



City of Casa Grande

Business Transaction License Application

Return To: cgbl@casagrandeaz.gov

OR

Finance Department
510 E Florence Blvd
Casa Grande, AZ 85122
Phone: (520) 421-8601
Fax: (520) 421-8603

SECTION I: APPLICATION ROUTING

Check one: ☐ Permanent License ☐ Temporary License – valid for 72 hours (3 days)

Check **all** that apply:

- ☐ New Business
- ☐ Update Current License No: BL- _____ - _____ Date of Change: _____ Previous Owner: _____
- ☐ Ownership Change Previous License No: BL- _____ - _____ Date of Change: _____ Previous Name: _____
- ☐ Name Change Current License No: BL- _____ - _____ Date of Change: _____ Previous Location: _____
- ☐ Location Change Current License No: BL- _____ - _____ Date of Change: _____

SECTION II: BUSINESS INFORMATION

Business Name (DBA or trade name) Entity Name (if different from DBA – as shown on tax return) Start Date in Casa Grande Number of Employees

Business Address (PO Box or Mail Stop not accepted) City State Zip

Email Website Business Phone Fax

Ownership Type / Federal Tax Classification - Check **ONE**:

- ☐ Individual / Sole Proprietor or Single-Member LLC
- ☐ C Corporation **NOT** providing health care, medical or legal services
State of Incorporation: _____
- ☐ C Corporation providing health care, medical or legal services
State of Incorporation: _____
- ☐ S Corporation
- ☐ Partnership
- ☐ LLC Classified as C Corporation
- ☐ LLC Classified as S Corporation
- ☐ LLC Classified as Partnership
- ☐ Other (describe): _____

Federal Tax ID / EIN: _____

SSN (Sole Proprietors): _____

Arizona Sales Tax License No. (TPT): _____

NAICS Code(s): _____

Method of submitting reports: ☐ Cash Receipts ☐ Accrual

Certificates and Licenses

	Certificate / License & Class	Copy Attached?	
		Yes	No
Arizona Transaction Privilege Tax License		<input type="checkbox"/>	<input type="checkbox"/>
County Health Certificate(s)		<input type="checkbox"/>	<input type="checkbox"/>
Other License: _____		<input type="checkbox"/>	<input type="checkbox"/>

List Arizona Registrar of Contractor License(s):

Contractor #	Commercial/Residential #	License / Class	Yes	No
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Hours of Operation

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
From _____	_____	_____	_____	_____	_____	_____	_____
To _____	_____	_____	_____	_____	_____	_____	_____

☐ 24 Hours, 7 Days a Week

Business Type – Check **ALL** That Apply

- ☐ Amusement/Entertainment ☐ Hotel/Motel ☐ Retail
- ☐ Commercial Rental ☐ Residential Rental ☐ Service
- ☐ Construction Contracting No. of Units: _____ ☐ Subcontractor
- ☐ Equipment/Car Rental ☐ Restaurant/Bar ☐ Use Tax Only
- ☐ Other (please explain): _____

Describe the nature of the business:

Do you sell liquor? ☐ Yes ☐ No Do you sell food? ☐ Yes ☐ No

SDB (Small Disadvantaged Business) Designation

Check **ONLY** one:

- ☐ Service Disabled Veteran Owned Business (SDVOB)
- ☐ Minority Owned Business
- ☐ Woman Owned Small Business
- ☐ Socially / Economically Disadvantaged Owned Business
- ☐ N/A

Temporary Merchants / Permanent Peddlers

Employer Name: _____

Address: _____

City, State, Zip: _____

Vehicle Type: _____ License Plate #: _____

Cities where you have worked in the last 60 days:

- 1) _____
- 2) _____
- 3) _____

SECTION III: BUSINESS LOCATION INFORMATION

Yes No
☐ ☐
☐ ☐
☐ ☐
☐ ☐
☐ ☐

Do you use, process, generate or store any hazardous materials?
 Are you altering or adding to the existing building's walls, electrical, etc.?
 Are you proposing changes to the business use from its previous use?
 Do you rent or lease to another entity?
 Is this your residence?

