



FINANCE DEPARTMENT
ATTN: Revenue Division
 16000 N. Civic Center Plaza
 Surprise, AZ 85374-7470
 Business.License@surpriseaz.gov
 Ph: 623-222-1836

APPLICATION FOR CITY BUSINESS LICENSE

IMPORTANT: This application must be **approved before** you may lawfully engage in business in the City of Surprise. A separate license is necessary for each business location or business name.

SECTION A: BUSINESS INFORMATION

1. Legal Business Name:			
2. Business or DBA (doing business as) Name:			
3a. Physical Location of Business: (Cannot be a PO box, personal mailbox, or mailbox store address)			
Number and Street	City	State	Zip
3b. <input type="checkbox"/> Commercial <input type="checkbox"/> Residential		3c. Square Footage	
4. Mailing Address: <input type="checkbox"/> Check box if mailing address is the same as physical location			
Number and Street	City	State	Zip
5. Business Phone Number:			
6. Business Email:			
7. Web Address:			
8. Start date of Business Activity in Surprise:			
9. Number of Employees at location:			
10. Federal Employer Identification Number:			
11. Type of Ownership:			
<input type="checkbox"/> Individual/Sole Proprietorship <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Association <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Sub-Chapter S Corporation <input type="checkbox"/> Other: _____			
12. Identification of Owners, Partners, Officers, Members (include all persons with 10% or greater interest):			
Name (First, MI, Last)	Address	Phone Number	
13. Business Licensing Contact Information:			
Name (First, MI, Last)	Email Address	Phone Number	

SECTION B: BUSINESS DESCRIPTION/BUSINESS TYPE

1.	Detailed Business Description
2.	Mobile Food Vendors: Are you planning to conduct business only on private property? <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION C: HOME OCCUPATIONS (For all businesses operated from a residential location within Surprise)

Home occupations shall be conducted in accordance with Section 122-86 Home Occupation, and all other applicable standards reflected within the Surprise Municipal Code.

1. Description of Use - Include a summary of the proposed use including any specifics (such as hours of operation, activities, items used related to the business, machinery used, how many customers are anticipated to come to home, and delivery schedules/times. Daycares and residential care homes must list the number of clients).

SECTION E: ADDITIONAL DOCUMENTATION

Please include the following documents if they pertain to your scope of business. Failure to provide required documentation will result in delays in processing your business license application.

<input type="checkbox"/> Transaction Privilege Tax License # _____	<input type="checkbox"/> Registrar of Contractors License # _____
<input type="checkbox"/> Articles of Organization	<input type="checkbox"/> AZPDES Permits
<input type="checkbox"/> Indemnification Agreement (mobile food vendors)	<input type="checkbox"/> Certificate of Liability Insurance (mobile food vendors)
<input type="checkbox"/> Supplemental Business Information (Sec. G, H, or I)	<input type="checkbox"/> Licensing Eligibility Verification Form (sole proprietors)

SECTION F: APPLICANT SIGNATURE

Under penalty of perjury I, the applicant, declare that the information provided on this application is true and correct.

Print Name		Title
Signature		Date

Finance

<input type="checkbox"/> APPROVED	Signature	Date	City License #
<input type="checkbox"/> DENIED			