



## **NOTICE TO ALL VENDORS OF SPECIAL EVENTS**

Thank you for doing business in our Town we are glad you are here. There are a few things that we would like you to do to participate in the special events per our Town Code.

- Single Event permit is \$20.00. This allows you to participate in one show only.
- An Annual Permit is available at a cost of \$75.00. This allows you to participate in as many events as you would like during that calendar year and only go through the process once. If you purchase an annual permit in 2020 it is only good for 2020, it does not carry over to the next calendar year.

### **Required attachments to the permit application:**

- Copy of State Transaction Privilege Tax License
- Copy of applicant's driver's license. (in accordance with A.R.S. § 41-1080)

### **Other requirements:**

- We must receive your Vendor's Permit application **a minimum of 10 days** prior to the start of the event or your permit may be denied. **Permits must be complete and legible, if not legible the permit may be denied.**
- If you show up for an event and you have not been issued a permit you will be asked to leave. We will not issue permits the day of the event
- Your State Transaction Privilege Tax License number will be verified with the state and if invalid your permit will be denied. **A copy of the TPT License must be displayed at the event.**
- **You must collect a 9.43% tax on all items sold** (food for immediate consumption on grounds is 11.43%) and pay the taxes to the State and indicate that the sales were made within the Town of Pinetop-Lakeside. Taxes paid to the state will be verified and if not paid all future permits may be denied.

If you have any questions, please call Cody Blake at (928)368-8883

Thank you,

Cody Blake  
Community Development Director



<b>FOR OFFICIAL USE ONLY</b>	
PERMIT #:	_____
PERMIT FEE PAID: \$	_____
DATE:	_____
ISSUED BY:	_____

**TOWN OF PINETOP-LAKESIDE  
VENDOR'S PERMIT APPLICATION**

- Single Event Permit**       **Annual Permit**

**All applications must be submitted a minimum of 10 days prior to the start of the event.**

BUSINESS NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ E-Mail: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EVENT SPONSOR: \_\_\_\_\_

DATE OF EVENT(S): \_\_\_\_\_ **(Permit good only on date(s) indicated)**

**E-MAIL ADDRESS OF PRIMARY CONTACT:** \_\_\_\_\_

**NATURE & TYPE OF BUSINESS:**

- |   |  |
|---|--|
| <input type="checkbox"/> Retail Sales         | <input type="checkbox"/> Other Sales                 |
| <input type="checkbox"/> Real Estate Services | <input type="checkbox"/> Other Professional Services |
| <input type="checkbox"/> Auto Sales, New/Used | <input type="checkbox"/> Other: _____                |

Brief Description: \_\_\_\_\_

Please describe any chemicals or hazardous materials/wastes to be used or stored by the business: \_\_\_\_\_

**TYPE OF BUSINESS ENTITY:**

- |   |  |
|---|--|
| <input type="checkbox"/> Corporation            | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Non-Profit Corporation | <input type="checkbox"/> L.L.C.              |

**Arizona State Transaction Privilege Tax License #:** \_\_\_\_\_

**(Copy of State License MUST be attached to THIS application)**

Federal I.D. #: \_\_\_\_\_

If applicable: (Please attach a copy of the Permit)

Navajo County Health Department Certificate/Permit: \_\_\_\_\_

**OWNER/OFFICER(S) OF BUSINESS:**

NAME

ADDRESS

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATED: \_\_\_\_\_

**APPLICATION FEE: \$20.00 FOR A SINGLE EVENT PERMIT OR \$75.00 FOR ANNUAL PERMIT**

**Please make check payable to: The Town of Pinetop/Lakeside**

325 W White Mountain Blvd. Lakeside, AZ 85929  
(928) 368-8883 FAX (928) 368-8528 TDD (928) 368-8802

[www.pinetoplakesideaz.gov](http://www.pinetoplakesideaz.gov)