DEPARTMENT, 150 W. MAIN ST., SOMERTON, AZ. 85350 TELEPHONE (928) 722-7399**

- USE APPROVED                       USE APPROVED W/ COND                       USE DISAPPROVED

REMARKS/COMMENTS: \_\_\_\_\_

STAFF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_