

Physical Location of Business:

- ☐ Inside City Limits
☐ Outside City Limits

**City of Cottonwood**

821 N Main Street
 Cottonwood, AZ 86326
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BUSINESS REGISTRATION APPLICATION**ALL BUSINESS REGISTRATIONS EXPIRE ON DECEMBER 31 OF THE CALENDAR YEAR ISSUED**

All information provided is subject to review by Arizona Department of Revenue.

THIS APPLICATION MUST BE FILED AND A REGISTRATION OBTAINED BEFORE YOU CAN LAWFULLY ENGAGE IN BUSINESS IN THE CITY OF COTTONWOOD. THE REGISTRATION FEE IS NON-REFUNDABLE AND REGISTRATION ISSUED IS NON-TRANSFERRABLE. ALL BUSINESS LOCATED IN THE CITY MUST COMPLY WITH ORDINANCE/REGULATIONS AND REQUIREMENTS AFFECTING PUBLIC PEACE, HEALTH, AND SAFETY. **APPLICANTS MUST PROVIDE PROOF OF CITIZENSHIP/LEGAL RESIDENCY AT THE TIME THE APPLICATION IS MADE.**

FOR OFFICE USE ONLY		Fee:	Form of Citizenship/Legal Residency Provided:
Date Received:	Check / Cash / CC	Business Registration #:	ID Number/Expiration Date:
Initials:	Receipt #:	Date Issued:	

PLEASE PRINT OR TYPE. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Check One: <input type="checkbox"/> New Business <input type="checkbox"/> New Owner of Existing Business <input type="checkbox"/> Reinstatement of Cancelled Registration <input type="checkbox"/> Registration Renewal	Former Owner and Former Registration # (if applicable):	Application Date:
		Business Start Date / Date of Change:

SECTION 1. BUSINESS DESCRIPTION					
Business Type	<input type="checkbox"/> Retail Sales <input type="checkbox"/> Restaurant <input type="checkbox"/> Commercial Rental <input type="checkbox"/> Other, please explain: _____	<input type="checkbox"/> Wholesaler <input type="checkbox"/> Bar <input type="checkbox"/> Mobile Food <input type="checkbox"/> Manufacturing	<input type="checkbox"/> Special Event* <input type="checkbox"/> Mobile Food <input type="checkbox"/> Manufacturing	<input type="checkbox"/> Construction Contracting <input type="checkbox"/> Peddler* <input type="checkbox"/> Non-Profit (provide Federal 501(c))	<input type="checkbox"/> Service <input type="checkbox"/> Hotel/Motel *Please provide dates of operation: _____
Describe Nature of Business:					
For Special Events or Temporary Sales Events, provide the location of the sales/event: _____ NOTE: A Temporary Use Permit MUST be obtained from Planning & Zoning AT LEAST 60 days in advance for ALL Special Events and Temporary Sales Events					

SECTION 2. BUSINESS NAME AND LOCATION INFORMATION			
Business Name (and DBA):			
Physical location of business (Street Address):		City:	State: Zip:
Mailing Address:		City:	State: Zip:
Business Phone #:		Email Address:	
Federal ID or Social Security Number:		ADOR Transaction Privilege Tax (TPT) Number:	Is your TPT number registered with ADOR for the City of Cottonwood? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
AZ ROC License Number(s) required for Contractors:		Liquor License Class # (if applicable):	Other Professional Licenses or Permit Numbers and Description:
Owners, Partners, LLC Members, or Officers (for additional names, please attach a list)	Name:	Title:	Driver's License #: State of Issuance:
	Home Address:	Email:	Phone Number:
	City:	State/Zip Code:	
Renewal contact information	Contact Person:	Email:	Phone Number:

Occupational Classification of the Business Physical Location: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential		
Does the business location have an alarm system? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, an Alarm System Notification form is required.		
Is the business location your personal residence and within Cottonwood City limits? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a Home Occupation Permit is required.		
Does this business occupy an existing tenant space within the City of Cottonwood limits? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete section 3 below.		
SECTION 3. TENANT OCCUPANCY INFORMATION		
Is this business location: <input type="checkbox"/> Owned <input type="checkbox"/> Leased <input type="checkbox"/> Sub-Leased		Landlord's Name / Phone:
Will there be remodeling? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list ALL remodeling activities below:		
SECTION 4. COMMERCIAL/RESIDENTIAL RENTAL BUSINESS IN THE CITY OF COTTONWOOD (IF YOU ARE THE LANDLORD)		
Note: Commercial buildings with multiple suites are considered one (1) location. Attach a separate sheet if needed.		Total Number of Commercial Rentals: _____ Total Number of Residential Rentals: _____
Type of Rental(s): <input type="checkbox"/> Single Family <input type="checkbox"/> Apartment <input type="checkbox"/> Commercial <input type="checkbox"/> Mobile Home <input type="checkbox"/> Other: _____		
Address of Location #1:		Address of Location #2:
Address of Location #3:		Address of Location #4:
SECTION 5. APPLICANT INFORMATION (MUST BE COMPLETED FOR THE PERSON SUBMITTING APPLICATION AND SIGNING BELOW)		
Name:		Date of Birth:
Physical Address (cannot be a PO Box):		Driver's License #: State of Issuance:
City:	State/Zip Code:	Phone Number: ()
The undersigned applicant hereby certifies that he/she understands that issuance of a Business Registration 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. The undersigned applicant hereby certifies that he/she understands that a Zoning Clearance is required before the business may commence and accepts responsibility for obtaining any necessary clearance and other associated permits from the Community Development Department. The undersigned applicant hereby certifies that the information provided to the City of Cottonwood in order to obtain a Business Registration is accurate and complete to the best of his/her knowledge and subject to revocation and certifies that he/she has read and knows the terms and conditions herein and agrees to abide by the same. Inspection and registration fees are non-refundable.		
Signature:		Date:

ADDITIONAL INFORMATION

Business registration fees are valid through December 31 of each calendar year. Business registrations must be renewed on an annual basis. Business registration fees are non-refundable.

Failure to obtain a business registration shall be punishable by a fine not to exceed one thousand dollars (\$1,000) or by imprisonment not to exceed six (6) months in jail, or both such fine or imprisonment.

If the business has an alarm system, the Alarm System Notification form must be completed and returned with the Business Registration Application. If a system is obtained after the Business Registration is obtained, the business owner must complete the Alarm System Notification form and return it to the Administrative Services Department. The City of Cottonwood has passed an ordinance updating and adding penalties regarding False Alarms. This action was in response to a very high percentage of false alarms that endanger and waste public safety resources. For a full copy of the ordinance (Section 8.32 of the Municipal Code), please visit the City's website at www.cottonwoodaz.gov.

It is recommended that all new businesses with physical locations inside the City limits be inspected by the Building and Fire Departments prior to opening.

Additionally, those businesses which meet any of the criteria below **REQUIRE** issuance of the following permits by the Community Development Department:

- Change of use requires Zoning Clearance.
- Locating in a residence requires a Home Occupation Permit.
- New development or renovations to structures, plumbing, electrical, outdoor lighting, heating/cooling, etc. requires a Building Permit. Exterior renovations may also require Design Review.
- New exterior sign requires a Sign Permit.
- New exterior paint colors requires a Paint Permit.

Contact the Community Development Department at (928) 634-5505 if you have any questions.