

Town of Queen Creek  
22350 S. Ellsworth Rd.  
Queen Creek, AZ 85242  
480-987-9887  
480-987-0109 – FAX



**Business License Application**  
**Commercial**  
**Retail**  
**Industrial**  
**Restaurant**

**Please complete all information that applies to your business. FEE: \$50.00**

<b>Business Name:</b> _____	
<b>Location Address:</b> _____	
<b>City, State, Zip:</b> _____	
<b>Phone:</b> _____	<b>FAX:</b> _____
<b>Description of business:</b> _____	
_____	
<b>Arizona Sales Tax (TPT) #</b> _____	<b>Fed Tax ID#</b> _____
<input type="checkbox"/> <b>Sole Proprietorship</b>	<input type="checkbox"/> <b>Corporation</b>
<input type="checkbox"/> <b>Partnership</b>	<input type="checkbox"/> <b>LLC</b>

**OWNER INFORMATION**

<b>Owner Name:</b> _____	
<b>Address:</b> _____	
<b>City, State, Zip:</b> _____	<b>Phone#</b> _____
<b>SSN#</b> _____	<b>Drivers License #</b> _____
<b>(Not public information)</b>	
<b>Owner(s) Signature:</b> _____	

**Please attach the following:**  
 **Certificate of Occupancy**  
 **Fictitious Name Statement**

**Town of Queen Creek**  
**Building and Zoning Compliance Worksheet/Approval**

The following information must be provided for all new businesses, changes of ownership, and business relocations.

1. Name of Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address of Business Owner: \_\_\_\_\_

2.  New business in the town       Ownership change       relocation
- Will there be any work on the outside of building?    Inside?  
 Will there be a conversion from an existing use to a new one?

3. **Attach** a complete description of the business operation, including hours of operation and major types of machinery/equipment used (excluding office equipment and retail fixtures).

4. **Attach** the following plans **OR** provide Building Permit # \_\_\_\_\_

Floor Plan: Show proposed layout of business, including area devoted to offices, sales, storage, manufacturing, seating, restrooms and other uses. Show significant dimensions so that the area of each type of use can be determined.

Plot Plan: Show location of building or unit on property and location of any outside equipment. For uses not in shopping centers or industrial centers, show location, size and number of parking and loading spaces and trash enclosures.

5. You are advised of the following:

- a. All new signs and changes of signs require a separate permit.
- b. All changes or additions to electrical, plumbing, mechanical or structural elements require a building permit. Please contact the Building Department @480-987-0496 for submittal requirements.
- c. Prior to occupying a building or unit, a Certificate of Occupancy is required from the Building/Safety Department.

**I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I understand that any license or permit issued or approved pursuant to this application does not authorize any business activity within the Town of Queen Creek, Arizona which violates Town Code or other Town ordinances. Any violation of the Town Code or ordinances may result in penalties as prescribed in the Town Code. INCOMPLETE APPLICATIONS MAY NOT BE PROCESSED.**

**Signature of applicant:** \_\_\_\_\_ **Date** \_\_\_\_\_

\*\*\*\*\*  
**For Office Use**  
Zoning: \_\_\_\_\_ CUP# \_\_\_\_\_ Other \_\_\_\_\_ Business License # \_\_\_\_\_

**Approvals:**  
Planning Department: \_\_\_\_\_ Date: \_\_\_\_\_  
Building Department: \_\_\_\_\_ Date: \_\_\_\_\_  
Town Clerk: \_\_\_\_\_ Date: \_\_\_\_\_