



## **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  
Planning Technician

#### **COMMUNITY DEVELOPMENT DEPARTMENT**

1360 N. Niels Hansen Lane ! Lakeside, AZ 85929  
(928) 368-8883 ! FAX (928) 368-8528 ! TDD (928) 368-8802  
[www.ci.pinetop-lakeside.az.us](http://www.ci.pinetop-lakeside.az.us)



**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)

Name

Address

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**

COMMUNITY DEVELOPMENT DEPARTMENT, 1360 N. NIELS HANSEN LANE, PINETOP-LAKESIDE, AZ 85929 • (928) 368-8883