

# PRESCOTT VALLEY BUSINESS LICENSE INFORMATION

Town Clerk's Office 928.759.3135 [clerk@pvaz.net](mailto:clerk@pvaz.net) www.pvaz.net

## Business License Application Forms, Fees and Review Process requirements are as follows:

### ● Commercial business located within the incorporated Town limits:

1. Application for Business License
2. Commercial Occupancy Permit Form
3. Transaction Privilege Tax number if applicable to your type of business\*\*\* see page 2
4. Eligibility Form if sole proprietor or non-statutory partnership
5. \$65.00 fee **includes** \$20.00 building inspection fee

The location will be inspected by Town of Prescott Valley Building and Safety Officials to ensure building code and zoning requirements are met before the license is issued. In order to have a license approved by a specific date a completed application will be submitted 30 business days prior to the date needed.

### ● Home-based business located within the incorporated Town limits:

1. Application for Business License
2. Home Occupancy Permit Form
3. Transaction Privilege Tax number if applicable to your type of business\*\*\* see page 2
4. Eligibility Form if sole proprietor or non-statutory partnership
5. \$60.00 fee **includes** \$15.00 zoning review fee

Zoning approval is required as set forth in the Home Occupation Permit. In order to have a license approved by a specific date a completed application will be submitted 30 business days prior to the date needed.

### ● Commercial Rental business:

1. Application for Business License
2. Eligibility Form if sole proprietor or non-statutory partnership
3. \$65.00 fee **includes** \$15.00 application fee and **one** \$5.00 location fee. Add \$5.00 per additional location. Multi-suite buildings count as *one* location. Transaction Privilege Tax is **not** collected on rental income. Approval by the Town Clerk is required with a 5 business day administrative review as no inspection is required.

### ● All businesses located outside the Town of Prescott Valley limits:

1. Application for Business License
2. Eligibility Form if sole proprietor or non-statutory partnership
3. Transaction Privilege Tax number if applicable to your type of business\*\*\* see page 2
4. \$60.00 fee **includes** \$15.00 application fee

Approval by the Town Clerk is required with a 5 business day administrative review as no inspection is required.

### Administrative Review:

Upon acceptance of business license applications the Town Clerk's office will review the application packet for completeness and collect the license fees. Incomplete applications will not be processed. The Town Clerk will complete the administrative review within 5 business days of receipt of a complete application packet.

### Substantive Review:

Businesses located within the town limits are subject to a substantive review in which the application packet will be forwarded to the Community Development Department where Zoning and Building officials will review and complete an inspection of the commercial property within 20 business days. When the substantive review is complete, the application will be returned to the Town Clerk for final review.

### Final Review:

The Town Clerk will give final approval to issue a business license within 5 business days after the substantive review is complete. A confirmation from ADOR of a TPT number application is required to grant final approval for businesses that are required to collect and pay TPT sales tax. In the event the business license is denied applicants have the right to appeal before the Board of Appeals per Town Code Chapter 7.

**Section 8-02-050 states that in the event no license is issued the initial fee shall not be returned to the applicant. Once a license is issued or renewed there shall be no refunds or adjustments.** All business licenses are good for one year after issuance and are renewable for \$45 (plus \$5 per location for commercial rental licenses). Liquor Licenses renew at fee schedule according to series number. Per town code Sect. 8-02-100 business licenses are **NON-TRANSFERABLE**. If the person, firm, company or corporation changes ownership, location or type of business from its present business license in the Town of Prescott Valley, the business license shall expire immediately and a new business license shall be applied for in accordance with this article. Licenses that are not renewed 45 days after expiration shall be permanently terminated. If the applicant wishes to continue to transact business a new license must be obtained.

**ALL TOWN CODE ARTICLES AND ORDINANCES ARE AVAILABLE FOR REVIEW AT THE TOWN CLERK'S OFFICE****WHO NEEDS A BUSINESS LICENSE**

The purpose of the Prescott Valley Business License and Business License Fee is primarily to regulate and to fund regulation of the quality of business activity which occurs or is transacted within the Prescott Valley Town limits in order to protect the health, safety and welfare of the people of the Town of Prescott Valley; and secondarily, to raise revenue for the Town. The fee is imposed on the privilege of doing business within the Town. It is unlawful for any person to carry on any trade, calling, profession, occupation or business without having procured a license from the Town and otherwise complying with any and all regulations set forth in Article 08-02. In no case shall the site of the permanent business location be the solely determinative of the applicability of this Article. All businesses of any kind, including businesses located outside the Town limits of Prescott Valley, shall be assessed the fee if it can be shown that these businesses conduct substantial activity within the Town.

