



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.

New

- 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 2018 it is only good for 2018, 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.
- 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 9.6% tax on all items sold** (food for immediate consumption on grounds is 11.6%) 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 x 231

Thank you,

Cody Blake
Community Development Director



FOR OFFICIAL USE ONLY	
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: _____

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)**

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