



TOWN OF CAVE CREEK
OFFICE OF THE TOWN CLERK
37622 N. CAVE CREEK ROAD
CAVE CREEK, ARIZONA 85331
FOR QUESTIONS CONTACT TOWN HALL, 480-488-6600
www.cavecreek.org

2017 APPLICATION FOR BUSINESS LICENSE

INCOMPLETE APPLICATIONS MAY RESULT IN PROCESSING DELAYS

SECTION I

Type of License: **Annual** (Expires 12/31/17) **Temporary** Dates: _____ To: _____
FEE IS \$50.00 **FEE IS \$10.00 PER DAY - NOT TO EXCEED 3 DAYS**

IS THIS A LICENSE RENEWAL? (ANNUAL OR TEMP) YES NO

Type of Business: (Mark Appropriate)

- Retail
 - Artist
- Restaurants and Bars
 - Food Vendor
- Home Office
- Amusement
- Personal Property Rental

- Contractor ROC #: _____
- Telecommunication Devices
- Ranch/Animal Boarding/Training (horse related non-commercial)
- Horse-related Commercial
- Firework Sales
- Other - Please describe:

SECTION II

Name of Contact Person to Appear on License: **REQUIRED**

Name of Business:

Business Physical Address (NO PO BOX)

City State Zip Code

Business Telephone Number:

Business Email: **REQUIRED**

Business Website:

SECTION III

Mailing Address (If different than Section II)

I certify that the above information is true and correct. I understand that any license or permit issued or approved pursuant to this application does not authorize any business or activity within the Town of Cave Creek which violate the Town Code or Ordinances of the Town of Cave Creek. Any violation of the Town Code or Ordinance of any license or permit issued hereunder is subject to penalties prescribed by the Town Code.

FOR OFFICE USE ONLY

Printed Signature-Owner, Partner, Officer

Signature

Date Received: _____
Date Processed: _____
Fee Paid: _____
Cave Creek Business License#

Office and Mailing Address: 37622 N. Cave Creek Rd, Cave Creek, AZ 85331
Telephone: (480) 488-6600 Hours: Monday – Thursday 7:00 am to 5:00 pm CLOSED FRIDAYS
www.cavecreek.org

Contact: Roxie Slade – Town of Cave Creek email: rslade@cavecreek.org

As of June 1, 2013 Cave Creek Sales Tax is **9.3%** .

To view current sales tax rates go to: <http://www.azdor.gov>

WHO IS REQUIRED TO HAVE A TOWN BUSINESS LICENSE? (See Cave Creek Town Code Chapter 111; Ordinance O2004-16)

1. Every person desiring to engage or continue to conduct business within the Town boundaries.
2. A copy of the business license must be posted in a viewable location at the place of business.

GENERAL INSTRUCTIONS

(ALL INFORMATION ON THIS APPLICATION IS PUBLIC INFORMATION EXCEPT SOCIAL SECURITY NUMBER)

The application is used for data entry and must be TYPED OR PRINTED IN BLACK/BLUE INK. Return the completed application to the Town of Cave Creek Town Clerks Office, 37622 N. Cave Creek Rd, Cave Creek, AZ 85331 enclosing the appropriate fee with a check payable to **Town of Cave Creek**.

Application must be completed, signed and returned with fees to be processed. **Incomplete applications or applications submitted without payment may not be processed and will delay your business activity.** Your license must be obtained and fees fully paid prior to engaging in business. Application processing is quickest over the counter. If you mail in your application and payment give two weeks for it to be processed.

Annual licenses are for the calendar year January 1st to December 31st for \$50.00. Temporary licenses are issued for a maximum of 3 days at \$10.00 per day.

Section I – Business Type

License Type: Please check the box for Annual or Temporary Business License. If Temporary please indicate SPECIFIC dates.

Business Activity: Check all that apply. Contractors need to include ROC number here.

Special Event: If applicable, please indicate what event you are attending and/or the promoter. For example, Cave Creek Bike Festival, Hidden in the Hills, Fiesta Days, Wild West Days, Dixie Green Promotions, etc.

Section II – Business Information

Business Name: Business name if using one. If not, list name of business owner or contact person.

Business Address & Phone: Physical address of your business location. NO PO Box or PMB for business location.

E-mail Address: The email address for the person who should receive general Cave Creek information and updates.

Website: Company website if applicable.

Arizona State Tax License: For information please access www.azdor.gov or 602-542-4576 (or toll-free from within AZ...800-843-7196

Federal ID Information: www.irs.gov

Section III – Mailing Address &Phone Number

Complete this area only if the information is different from Section I. This area is for the name of the person and the address to which the business license will be sent.

MISCELLANEOUS INFORMATION

- **A copy of the business license must be posted at all times at your place of business. Keep a copy in all business vehicles if applicable.**
- **Allow at least two weeks of processing time. For last minute or immediate service you need to come into the office and pay over the counter. Please note office hours are Monday thru Thursday, 7:00am to 5:00pm. Payments are not accepted over the phone or on-line.**
- **A copy of business license or the business license number is a requirement for building permit applications.**