



Business License Application

City of Somerton
143 N State Ave, Somerton, AZ 85350
(928) 722-7330

\$80 annual license fee required
If needed: + \$25 Fire Inspection
+\$25 Building Inspection, and +
\$15 Mobile Vendor Annual Fee

Application Type *(Check all that apply):*

New Business/Owner Renewal Name Change / Location Change

Business Information:

Business Name: _____

Legal Business Name (If different): _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address (If different than above): _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ EMERGENCY Phone: _____

Start Date: _____ TPT Number: _____

Email Address: _____

Describe the nature of the business: _____

Number of Employees: _____ Business Type: _____

Property Ownership and Premise Information:

Limited Liability Co General Partnership Limited Partnership
 Corporation Individual / Sole Proprietor

Owners, Partners, LLC Members, Officers, etc.:

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Issuance of a business license shall not be deemed to legalize any act, which otherwise may be in violation of the law, including the city's zoning codes, or to exempt any person from any penalty of such violations. I affirm, under penalty of perjury that the statements made in this application are true and correct to the best of my knowledge,

Print Name

Title

Signature

Date

-----FOR OFFICE USE ONLY-----

NEW APPLICATION _____ BUSINESS LICENSE #: _____ DATE RECEIVED: _____
B.L. RENEWAL _____
LOCATION CHANGE _____ B. L. FEE: _____ BUILDING & SAFETY INSPECTION FEE: _____
CHANGE OF BUSINESS OWNER _____ FIRE DEPARTMENT INSPECTION FEE: _____ TOTAL FEE: _____

CHECKLIST – HOME OCCUPATION

- Complete Application
- Copy of Identification
- Arizona TPT (*if applicable*)
- Copy of Yuma Health permit (*for food related business*)
- Written permission from property owner or landlord (*if you rent or lease location*)
- Signed and dated Home Occupation Requirement form

IMPORTANT NOTICE!! PLEASE READ!!

NOTICE REGARDING IDENTIFICATION FOR APPLICANTS

Effective September 30, 2018, the Arizona Revised Statute 41-1080 requires all applicants applying for a business license to present identification indicating the individual's presence in the United States is authorized under federal law.¹

Please provide a legible copy of your valid identification when submitting your business license application. **The copy must be attached to the application prior to submitting it o Business License Desk for processing.**

The following are acceptable forms of identification:

An Arizona driver's license issued after 1996 or an Arizona non-operating identification license.
A driver's license issued by a state that verifies lawful presence in the United States. (See Overview of States' Driver's License Requirements) *
A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
A United States certificate of birth abroad.
A United States passport.
A foreign passport with a United States Visa.
An I-94 form with a photograph.
A United States citizenship and immigration services employment authorization document or refugee travel document.
A United States certificate of naturalization.
A United States certificate of citizenship.
A tribal certificate of Indian blood.
A tribal or bureau of Indian affairs affidavit of birth.

*The states that don't have lawful presence requirements are **Hawaii, Maine, Maryland, Michigan, New Mexico, Utah, and Washington**. If your driver's license is issued by one of these states, you must provide a secondary form of identification from the above list. ¹Does not apply to registered corporations

**APPLICANT STATEMENT AND DOCUMENTATION OF STATUS AS U.S. CITIZEN,
U.S. NATIONAL, OR QUALIFIED ALIEN REQUIRED BY ARS § 1-501 AND 1-502**

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 {the "Act"}, 8 U.S.C § 1621, provides that, with certain exceptions, only United States citizens, and certain categories of noncitizens lawfully in the United States are eligible to receive certain federal, state, or local public benefits. Arizona Revised Statutes § 1-501 and 1-502 require, in general, that a person applying for covered benefits must submit documentation that satisfactorily demonstrates that the applicant is lawfully present in the United States.

Directions: All applicants must complete and submit this form and a copy of one or more documents that evidence your citizenship or alien status with your application.

APPLICANT INFORMATION

Applicants Name (Print or Type): _____

Type of Application (Check one): _____ New _____ Renewal

Benefits Applied For: _____

CITIZEN OR ALIEN STATUS DECLARATION

Directions: Attach a legible copy of the front, and the back (if any) of a document from the attached List A, that demonstrates status as U.S. citizenship or U.S. National. Name of document provided: _____ If document submitted does not include a picture, attach a copy of picture ID.

ALIEN STATUS DECLARATION

Directions: To be completed by applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of the front, and the back (if any), of a document from the attached List A. Name of document provided: _____ If document submitted does not include picture, attach a copy of picture ID.