If yes, list your Home Occupation Permit #: _____

Yes No
☐ ☐

Do you own your business location? If no, see below:
 Landlord / Property Manager
 Name: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____

SECTION III: MAILING / RECORDS LOCATION

Complete this area only if the information is different from Section II: Business Information

Mail Name / Care of Name _____ Email _____ Phone _____
 Mail Address _____ City _____ State _____ Zip _____
 Records Location (Name and Address) _____ City _____ State _____ Zip _____ Phone _____

SECTION IV: OWNER / EMERGENCY CONTACTS

Corporate or LLC Statutory Agent	Name _____ Phone _____
Owners, Partners, LLC Members or Officers (for additional names, please attach list)	1) Name _____ Title _____ SSN _____ Home Address _____ City _____ State _____ Zip _____ Email _____ Phone _____ 2) Name _____ Title _____ SSN _____ Home Address _____ City _____ State _____ Zip _____ Email _____ Phone _____
Emergency Contacts	1) Name _____ Title _____ Address _____ City _____ State _____ Zip _____ Email _____ Phone _____ 2) Name _____ Title _____ Address _____ City _____ State _____ Zip _____ Email _____ Phone _____

I certify that the statements made in this application are true and complete to the best of my knowledge. I accept the permit authorized in response to this application with the condition that I report timely and pay any and all taxes due by me to the City of Casa Grande.

If applicable, be sure all sales tax has been paid by former owner: BY LAW YOU MAY BE LIABLE FOR ANY UNPAID TAX.

Printed Name _____ Title _____ Signature _____ Date _____



City of Casa Grande

Business Services, Finance Department

510 E Florence Blvd, Casa Grande, Arizona 85122

Phone: (520) 421-8601 | Fax: (520) 421-8603

Web: <https://www.casagrandeaz.gov> | E-mail: cqbl@casagrandeaz.gov

FORM L-152: LICENSING ELIGIBILITY REQUIREMENT

Last Name	First Name	Middle Name
Residence Address (as shown on license or license application):		
City, State and ZIP code		

[Arizona Revised Statutes § 41-1080](#) requires you to submit ONE of the 13 forms of identification listed below. *If the identification document does not include a photograph, you must also submit a form of government-issued identification that includes a photograph.*

- ☐ 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. Driver licenses from IL, NM, UT, and WA are not acceptable.
- ☐ 3. A birth certificate or delayed birth certificate issued by any state, territory or possession of the United States *AND government-issued identification with a photograph.*
- ☐ 4. A United States certificate of birth abroad *AND government-issued identification with a photograph.*
- ☐ 5. A United States passport.
- ☐ 6. A foreign passport with a United States visa.
- ☐ 7. An I-94 form *AND government-issued identification with a photograph.*
- ☐ 8. A United States citizenship and immigration services employment authorization document or refugee travel document that contains a photograph.
- ☐ 9. A United States certificate of naturalization containing a photograph.
- ☐ 10. A United States certificate of citizenship containing a photograph.
- ☐ 11. A tribal certificate of Indian blood *AND government-issued identification with a photograph.*
- ☐ 12. A tribal or bureau of Indian affairs affidavit of birth *AND government-issued identification with a photograph.*
- ☐ 13. Any other license that is issued by the federal government, any other state government an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license *AND government-issued identification with a photograph.*

By my signature below, I hereby certify, under penalty of perjury that the copy of each 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 LICENSEE

DATE

Instructions for Business Transaction License Application

This application is used for data entry and must be TYPED OR PRINTED IN BLACK OR BLUE INK. Put "N/A" if a question is not applicable. Mail or deliver printed form to:

City of Casa Grande
Attn: Finance Department
510 E Florence Blvd
Casa Grande, AZ 85122

APPLICATION

- Incomplete applications will not be processed.
- This application must be filed and a receipt obtained before you can lawfully engage in business in Casa Grande.
- This application expires in 45 days.
- All information you provide on this application is public information.

