



**Finance Department**  
 915 S. Tovreaville Rd., P.O. Box 4601 • Bisbee, Arizona 85603  
 Phone (520) 432-6009 or Fax (520) 432-6069  
 Email: yward@bisbeeaz.gov

## Business License Application

Name of Business: \_\_\_\_\_ Date: \_\_\_\_\_

Doing business as/with: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

AZ State License (Sales Tax) # \_\_\_\_\_ EIN/Federal Tax ID #: \_\_\_\_\_

If exempt from AZ State License state reason: \_\_\_\_\_

Business Location: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_  
P.O. Box, Street Address, Apt. # Etc. City, State & Zip Code

Primary Contact Email address: \_\_\_\_\_

\*Please note the mailing address where you would like to receive future mailings from the City including the business license certificate to conduct business.

**Business Owner/Owners:** \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Manager's Name:** \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Ownership: Corporation  Sole Proprietor  Partnership  LLC  Other

For Corporations, list state of incorporation and date: \_\_\_\_\_

Name and address of property owner of business location if other than business owner: \_\_\_\_\_

Description of business (Include type of merchandise or services sold, number of rental units if renting residential or lodging space and number of persons working over 20 hours per week at this location. If selling alcoholic beverages, state what type and whether consumed on or off site.):

\_\_\_\_\_

Is a sign going to be displayed? \_\_\_\_\_ Is this business in the historic district? \_\_\_\_\_

Number of Employees: \_\_\_\_\_

The business license fee will be calculated after any applicable inspections are completed.



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Terms and conditions for a City of Bisbee Business License:

1. This application must be completed and the fees paid before I can lawfully engage in any type of business.
2. A separate Business License is required for each business location.
3. Written notification of any changes or cancellation of this application must be made immediately to the Finance Office. Without written notification of cancellation, billing will continue and the applicant will be liable for any expenses incurred by the City.
4. This license is NON-TRANSFERABLE. It shall be valid until revoked by the City Treasurer and or the Business License Inspector. This license is subject to revocation for the failure to pay the annual fees.
5. The applicable fee must be paid in full.
6. For businesses that are initiated after the first of the year, the annual fee shall be prorated on a monthly basis.
7. The application for the State Sales Tax Number for the location described must be submitted within ten (10) working days of the approval of this application if not already received.
8. A separate sign permit is required for any signage for a business. Permits are available at the Planning and Zoning Office.
9. A 10% late charge is assessed for failure to pay fees when they are due.
10. I understand that the failure to pay fees owed to the City of Bisbee when due is cause for the revocation of a business license. I also understand that it is unlawful to operate a business without a license, and that each day of operation without a license constitutes a separate violation. Violators may be subject to criminal prosecution or civil fines.
11. I understand that my being licensed is contingent on passing Zoning, Fire, Building and other applicable inspections.

I hereby certify under penalty of perjury that the statements made herein are true and complete. I agree to comply with the terms and conditions of this license.

Signature (Required) \_\_\_\_\_

Date \_\_\_\_\_

**Finance use only**

Approval	Disapproval	Department	Initial(s)	Date
		<b>Health Department</b>		
		<b>Planning and Zoning Department</b>		
		<b>Fire Department</b>		
		<b>Building Inspection Department</b>		
		<b>Police Department</b>		
		<b>Finance Department</b>		

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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Dear Customer

Please provide names of at least two (2) individuals to be contacted in the event of an emergency or alarm activation at your place of business outside normal business hours.

The responsible party will be contacted to assist police officers in securing the premises. Please provide names in the order in which they should be contacted. Information will be kept confidential and is only for use by the Bisbee Police Department in the event of an emergency.

Thank you for your cooperation.

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

Address: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

**Please return this form along with your Business License Application**



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**City Code Section 8.2.3. *Issuance of License* states:**

E. As a condition precedent to the issuance of or renewal of a business license, the applicant must be current in the payment of all fees imposed upon the applicant in connection with the subject business by the City of Bisbee, or have entered into and remained current on a payment plan approved by the City.

We review both our business license and utility accounts to identify delinquencies. If you have delinquent balances for sewer and garbage or business license accounts, the City will not issue a business license until all the fees are current or satisfactory arrangements have been made to pay outstanding balances.

Any person that operates a business without holding a valid business license will be subject to citation and fine.

**City Zoning Code Section 7.0 *Sign Requirements***

**7.2.1 Permit requirements**

An approved sign permit is required prior to the installation and maintenance of any sign that is not specifically exempted by these regulations. Any person who places, installs or maintains any sign within in the City of Bisbee in a manner that violates these regulations may be subject to the penalties provided in this Zoning Code.

**7.5 Historical Preservation Overlay District Sign Regulations**

Applications for non-exempt signs to be installed and maintained within the Historic District must first be submitted to the Design Review Board for a determination by that Board that the proposed sign or signs are consistent with the regulations of this Code and the Design Guidelines, as applicable to the Historic District. The Design Review Board has the authority to provide design approval for sign applications which are consistent with the requirements of this Article, subject to the general limitations associated with each respective zoning district. The Design Review Board shall also make a recommendation to the Planning and Zoning Commission for the approval, disapproval or modification of any special use application for a sign within the Historic District. The Design Review Board has the authority to impose additional limitations or requirements upon the signs to be installed or maintained within the Historic District as necessary to insure that such signs are consistent with the Design Guidelines and the regulations adopted to protect this area and are compatible with the existing development within this district. Signs that are out of proportion or scale to the existing development within the district, that are to be illuminated in a manner that would not be consistent with the color, lettering or techniques of lighting that were prevalent in the historic period of the district, or that employ technology that would be out of place in the district will not be permitted.