QUALIFIED ALIEN STATUS

- _____ 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act, 8 U.S.C. § 1101 *et seq.* (INA).
- _____ 2. An alien who is granted asylum under Section 208 of the INA.
- _____ 3. A refugee admitted to the United States under Section 207 of the INA.
- _____ 4. An alien paroled into the United States for at least one year under Section 212(d) (5) of the INA.
- _____ 5. An alien whose deportation is being withheld under Section 243 (h) of the INA.
- _____ 6. An alien granted conditional entry under Section 203 (a) (7) of the INA as in effect prior to April 1, 1980.
- _____ 7. An alien who is a Cuban and Haitian entrant (As defined in section 501 (e) of the Refugee Education Assistance Act of 1980).
- _____ 8. An alien paroled into the United States for less than one year under Section 201 (d) (5) of the INA.
- _____ 9. A non-immigrant under the Immigration and Nationality Act {8 U.S.C § 1101 (a) (15).

DECLARATION

I declare under penalty of perjury under the laws of the State of Arizona that the answers I have given are true and correct to the best of my knowledge and that the document(s) I am providing to prove lawful presence in the United States are true.

Applicant's Signature

Date

LIST A

EVIDENCE OF U.S. CITIZENSHIP, U.S. NATIONAL STATUS, OR QUALIFIED ALIEN STATUS

U.S. CITIZEN OR U.S. NATIONAL

Note: In this list, the term “Service” refers to the U.S. Citizenship and Immigration Service, formerly, the U.S. Immigration and Naturalization Service (INS).

- 1) An Arizona driver license issued after 1996 or an Arizona non-operating identification license;
- 2) A birth certificate or delayed birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (On or after January 13, 1941), Guam, the U.S. Virgin Islands (On or after January 17, 1947), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (Unless the applicant was born to foreign diplomats residing in such a jurisdiction);
- 3) United States passport;
- 4) United States Certificate of Birth Abroad:
 - Certificate of Birth Abroad (FS-240) (Issued by the Department of State to U.S. Citizens); or
 - Certificate of Birth (FS-545) (Issued by a Foreign Service post) or Certification of Report of Birth (DS-1350), copies of which are available from the Department of State; or
 - Statement provided by a U.S. consular official certifying that the individual is a U.S. citizen (given to an individual born outside the United States who derives citizenship through a parent but does not have an FS-240, FS-545, or DS-1350); or
- 5) United States Certificate of Naturalization:
 - United States Certificate of Naturalization (Form N-550 or N-570); or
 - Form I-873 (or prior versions), Northern Marianas Card (Issued by the Service to a collectively naturalized U.S. Citizen who was born in the Northern Mariana Islands before November 3, 1986);
- 6) A tribal certificate of Indian Blood;
- 7) A tribal or bureau of Indian Affairs affidavit of birth;

- 8) Form I-197, United States Citizen Identification Card (Issued by the Service until April 7, 1983 to U.S. Citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (Formerly Form I-179, last issued in February 1974);

QUALIFIED ALIEN STATUS

- 1) United States Citizenship and Immigration Services Employment Authorization Document or Refugee Travel Documentation:
- a. Alien lawfully admitted for permanent residence:
 - INS Form I-55 (Alien Registration Card) with the code CU6, CU7, or CH6; or
 - Unexpired temporary I-551 stamp in foreign passport; or
 - b. Asylee:
 - INS Form I-94 with stamp showing grant of asylum under section 208 of the INA; or
 - INS Form I-6888 (Employment Authorization Card) annotated “274a.12 (a) (5)”; or
 - INS Form I-766 (Employment Authorization Card) annotated “A5”; or
 - c. Refugee:
 - INS Form I-94 annotated with stamp showing admission under § 207 of the INA; or
 - INS Form I-6888 (Employment Authorization Card) annotated “274a.12 (a) (3)”; or
 - INS Form I-766 (Employment Authorization Card) annotated “A3”; or
 - d. Alien paroled into United States for at least one year:
 - INS Form I-94 with stamp showing admission for at least one consecutive year under section 212 (d) (5) of the INA; or
 - e. Alien whose deportation or removal withheld:
 - INS Form I-6888 (Employment Authorization Card) annotated :274a.12 (a) (3)”; or
 - INS Form I-766 (Employment Authorization Card) annotated “A3”; or
 - f. Alien granted Conditional Entry:
 - INS Form I-94 with stamp showing admission under § 203 (a) (7) of the INA: or