APPROVED APPLICATIONS

- The Business Transaction License Receipt must be on display to the public in the licensee's place of business. Receipt will be issued within 5 – 10 working days for all applications completed in full and accompanied by required documentation. An approved Business Transaction License is nontransferable between owners.
- Owner shall inform the City of Casa Grande of any changes in his/her business activities or uses 30 days prior to the change.
- Issuance of a Business Transaction License Receipt by the City of Casa Grande shall in no way be construed as permission to operate a business activity in violation of any other law or regulation to which such activity may be subject.

REQUIRED DOCUMENTATION

- **Licensing Eligibility Requirement Form**
- Copy of business owner(s) or Corporate Agent's current **Arizona Driver's License**
- **Payment** in full for all associated fees (Make check payable to the City of Casa Grande. Visa and MasterCard are also acceptable forms of payment.)

SUPPLEMENTAL DOCUMENTATION – REQUIRED BASED ON CIRCUMSTANCE

Additional documentation is required based on type of business, business location, sales tax obligations, etc. Review the following regarding additional required documentation:

- **Certificate of Occupancy Permit** – copy is required for each new occupancy of a building. Changes or alterations to an existing building may also require a new Certificate of Occupancy Permit be issued. All inquiries on this permit and its requirements can be directed to the City's Planning and Development Department at (520) 421-8630.
- **Home Occupation Permit** – copy is required if your business is home-based or physically located at your residence. All inquiries on this permit and its requirements can be directed to the City's Planning and Development Department at (520) 421-8630. While the City is not responsible for enforcing compliance of Home Owner Association (HOA) rules and regulations, it is best to ensure you are in compliance.
- **Sign Permit** – copy is required if you are adding or altering exterior signage. All inquiries on this permit and its requirements can be directed to the City's Planning and Development Department at (520) 421-8630.
- **Alarm Permit** – you are required to obtain an alarm permit if your place of business has an alarm system. Application and additional information can be found at: <https://www.crywolfservices.com/casagrandeaz/>.
- **Liquor License** – copy is required if your business is serving or selling alcohol. Additional information and liquor license applications can be found by contacting the City Clerk's office at (520) 421-8608.
- **Arizona Transaction Privilege Tax License (TPT)** – copy is required if your business is obligated to collect and remit sales tax. If Casa Grande is not included on your license, an **Arizona Department of Revenue form** is required with this application.
- **Arizona State Contractor's License** – copy is required if your business is required to have a contractor's license.

- **Temporary Merchants** required documentation:
 - Copy(s) of any warranty or guarantee offered on the product(s) to be sold are required.
 - Listing of all people working on the job. List is to include name, address, date of birth and last four digits of social security number of each person.
 - Surety bond, cash bond or certified check made payable to the City of Casa Grande. Reference the "Peddler" section in the Business Transaction License Fee Schedule for current fee rate(s).
- **Transient Merchants, Itinerant Vendor/Merchants** required documentation:
 - A completed Temporary Use Permit application, site plan and written permission from the property owner may be required if you are not the property owner. Temporary Use Permit not to exceed 72 hours.
 - A refundable clean-up deposit may be required.
- **Peddlers, Canvassers and Solicitors** required documentation:
 - Two photographs of each applicant or agent, taken within sixty days immediately prior to the date of filing the application. Photographs shall be approximately two inches by two inches, showing the head and shoulders of the applicants or agents in a clear and distinguishing manner. These will be used for picture ID's issued by the Police Department.
 - Fingerprints of each applicant or agent is required. (Fingerprinting will be conducted at the Casa Grande Police Department. A fee will be assessed at the time of fingerprinting for which only CASH payments will be accepted. Fingerprinting services are only offered at designated days/times. For more information on fingerprinting, contact the Casa Grande Police Department at (520) 421-8700.
 - A written, detailed sales pitch is required.
- **Pawn Shops** required documentation:
 - Regulation one – report to PD
 - Regulation two
- **Massage Establishment/Therapist** required documentation:
 - "Recognized school of massage" means any institution of learning which has for its purpose the teaching of the theory, method and work of massage operators, which requires a resident course of study of not less than 500 hours before a student shall be furnished with a diploma or certificate of graduation therefrom, showing the successful completion of such course of study or learning. If located within the state, such institution shall be licensed by the State Board of Private Technical and Business Schools.
 - Full name, address and social security number of the applicant.
 - A statement that the applicant is of good moral character.
 - Certified copies of any lease or rental agreements governing the applicant's rights in the building.
 - Each residence address of officers for the ten years next preceding the date of the application.
 - A list of all training in massage that the applicant received.

