



## Town of Pinetop-Lakeside Business License Cover Letter

We would like to thank you for coming to the Town of Pinetop-Lakeside to open your business, we are glad you are here. We want you to be successful and hope that you will let us help you.

### **Required attachments to the business license application:**

- Copy of State Transaction Privilege Tax License (If applicable)
- Must present proof of identification. (in accordance with A.R.S. § 41-1080)

### **Sign requirements:**

- All permanent signs require a sign permit. Each business is allowed two signs, one on the building and one on the monument sign (if there is one). Cost is \$50.00
- All temporary signs require a permit. Banners permits are free and portable sign permits are \$30.00 per portable sign.
- All new businesses are allowed a 15 day grand opening were they may use additional signage. No permit required.
- Please see sign regulations for additional requirements and restrictions for all signs.

If you have any questions, please call Jeremiah Loyd at (928)368-8696.

Thank you,

Jeremiah Loyd  
Community Development Director



<b>FOR STAFF USE ONLY</b>	
ZONING ADMIN. CHECK:	_____
PERMIT #:	_____
PERMIT FEE PAID: \$	_____
DATE:	_____
ISSUED BY:	_____

**IMPORTANT:** PLEASE NOTIFY TOWN OFFICES OF ANY CHANGE IN PHYSICAL AND MAILING ADDRESS WITHIN 10 DAYS.

**TOWN OF PINETOP-LAKESIDE BUSINESS LICENSE APPLICATION**

BUSINESS NAME: \_\_\_\_\_

APPLICANT NAME (Copy of Driver's License must be attached): \_\_\_\_\_

RELATIONSHIP TO BUSINESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**NATURE AND TYPE OF BUSINESS:**

Retail Sales	Other Sales	Auto Sales, New/Used
Real Estate Services	Other Professional Services	Building or Construction
Other _____		

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

\_\_\_\_\_

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

Is this business home based? \_\_\_\_\_

Will signage be displayed? \_\_\_\_\_

**TYPE OF BUSINESS ENTITY:**

Legal Name of Business: \_\_\_\_\_

Corporation	Sole Proprietorship	Non-Profit Corporation (Proof Required)
L.L.C.	Other	

If a Corporation or L.L.C., State where formed: \_\_\_\_\_ Contractor's License #: \_\_\_\_\_

Name & Address of Statutory Agent: \_\_\_\_\_

Federal ID #: \_\_\_\_\_ State Transaction Privilege Tax License #: \_\_\_\_\_

**Must Include Copy of State TPT License**

If applicable, please attach a copy of the permit: Navajo Co. Health Depart. Certificate/Permit Federal Licenses/Permits

**Is this Business protected by an alarm system?:** \_\_\_ Yes \_\_\_ No **If YES, you must obtain a BUILDING ALARM PERMIT from the Police Department.**

Owner/Officer(s) of Business: (If a real estate office or medical/dental clinic, list names of agents/ independent contractors working/practicing from this location)

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____

NAME & PHONE # OF PERSON TO BE CONTACTED IN THE EVENT OF AN EMERGENCY: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_ TITLE: \_\_\_\_\_

**APPLICATION FEE: \$50.00 July to June and \$25.00 January to June. All businesses renew on July 1st of each year**  
**Please make check payable to: The Town of Pinetop-Lakeside**  
 325 W White Mnt. Blvd., LAKESIDE, AZ 85929 • (928) 368-8696