



## Annual Business License Application Information

### GENERAL APPLICATION INFORMATION

#### Reference Documents

- Arizona Revised Statutes, Title 9, Cities and Towns, Chapter 7, Article 4

#### Important Facts

- The application review process will be suspended due to incomplete applications.
- Any documents in this packet may be found on the City website at [www.sedona.az.gov](http://www.sedona.az.gov).
- Applicants may receive a clarification from the City of Sedona of any interpretation or application of a statute, ordinance, code, or authorized substantive policy statement affecting the procurement of a license by providing the municipality a written request.

#### City of Sedona Contact

For questions on this application, please contact:

Financial Services Department  
Email: [businesslicense@sedonaaz.gov](mailto:businesslicense@sedonaaz.gov)  
Phone: 928-204-7185

#### Application Requirements

**\*\*All of the following documents are required\*\***

**\*\* All information must be completed before any review will take place\*\***

- \$50.00 License Fee paid to City of Sedona. (Non-refundable)
- Application for City of Sedona Business License.
- An affidavit of lawful presence for the person(s) applying for the business license. These applicants must provide evidence of their legal right to be in the United States in compliance with [A.R.S. 41-1080](#), also known as the "[Legal Arizona Workers Act](#)".
- A copy of the owner's Driver License or another form of identification.
- Tenant occupancy permit, if applicable.

**\*\*If you are unsure which licensing requirements are applicable for your business, please contact the City at 928-204-7185 for more information.\*\***

#### Review Timeframes

Administrative Review: 7 Business Days

Substantive Review: 40 Business Days

Total review: 47 Business Days

**\*\*Please Note: Timeframes may be less if all information is provided in a timely manner\*\***



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**APPLICATION REVIEW INFORMATION**

**PHASE 1- ADMINISTRATIVE REVIEW**

Timeframe: 7 Business Days

Notification of incomplete application information will suspend the overall review timeframe.

1. City of Sedona (Initial Review)
  - a) A complete application will proceed to Phase 2-Substantive Review.
  - b) An incomplete application will be sent a comprehensive written notice of all incomplete application items.
2. Business owner (Follow-up)- 15 days
  - a) If no information is returned to the City within 15 days, the City will consider the application withdrawn and all fees will be forfeited.
  - b) If information is returned within 15 days, the City will continue the review of the application.
3. The review and notification process will continue for two reviews. After the second request for more information, the City of Sedona will not send a third request and the application will be withdrawn and all fees forfeited.

**PHASE 2- SUBSTANTIVE REVIEW**

Timeframe: 40 Business Days

Notification of incomplete application information will suspend the overall review timeframe.

1. Substantive Review- City of Sedona (Initial Review)- 40 Days from the date of the completed application as noted in Phase 1- Administrative Review.
  - a) If no other information is required, the City will issue the license within 40 days.
  - b) If more information is required, a comprehensive written notice of all items that require further explanation will be sent. Upon mailing of the notice, the review timeline will be suspended until all requested information is provided.
2. Taxpayer (Follow-up)- 30 days
  - a) If no information is returned to the City within 30 days, the City will consider the application withdrawn and all fees forfeited.
  - b) If information is returned within 30 days, the City will continue the review of the application.
  - c) If no information or incomplete information is returned to the City within 30 days, the City will deny the application and all fees will be forfeited.

**PHASE 3- LICENSE ISSUANCE OR DENIAL**

1. If all requirements are met, the license will be issued and mailed.
2. If all requirements are not met, a license denial letter will be mailed to the applicant with detailed information of the appeals process and contact person(s).



# APPLICATION FOR CITY OF SEDONA BUSINESS LICENSE

Please Complete Application and Mail or Deliver with Payment to:

City of Sedona Finance Office

102 Roadrunner Drive

Sedona, AZ 86336

Phone #: (928) 204-7185

Email: BusinessLicense@sedonaaz.gov



PLEASE PRINT INFORMATION LEGIBLY AND COMPLETE ALL SECTIONS. PLEASE KEEP A COPY FOR YOUR RECORDS. Your license may require you to submit proof of certification and/or permit with your payment. Application for a business license shall be accompanied by the non-refundable business license fee, in the initial amount of (see fee schedule) for each business. Separate licenses shall be obtained for each branch establishment or separate location of a business. A business license shall be obtained for every business covered in Sedona City Code Chapter 5.05.

Start Date within the Sedona city limits: \_\_\_\_\_ (Required)

Short Term Rental Check Box

Name Change OR Mailing Address Change (\$10 Fee)

Business License Fee: \$50.00

Make Checks Payable to: City of Sedona

Have you applied for your Tenant Occupancy Permit (if located in city limits)

Yes

No

### Section 1. Business Information

Business Name (Legal Name)		Doing Business as Name (DBA Name) if different from legal name	
Physical Address of Business		Tax Parcel Number ( Required)	
City	State	Zip	
Business Phone		Cell Phone	
E-mail Address	Federal ID #	State of AZ TPT # (see below)	AZ ROC (Contractors) License #

To obtain a State of Arizona TPT License number, go to: [www.aztaxes.gov](http://www.aztaxes.gov) to register and apply for your license. If you already have a State of Arizona TPT License number, please add a line for Sedona (SE) to your State of Arizona tax return.