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**Fire Department**  
192 Highway 92 • Bisbee, Arizona 85603  
Phone (520) 432-4110 or Fax (520) 432-2594

This information is provided to help you to prepare for inspection by the Bisbee Fire Department. Inspections shall include but are not limited to the following:

### **EXITS**

- Exit doors shall be able to be opened from the inside without the use of a key or any special knowledge or effort.
- Exit doors shall not be locked, chained, bolted, barred, latched or otherwise rendered unusable. All locking devices shall be of an approved type.
- Obstructions, including storage, shall not be placed in the required width of a means of egress.
- Where required, the path of exit travel to and within exits in a building shall be identified by exit signs conforming to the requirements of the Building Code.
- Exit signs shall be readily visible from any direction of approach.
- Means of egress illumination shall be provided and maintained in accordance with the Building Code.

### **STAIRWAYS**

- No storage is allowed under stairways unless protected on the storage side with one hour fire resistive construction or equipped with an automatic sprinkler system.

### **AISLES**

- Aisle spacing is 24 inches minimum in areas serving employees only.
- Aisle spacing is 36 inches minimum where displays, fixtures or equipment are placed on one side of the aisle.
- Aisle spacing is 44 inches minimum where displays, fixtures or equipment are placed on both sides of the aisle.

### **ELECTRICAL**

- Replace all missing or broken electrical cover plates on outlets or light switches.
- Electrical wiring, devices, appliances and other equipment which are modified or damaged and constitutes an electrical shock or fire hazard shall not be used.
- A clear and unobstructed means of access with a minimum width of 30 inches and minimum height of 78 inches shall be maintained from the operating face of the switchboard or panel board to an aisle or corridor.
- Circuits shall be marked in a legible and durable manner to indicate purpose.
- Extension cords shall not be used as a substitute for permanent wiring.
- Surge protectors are allowed and shall be of the polarized or grounded type, having over current protection, and shall be listed.



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### **FIRE EXTINGUISHERS AND SMOKE DETECTORS**

- Portable fire extinguishers and smoke detectors shall be installed in occupancies and locations as set forth in the Fire Code and as required by Occupancy Classification.

### **RESTAURANT HOODS**

- Cooking exhaust system needs to be cleaned including filters, hoods, ducts up to the roof and the exhaust fan.
- Cook hood fire suppression system needs to be serviced. It is required to be serviced on a 6 month interval.

### **FIRE SPRINKLERS**

- Where sprinklers are required, an 18 inch clearance is required below sprinkler heads.
- Main fire sprinkler riser needs to be viable and accessible.
- Outside Fire Department connection for the fire sprinkler system must not be obstructed.
- Replace damaged fire sprinkler heads.

### **HOUSEKEEPING**

- Oily rags and similar materials shall be stored in metal, metal-lined or other approved containers equipped with tight fitting covers.
- Storage of miscellaneous combustible materials shall be orderly.
- Storage shall be maintained 2 feet or more below the ceiling in non-sprinklered areas of buildings.
- Attic under-foot and concealed spaces used for storage of combustible materials shall be protected on the storage side as required for one hour fire-resistive construction unless protected by an approved automatic sprinkler system.
- Storage shall not be placed on exposed joists.
- Combustible and flammable liquids can only be stored in approved containers.
- Caps and lids must be kept on all combustible and flammable cans and containers.

### **MAINTENANCE OF FIRE-RESISTIVE CONSTRUCTION**

- Walls, ceilings, doors, floors and windows shall be properly repaired, restored or replaced when damaged, altered, breached, penetrated, removed or improperly installed to the required level of fire resistance using a listed repair system or using materials and methods equivalent to the original construction.



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## **NOTICE TO BUSINESS LICENSE APPLICANTS**

If your business maintains an office, shop, store or other physical site within Bisbee city limits inspection and approval by city departments are required. ***It is your responsibility to contact those departments for inspection appointments.*** If corrective measures are required you must call for re-inspection after corrections are made. Telephone contact numbers are listed below.

Planning & Zoning and Building Inspector 520-432-6015 or 520-227-5410 (Cell)

Fire Marshal or Fire Department 520-366-7294 or 520-432-4110

Health Department 520-432-9442



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## BUSINESS LICENSE FEES

### Fee Schedule:

1 Employee \$47.47  
2 Employees \$79.12  
3 Employees \$126.59  
4 Employees \$158.24  
5 - 8 Employees \$189.88  
9 - 12 Employees \$316.47  
13 - 20 Employees \$379.77  
21 - 30 Employees \$475.93  
31 - 40 Employees \$636.60  
41 + Employees \$727.89  
Operating without a Franchise Fee \$2,921.28  
Individual Auctioneers \$316.47  
Carnivals/Circus (per-day) \$39.56  
Newspaper-Daily \$158.24  
Newspaper-Weekly \$94.94  
Fortune Tellers/Palmist \$63.29  
Licensed Inpatient Hospitals TBD  
Special Event Promoter (per-day) \$39.56  
Special Event Vendor (per-day) \$6.00  
Other fees are on the City of Bisbee website  
at [BisbeeAz.gov](http://BisbeeAz.gov).