



**TOWN OF STAR VALLEY**  
**3675 E. HIGHWAY 260**  
**STAR VALLEY, AZ 85541**  
**PHONE: (928) 472-7752**  
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**EMAIL: echapin@starvalleyaz.com**

## **OUT OF TOWN BUSINESS LICENSE APPLICATION**

**INITIAL FEE: \$50.00**

**YEARLY RENEWAL: \$50.00**

Thank you for choosing to do business within the Town of Star Valley. It is our hope that obtaining a Town of Star Valley Business License is a straightforward process. If you have any questions regarding business licenses, please contact Star Valley Town Hall at (928) 472-7752 for additional information. We are glad that you have chosen the Town of Star Valley and wish you luck with your business venture.

After completing the application, paying the appropriate fee, and approval by the Town Manager the Business License will be issued. Business may not begin officially until the Business License has been obtained. Your business license is good for the calendar year and will expire on December 31<sup>st</sup> of the year it was applied for.

Those applying as “Contractors” must have a current valid contractor’s license issued by the Arizona State Registrar of Contractors Office. For questions regarding such licenses, please contact that office directly at 602-542-1525 or toll free at 1-877-692-9762 or you may contact them on the web at [azroc.gov](http://azroc.gov).

Those without a valid contractor’s license must make application as a Handyman Service.

Business License #: \_\_\_\_\_  
(For office use only)

\*\*\*PLEASE PRINT CLEARLY\*\*\*

### Business License Application

#### SECTION 1: BUSINESS INFORMATION

Business Name: \_\_\_\_\_

\_\_\_\_\_  
Physical Address                      Suite                      City                      State                      Zip Code

\_\_\_\_\_  
Mailing Address (if different from physical)                      Suite                      City                      State                      Zip Code

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Business Phone

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Cell/Alternate Phone

**CONTRACTOR LICENSE #** \_\_\_\_\_                      **AZ TAX LICENSE (TPT)** \_\_\_\_\_  
(If you're a contractor)

\*\*\*Handyman Only\*\*\* I acknowledge the limitation for a handyman business not licensed through the State Registrar of Contractors and understand that this application does not authorize a handyman to work on projects that require a building permit or those that exceed \$1,000 valuation total labor and materials.

**Initials** \_\_\_\_\_

DESCRIPTION OF BUSINESS : \_\_\_\_\_

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

#### SECTION 2: APPLICANT INFORMATION

\_\_\_\_\_  
Applicant Name                      (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_                      Applicant E-mail  
Applicant Phone

\_\_\_\_\_  
Applicant Mailing Address                      City                      State                      Zip Code

**SECTION 3: TOWN OF STAR VALLEY AFFIDAVIT**

I have reviewed the records of the listed business and I make this affidavit on behalf of the business named on this application.

- 1. Based upon such review, to the best of my knowledge, information, and belief, all of the above listed business’s employees currently working in Star Valley are United States citizens, permanent resident aliens, or persons otherwise lawfully in the U.S.
- 2. For the purposes of this affidavit, the term ‘employee’ means all persons for which the above listed business is required to fill out an I-9 form pursuant to Federal Law.
- 3. Do you have workers compensation insurance? \_\_\_Yes \_\_\_No (Pursuant to Chapter 6 of Title 23 of AZ Revised Statutes.)  
If no, list exemption\_\_\_\_\_
- 4. Is your business required to have a state license? (doctor, massage, attorney, etc.) \_\_\_Yes \_\_\_No  
If yes, list license number\_\_\_\_\_

Business listed is a Corp, LLC or Partnership; if so, please proceed to signature line at the bottom of this page.

Business listed is a Sole Proprietor; if so, please check one of the boxes below for documentation.

***LICENSING ELIGIBILITY REQUIREMENT – (ARS 41-1080) SOLE PROPRIETORS ONLY***

Before issuing a license to an individual, the individual must present one of the following documents to the Town indicating that the individual’s presence in the United States is authorized under federal law:

**Check the box next to the document indicating lawful presence and provide a copy.**

- An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
- A driver license issued by a state that verifies lawful presence in the United States.
- A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
- A United States certificate of birth abroad.
- A United States passport.
- A foreign passport with a United States visa.
- An I-94 form with a photograph.
- A United States citizenship and immigration services employment authorization document or refugee travel document.
- A United States certificate of naturalization.
- A United States certificate of citizenship.
- A tribal certificate of Indian blood.
- A tribal or bureau of Indian affairs affidavit of birth.

**Failure to comply with any Town code can result in revocation of your business license. By your initial you acknowledge and agree to this term.**

\_\_\_\_\_

**Initials****Date**

I understand that a business license must be issued before I can lawfully engage in business in the Town of Star Valley. Pursuant to **A.R.S. § 13-2704**, a person commits unsworn falsification by knowingly making any statement the he/she believes to be false, in regard to material issue, to a public servant in connection with an application for any license and such unsworn falsification is a class 2 misdemeanor. Pursuant to **A.R.S. § 41-1080**, the Town shall not issue a license to an individual if the individual does not provide documentation that his/her presence in the United States is authorized under federal law. By my signature below, I hereby Attest and Certify that the statements and information provided in the application for a license are true and correct and are knowingly made under the penalty provided by **A.R.S. § 13-2704** and have provided documents in compliance with **A.R.S. § 41-1080**.

\_\_\_\_\_

**Applicant Signature****Date**

**FOR OFFICE USE ONLY**

*Business Location Zoning:* \_\_\_\_\_ *Staff Initials:* \_\_\_\_\_

*Fire Dept. Inspection:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Staff Notes:* \_\_\_\_\_

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

*Staff Recommendation:* \_\_\_\_\_

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

*Date:* \_\_\_\_\_ *Staff Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_ *Approved By:* \_\_\_\_\_