



Town of Pinetop-Lakeside Business License Cover Letter

We would like to thank you for coming to the Town of Pinetop-Lakeside to open your business, we are glad you are here. We want you to be successful and hope that you will let us help you.

Required attachments to the business license application:

- Copy of State Transaction Privilege Tax License (If applicable)
- Must present proof of identification. (in accordance with A.R.S.§ 41-1080)

Sign requirements:

- All permanent signs require a sign permit. Each business is allowed two signs, one on the building and one on the monument sign (if there is one). Cost is \$50.00
- All temporary signs require a permit. Banners permits are free and portable sign permits are \$30.00 per portable sign.
- All new businesses are allowed a 15 day grand opening were they may use additional signage. No permit required.
- Please see sign regulations for additional requirements and restrictions for all signs.

If you have any questions please call Cody Blake at (928)368-8883 x 232

Thank you,

Cody Blake
Community Development Director



FOR STAFF USE ONLY	
ZONING ADMIN. CHECK:	_____
PERMIT #:	_____
PERMIT FEE PAID: \$	_____
DATE:	_____
ISSUED BY:	_____

IMPORTANT: PLEASE NOTIFY TOWN OFFICES OF ANY CHANGE IN PHYSICAL AND MAILING ADDRESS WITHIN 10 DAYS.

TOWN OF PINETOP-LAKESIDE BUSINESS LICENSE APPLICATION

BUSINESS NAME: _____ PHONE #: _____

APPLICANT NAME: _____ RELATIONSHIP TO BUSINESS: _____

PHYSICAL ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

E-MAIL ADDRESS: _____

NATURE AND TYPE OF BUSINESS:

Retail Sales	Other Sales	Auto Sales, New/Used
Real Estate Services	Other Professional Services	Building or Construction
Other _____		

Brief Description: _____

Please describe any chemicals or hazardous materials/waste to be used or stored by the business: _____

TYPE OF BUSINESS ENTITY:

Legal Name of Business: _____

Corporation	Sole Proprietorship	Non-Profit Corporation (Proof Required)
L.L.C.	Other	

If a Corporation or L.L.C., State where formed: _____ Contractor's License #: _____

Name & Address of Statutory Agent: _____

Federal ID #: _____ State Transaction Privilege Tax License #: _____

Must Include Copy of State TPT License

If applicable, please attach a copy of the permit: Navajo Co. Health Dept. Certificate/Permit Federal Licenses/Permits

Is this Business protected by an alarm system?: ___ Yes ___ No **If YES, you must obtain a BUILDING ALARM PERMIT from the Police Department.**

Owner/Officer(s) of Business: (If a real estate office or medical/dental clinic, list names of agents/ independent contractors working/practicing from this location)

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____

NAME & PHONE # OF PERSON TO BE CONTACTED IN THE EVENT OF AN EMERGENCY: _____

SIGNATURE OF APPLICANT: _____ DATE: ___/___/___ TITLE: _____

APPLICATION FEE: \$50.00 July to December and \$25.00 January to June. All businesses renew on July 1st of each year

Please make check payable to: The Town of Pinetop/Lakeside
 325 W White Mountain Blvd. LAKESIDE, AZ 85929 • (928) 368-8883