Additional DBA in same physical location with same FEIN# for \$5.00

For Short-term rental, vacation rental or transient lodging businesses, provide the name and a valid telephone number for a 24-hour emergency contact below: ( Required)

### Section 2. Mailing Address

If Different from Section I (above) enter Business Name, Owner Name or Care-of Name

Mailing Address		
City	State	Zip

### Section 3. Business Ownership & Records Location

Ownership Type:  Sole Proprietor  LLC  Partnership  Corporation - State if Inc. \_\_\_\_\_  Other \_\_\_\_\_

Owners, Partners, Officers, Individuals, or LLC Members.  For any additional names, please attach a list.	Name & Title	Cell Phone#
	Home Address	Phone #
	City, State, Zip	E-mail
	Name & Title	Cell Phone#
	Home Address	Phone #
	City, State, Zip	E-mail
Corporate or LLC Statutory Agent	Name	Phone #

**Section 4. Commercial Rental Business**

If you own a Commercial rental property, you must remit Transaction Privilege Tax to the State of Arizona equal to 3% of the Gross Income derived from such activity.

Total Number of Commercial Rentals: \_\_\_\_\_

Address of Location #1 \_\_\_\_\_

Address of Location #2 \_\_\_\_\_

Address of Location #3 \_\_\_\_\_

Address of Location #4 \_\_\_\_\_

Address of Location #5 \_\_\_\_\_

Address of Location #6 \_\_\_\_\_

**Section 5. Business Type and Premises Status**

Retail Sales   
  Wholesaler   
  Restaurant/Bar   
  Hotel/Motel   
  Construction   
  Manufacturing   
  Office   
  Comm'l Rental   
  Short Term Rental

Professional Service (Type) \_\_\_\_\_   
  Other: \_\_\_\_\_   
 Number of Employees: \_\_\_\_\_

Describe the Nature of the Business: \_\_\_\_\_ NAICS Code: \_\_\_\_\_

Do you own your Business Location?	Landlord Name & Address:	Landlord Phone #
<input type="checkbox"/> Yes <input type="checkbox"/> No - Please complete:		

Is this a Home Based Business ?    Yes     No     (May be subject to Home Inspection)

If yes was selected above, please review the enclosed Home Occupation Sedona Land Development Code and Initial Here: \_\_\_\_\_

**All areas of the application and accompanying forms must be completed in full, and the Sworn Statement below must be acknowledged.**

By signing below, I am certifying under penalty of perjury that I have provided complete and accurate information on this application and I have not violated and am in compliance with the Sedona City Code, Sedona Land Development Code or the Arizona Revised Statutes and I do not owe the City any delinquent City Transaction Privilege Tax or any other delinquent fees payable to the City pursuant to Sedona City Code or the Land Development Code unless I have entered into a written payment agreement approved by the City relating to payment of any and all outstanding obligations and I am current making any and all payments required under the terms of such an agreement. I understand issuance of a business license does not permit business operations unless business is properly zoned, has obtained proper building permits, occupancy certification and/or is in compliance with all applicable laws/rules. By signing this application, I understand that the completion and submission of this form does not guarantee the approval or subsequent issuance of a license to do business. I understand the City may need to request additional information from me concerning my application and hereby mutually agree that the City is allowed to submit supplemental requests for additional information if deemed necessary.

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For City Office Use Only</b>				
Form complete and signature		Comm Dev		
Payment included				
Affidavit completed				
Finance UB, TPT, BL approval				



CITY OF SEDONA, ARIZONA
AFFIDAVIT DEMONSTRATING LAWFUL PRESENCE IN THE UNITED STATES

ARS §1-502 requires that any person who applies to the City for a local public benefit (defined as a grant, contract, loan, professional license, or commercial license) must demonstrate through the presentation of one of the following documents that he/she is lawfully present in the United States.

LAWFUL PRESENCE IN THE UNITED STATES CAN BE DEMONSTRATED BY PRESENTATION OF ONE (1) OF THE DOCUMENTS LISTED BELOW.

Please place a check mark next to the applicable document and present the document to the City employee. If mailing the document, attach a copy of the document to this Affidavit. (If the document says on its face that it may not be copied or you know for reasons of confidentiality that it cannot be copied, you will need to present the document in person to the City for review and signing of the affidavit.)

- 1. A valid driver license issued after 1996
2. A valid non-operating identification License
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. An I-94 form with a photograph
8. A United States Citizenship and Immigration Services Employment Authorization Document (EAD)
9. Refugee travel document
10. A United States Certificate of Naturalization
11. A United States Certificate of Citizenship
12. A tribal Certificate of Indian Blood
13. A tribal or Bureau of Indian Affairs Affidavit of Birth

In accordance with the requirements of State Law, I do swear or affirm under penalty of perjury that I am lawfully present in the United States and that the document I presented to establish this presence is true.

Signature

Business/Company

Print Name

Business Address

Date:

City, State, Zip Code