- INS Form I-6888 (Employment Authorization Card) annotated “274a.12 (a) (3)”; or
 - INS Form I-766 (Employment Authorization Card) annotated “A3”; or
- g. Cuban/Haitian Entrant:
- INS Form I-94 with stamp showing parole as “Cuba/Haitian Entrant” under Section 212 (d) (5) of the INA; or
 - Form I-551 Alien Registration Receipt Card, (commonly known as “green card”) with the code CU6, CU7 or CH6; or
 - Unexpired temporary I-551 stamp in foreign passport or on Form I-94 with the code CU6 or CU7; or
- h. Non-Immigration wither Immigration and Nationality Act – 8 U.S. § 1101 (a) (15)
- Form I-94 with stamp showing authorized admission as a non-immigrant
- i. Alien paroled into United States for less than one year under Section 212 (d) (S) of the INA:
- Form I-94 with stamp showing admission for less than one year under Section 212 (d) (5) of the INA

Home Occupation Requirements City of Somerton

A home occupation shall be considered a permitted accessory use in all residential districts provided that they are operated and maintained to not interfere with the peace, quiet, and dignity of the neighborhood, if it complies with the following regulations:

1. All home occupations shall be clearly incidental and subordinate to the use of the property and dwelling unit for dwelling purposes. A valid City sales tax and /or business license shall be maintained for the home occupation use.
2. Is conducted *entirely* from within the principal residence or garage, and shall not change the residential character thereof. Carports, accessory buildings, and yards may not be used for home occupations.
3. No more than twenty-five 25 percent of the gross floor area of the dwelling shall be devoted to the home occupation. Areas devoted to the home occupation use shall maintain a residential appearance.
4. There shall be *no* employees other than members of the immediate family residing in the dwelling unit where the home occupation is being operated.
5. No business shall be conducted which requires delivery vehicles or other services not customary to a residence. Deliveries and pickups shall not block traffic circulation and shall occur only between 8:00 a.m. and 8:00 p.m.
6. There shall be *no* external evidence of the activity such as outdoor storage, displays, noise, dust, odors, fumes, vibration, electrical interference or fluctuation, or other nuisances discernible beyond the property lines.
7. No signs signifying the business or any commercial product or service are allowed.
8. Customer/patron and shipping/receiving trip generation shall not exceed five (5) trips a day. Exceptions to this shall be allowed for music, art, craft or similar lessons, swim lessons and home day care providers. *No truck or van with a payload rating of more than one ton* shall be stored on the site. Outside storage of heavy equipment or material shall be prohibited.
9. Any parking incidental to the home occupation shall be prohibited only in driveway and shall not create hazards or street congestion.
10. Storage of goods and materials necessary for the home occupation shall not include flammable, combustible or explosive materials.

The following are examples of uses, which would be acceptable as home occupations provided they comply with the above regulations:

1. Home offices with no client visits to the home permitted.
2. Personal services such as beauty shop, barbershop, seamstress, and catering.
3. Artists, sculptors, composers not selling their artistic product to the public on the premise.
4. Craftwork, such as jewelry making and pottery with no sales permitted on the premise.
5. Fine arts lessons (music, art, crafts, dance), and swim lessons.
6. Telephone answering, message services, word processing and other computer applications.
7. Day Care as specified in section 5.2 (6 children maximum) of this Ordinance.
8. Door to door sales or party sales not on the premise.

A home occupation shall not include, but shall not be limited to , the following uses:

1. Medical, dental, physical or psychotherapy, and real estate offices.
2. Motor vehicle repair, painting, storage, restoration or conversion, engine repair or similar uses.
3. Temporary or permanent motor vehicle display for purposes of sale or lease.
4. Furniture refinishing.
5. Veterinarian office, animal grooming facilities, and animal care, kennels or boarding facilities. Except that in the “AG-20” and “AG-1” Zoning Districts such uses may be permitted by Conditional Use Permit.
6. Machine shop.
7. Retail Sales.
8. Contractor shops or storage yards.
9. Body piercing and/or painting and tattoos.

Complaints by citizens or local residents may be cause for termination of the home occupation use if appropriate measures cannot be undertaken to mitigate the complaint or violations. All complaints or violation of the above conditions shall be registered with, and reviewed by, the Zoning Administrator.

I hereby certify that I have read and understood the above regulations concerning Home Occupations. I agree to comply with them. Further, it is my understanding that failure to comply with the above regulations or complaints received from local residents may cause my license to be revoked.

Signature: _____ Date: _____