Please reference Casa Grande City Code [Title 5, Chapter 5.20](#) and Arizona State Board of Massage Therapy statutes [Chapter 42, Articles 1, 2 and 3](#) for additional information and definition of requirements.

City of Casa Grande

Business Transaction License Fee Schedule

Item	Term	Qty	Cost
Business Transaction License Fee			
Business Transaction License Fee – Full Year	12 Months	1	\$70.00
Business Transaction License Fee – Prorated from February	11 Months	1	\$64.17
Business Transaction License Fee – Prorated from March	10 Months	1	\$58.33
Business Transaction License Fee – Prorated from April	9 Months	1	\$52.50
Business Transaction License Fee – Prorated from May	8 Months	1	\$46.67
Business Transaction License Fee – Prorated from June	7 Months	1	\$40.83
Business Transaction License Fee – Prorated to Half Year Cost	6 – 1 Month(s)	1	\$35.00
Other License Types			
Beauty, Barber, Nail Technicians – Space Rental (no proration)	1 Year	Per Operator	\$18.00
Pawn Shop (no proration)	1 Year	1	\$70.00
Temporary License			
Temporary Business Transaction License	1 Day	Per Day	\$10.00
Temporary Use Permit	N/A	1	\$50.00
Cleanup Deposit	N/A	N/A	\$50.00
Home Occupation Permit	N/A	1	\$30.00
Peddler, Solicitors and Transient Merchant			
Daily License	1 Day	Per Day	\$40.00
Semi-Annual License	6 Months	1	\$100.00
Annual License	12 Months	1	\$195.00

Arizona Department of Revenue Fees

The Arizona Department of Revenue has made it possible for you to apply and pay for a Transaction Privilege Tax License online at <https://www.aztaxes.gov>. At the end of the process you will be able to print a signature card which you then will attach to your City of Casa Grande Business Transaction License Application.

You can print a copy of the Arizona Department of Revenue application at: http://www.revenue.state.az.us/tpt_forms.htm.

If you have not already obtained an Arizona Transaction Privilege Tax License, submit your completed form along with the City of Casa Grande Business Transaction License Application. Fees MUST be paid by check or money order and made payable to the Arizona Department of Revenue. Using this option to obtain your TPT license will result in a delay of several weeks before your City of Casa Grande Business Transaction License can be approved.

Arizona Transaction Privilege Tax License	\$12.00
Arizona Transaction Privilege Tax License Update	\$ 2.00

Application Definitions / Helps

SECTION I: APPLICATION ROUTING – TYPE OF LICENSE YOU ARE APPLYING FOR

ONLY ONE CHOICE CAN BE SELECTED:

- Permanent License** Applicants wishing to do business within the City of Casa Grande for more than 72 hours (3 days)
- Temporary License** Applicants wishing to do business within the City of Casa Grande for NO MORE than 72 hours (3 days)

SECTION I: APPLICATION ROUTING – REASON FOR APPLICATION

SELECTION CAN BE MULTIPLE, CHECK ALL THAT APPLY:

- New Business** Complete entire application package.
- Update** Applicants needing to update information on their current business license OTHER than "Ownership Change", "Name Change" or "Location Change". These changes have specific requirements as shown below. Provide all other updated information in the respective areas on the application.
- Ownership Change** Provide the previous business license number, previous owner name and date of change. Must fill out new owner information in Section IV. Complete all other sections of applications that contain updates and/or changes.
- Name Change** Provide the current business license number, previous name and date of change. Must fill out new business name and entity name in Section II. Complete all other sections of applications that contain updates and/or changes.
- Location Change** Provide the current business license number, previous location and date of change. Must fill out new business address information in Section II. Complete all other sections of applications that contain updates and/or changes.