**BUSINESS DEFINED**

Business or Business Activity broadly includes all commercial activities or acts engaged in or caused to be engaged in for profit, whether personal or corporate. This includes (but is not limited to) home occupations, special events and the leasing of commercial property. If the activity requires a building permit, a business license is required prior to issuance of the building permit. All subcontractors need to be licensed as well as general contractors.

**WHERE MAY I OBTAIN A BUSINESS LICENSE APPLICATION?**

Business license applications are obtained from the Office of the Town Clerk, 7501 East Civic Circle, Room 216, Prescott Valley AZ 86314. All forms are available to download at [www.pvaz.net](http://www.pvaz.net). The completed application packet (including applicable Occupancy Permit form and Eligibility Form) and the correct fees are to be returned to the Office of the Town Clerk. **See review process for timeline.** Faxed and/or scanned application forms are accepted by email to [clerk@pvaz.net](mailto:clerk@pvaz.net). Fees may be paid in cash or by check or money order payable to the Town of Prescott Valley. Credit and debit cards are accepted. **Incomplete application packets will not be processed.**

Contact the Town Clerk's office for information for specific licensing requirements and fees for restaurants, insurance agencies, liquor licenses, massage therapy, special events, non-profits and peddlers.

**LIQUOR LICENSES NEED 30 DAYS FOR TOWN COUNCIL APPROVAL BEFORE BEING FORWARDED TO THE ARIZONA DEPARTMENT OF LIQUOR LICENSES AND CONTROL FOR ISSUANCE. [www.azliquor.gov](http://www.azliquor.gov)****\*\*\*TRANSACTION PRIVILEGE TAX (SALES TAX)\*\*\* REGION CODE PL**

Prescott Valley is a program city with the Arizona Department of Revenue which collects taxes on behalf of the town. Applications for a Transaction Privilege Tax (TPT) sales tax number are obtained from the Arizona Department of Revenue (ADOR) in Phoenix and at [www.aztaxes.gov](http://www.aztaxes.gov). If the business is required to collect Transaction Privilege Tax (TPT), the tax number is required on the application for business license. Service businesses **do not need** a TPT number unless there is a taxable product(s) being sold. **Effective January 1, 2016 the total tax rate in the town limits is 9.18%** which includes 2.83% for Prescott Valley, 0.75% for Yavapai County and 5.60% for the State. The Region Code for Prescott Valley is **PL**. The Use Tax rate is 8.43%. The Tax Factor rate is 0.08408133.

**ELIGIBILITY FORM**

Pursuant to Arizona Revised Statutes Section 41-1080 (the 'Legal Arizona Workers Act'), before issuing a license to an "individual", the individual must present a copy of ONE document to the Town indicating the individual's presence in the United States is authorized under federal law. For purposes of applying for a Business License in the Town, an "individual" includes a sole proprietor and a non-statutory partnership/association. A corporation and a limited liability company are examples of 'statutory' business entities. NOTE: Corporations and Limited Liability Corporations DO NOT need to submit the Eligibility Form.

**ENFORCEMENT**

Because of the importance of the Town's business license requirements, the Town occasionally mounts an enforcement campaign to ensure uniform application. As approved by the Prescott Valley Town Council, staff will accept applications for business licenses from businesses that have not been in compliance without investigating the issue of prior compliance, up to and including December 31, 2014. The Town of Prescott Valley will strictly enforce the business license provisions including, but not limited to, applying to the Magistrate Court for convictions under provisions of the Town Code. Any person found in violation of any provision of Article 8-02 shall be guilty of class 3 misdemeanor and upon conviction, shall be punished by a fine not to exceed \$500 or by imprisonment for a period not to exceed one month, or by both such fine and imprisonment. Each day that a violation continues is a separate offense. The complete Town Code Article 8-02 for Business Licenses is available at the Town Clerk's office and at [www.pvaz.net](http://www.pvaz.net).

**Contact the Town Clerk's office at 928.759.3135 and at [clerk@pvaz.net](mailto:clerk@pvaz.net).  
7501 E. Civic Circle, Room 216, Prescott Valley AZ 86314  
Monday –Friday 8am to 5pm MST**

Call 928.759.3132 for assistance with TPT (sales) tax or the Arizona Dept of Revenue at 1.800.634.6494.