SECTION II: BUSINESS INFORMATION

- Business Name** Business name (DBA or trade name) if using one, such as your storefront name. If none, list the name of the business owner. Property managers applying on behalf of a client should indicate the property owner's business name here.
- Entity Name** If entity name is not the same as the DBA, this is normally the name found on the business tax return or listed in box 1 of IRS Form W9.
- Start Date in Casa Grande** The date (month/day/year) in which you will begin (or began) taxable business activity in Casa Grande
- Business Address** Physical address of your Casa Grande business location including suite, unit or apartment number. **P.O. box numbers or postal mailboxes are not acceptable for a business address.** Property rental businesses should enter the rental property address in this section.
- Business Phone** Telephone number, including area code, listed here should correspond to the business location.
- Fax** Provide the fax number, including area code, for the person who should receive inquiries concerning this application.
- Email Address** Email address for the person who should receive general Transaction Privilege (Sales) and Use Tax information and updates as well as inquiries concerning this application.
- Website** Business's website url

SECTION II: BUSINESS INFORMATION – OWNERSHIP TYPE / FEDERAL TAX CLASSIFICATION

Check box next to the type of ownership of your business or federal tax classification listed in box 3 of IRS Form W9.

- Federal Tax ID / EIN** If applicable, enter the Federal Tax Identification Number of the business.
- SSN (Sole Proprietors)** Enter SSN of sole proprietor that does not have EIN, if applicable
- Arizona Sales Tax License No. (TPT)** If your business is required to have one, list the Arizona Transaction Privilege Tax (TPT) license number
- NAICS Code(s)** List the appropriate NAICS codes under which your business is classified.
- Method of submitting reports** Mark "Cash Receipts" if you recognize income based upon the date funds are received.
Mark "Accrual" if you recognize income when earned regardless of when the funds are received.

SECTION II: BUSINESS INFORMATION – CERTIFICATES AND LICENSES

List all applicable certificates and licenses and their numbers/class. Check yes or no to whether or not you are including a copy with your application submittal.

Contractors: List all licenses/classes you will be working under in the Casa Grande (Contractor #, Commercial/Residential #, License/Class).

Attach a separate page listing additional certificates and licenses you need to include if you need to list additional items.

SECTION II: BUSINESS INFORMATION – HOURS OF OPERATION

Enter business hours of operation for each day of the week (examples: 8 AM – Noon, 10 AM – 5 PM). If business is open 24 hours a day, 7 days a week, check the box below the days of the week to indicate this.

SECTION II: BUSINESS INFORMATION – BUSINESS TYPE

Check all boxes that describe/apply to your business. If none describe your business, check the “other” box and provide a short description.

Describe the nature of the business Provide a short description of the nature of your business and business activity, pointing out key characteristics. If retail sales, list type of items to be sold; if construction contracting, list type of contracting, etc.

Do you sell liquor Answer yes or no

Do you sell food Answer yes or no

SECTION II: BUSINESS INFORMATION – BUSINESS LOCATION INFORMATION

Answer yes or no to each question.

Is this your residence If you answer YES to this question, a Home Occupation Permit is required. Enter your permit number here.

Do you own your business location If you answer NO to this question, provide the landlord/property manager information in space provided.

SECTION II: BUSINESS INFORMATION – TEMPORARY MERCHANTS / PERMANENT PEDDLERS

If employed, complete employer name and address in space provided.

Vehicle Type If a vehicle is used, fill in the make and model of vehicle.

License Plate # If a vehicle is used, fill in the license plate number.

Cities worked in the last 60 days List three (3) cities in which you have worked in the past 60 days.

SECTION III: MAILING / RECORDS LOCATION

Enter the name of the person and address to which the business licenses and tax return will be sent. Include suite, unit or apartment number. Complete this are only if the information is different from Section II: Business Information.

SECTION IV: OWNER / EMERGENCY CONTACTS

Corporate or LLC Statutory Agent The name and phone number of your Statutory Agent.

Owners / Partners / LLC Members or Officers List complete owner/partner/member/officer information as requested including names, titles and last four digits of social security number. Please use the home (not business) address for each individual. **PO Box numbers or postal mailboxes are not acceptable for home addresses.**

Emergency Contacts Enter the name, address and phone number for each of your emergency contacts. Note that the phone number given will be used by Police and Fire in the event of an emergency.