

BUSINESS LICENSE PACKET

We would like to take this opportunity to welcome you to the City of Yuma and inform you of the requirements of business ownership inside the City limits. The following information is generalized and is intended to give you some basic information. There may, however, be more specific information for your particular type of business. Please feel free to contact our Business License Office for additional information by calling 928-373-5074.

The City of Yuma Business License and Sales Tax Office is located within Yuma City Hall at One City Plaza. The business license office is available for business from 7:30 am to 5:30 pm (on open Fridays until 4:30 pm). City Hall office hours are Monday through Thursday from 7:00 am until 6:00 pm and Friday from 7:00 am until 5:00 pm. We are closed every other Friday and also on Saturday, Sunday, and holidays. We can answer your questions regarding business licensing with the City and we can also assist you, either directly or with contact information, on many sales tax related questions.

Checklist of what you will need to obtain a business license:

- Business License Application • Arizona Tax License Number • Government Issued ID

You may request a business license application in person, by mail, or by fax (completed applications cannot be returned by fax or email), or [download a business license application](#) from the City's Web site ("pdf" format). The first and second pages of the application are to be completed and signed by the owner. After you have completed your application, you will need to return it to the business license desk for processing. The business license desk will submit your information to the Community Development department for review by the planning and zoning division. The staff in this department will review the application and determine if the application can be approved or disapproved based upon its location and your type of business. Their job is to make sure that your business will comply with City zoning regulations both in commercial areas and residential neighborhoods. Please refer to the "Important Information" page of the application for more detailed information about the approval process. Business locations outside of the City limits do not require these approvals. Food related businesses are required to provide a copy of their health license issued by the Yuma County Health Department.

It should be noted that many people are unaware that even small, home-based businesses located inside the City or those that come into the City to conduct business are required to be licensed before conducting business. Temporary (or itinerant) businesses, adult oriented, special events, carnivals, door-to-door sales, and non-profit organizations have regulations that pertain to them specifically. The Business License Office has information regarding those types of activities. After approval is obtained from Community Development, you will be notified so that you can remit the appropriate license fee which is required before the application can be processed and license issued. Your new license will be mailed to you. The license must be displayed so that it can be easily seen at your business location.

The license fees are dependent upon the type or classification of your business. Our most common license fees range from \$40 to \$120 (cash or check payment) per calendar year and all license fees are non-refundable. Your business classification may or may not fall under the range listed here. Please check with our office to determine the correct amount due with your application. When changing a business location, please contact the Business License desk to obtain information on the procedure for doing so before the location change takes place (changes may require additional approval). When closing your business, you must cancel your business license immediately by submitting a request to cancel in writing. Without written notification, billing will continue and, in the event additional licenses are applied for in the future, any past fees will be assessed before new licenses are issued.

Questions regarding the best way to operate your business should be directed to a certified public accountant, tax specialist, or an attorney who specializes in business and tax matters. Our office is not qualified to give you specific information on how to run your business but there are several resources available to you in the community.

Listed below are some agencies, along with their telephone numbers, that you may find helpful:

- Arizona Department of Revenue - License and Registration Section 1-800-634-6494
- Arizona Registrar of Contractors 928-344-6990
- Arizona Liquor Licenses & Control 1-602-542-5141
- Arizona Secretary of State (to register a business name) 1-602-542-4285
- Arizona Department of Commerce 1-800-542-5684 ("Guide to Establishing and Operating a Business")
- Yuma County Health Department 928-317-4584
- Internal Revenue Service - Resource publications 1-800-829-3676
- A.W.C. Small Business Development Center 928-341-1650

City of Yuma Sales Tax

The City of Yuma contracts with the Arizona Department of Revenue (ADOR) to collect our retail sales tax of **1.7%**. Merchants who conduct taxable business activity can apply for a Transaction Privilege Tax License (sales tax) with ADOR by completing an Arizona Joint Tax Application. You can get this form by either contacting them at 1-800-843-7196 or on their website at www.aztaxes.gov. Once the license is obtained, the Department of Revenue will send you monthly reporting forms to figure and remit your sales tax.

****IT IS A REQUIREMENT OF THE CITY OF YUMA THAT YOU HAVE AN ARIZONA TRANSACTION PRIVILEGE TAX LICENSE WHEN YOU APPLY FOR A CITY OF YUMA BUSINESS LICENSE TO CONDUCT BUSINESS WITH TAXABLE ACTIVITY. YOU MUST HAVE THE ACTUAL LICENSE NUMBER – CONFIRMATION NUMBERS ARE NOT SUFFICIENT****

Retail sales tax can apply to the following; most retail goods, grocery items, grocery foods (food for home consumption), restaurants, bars, transient lodging, residential and commercial rentals or leases, and other various categories. The total tax rate for general retail is **9.4% through May 31, 2013; effective June 1, 2013 the tax rate is 8.4%**. This is the combined state, county, and city tax rate. The Arizona Department of Revenue can provide you with a tax rate chart to show you the exact tax rate for your particular business.

There is an additional **2.0%** sales tax for transient lodging, hotels, motels, bars, restaurants, catering, and most prepared foods (foods typically prepared not for home consumption). This tax is collected directly by the City of Yuma. A reporting form is sent to the merchant every month and the remittance is mailed to us. Due dates for this 2% tax are nearly the same as the state's due dates for retail sales tax. The 2% tax must be received in our office on the last business day of the month following the reporting period. The total tax rate collected by these businesses is 11.40% (12.50% on transient lodging) through May 31, 2013; effective June 1, 2013 the total tax rate will be 10.40% (11.50%).

PLEASE BE SURE TO ATTACH A COPY OF YOUR ARIZONA TPT CERTIFICATE TO YOUR BUSINESS LICENSE APPLICATION.

IMPORTANT NOTICE!! PLEASE READ!! NOTICE REGARDING IDENTIFICATION FOR APPLICANTS

Effective September 30, 2008 the Arizona Revised Statute 41-1080 requires all individuals applying for a business license to present identification indicating the individual's presence in the United States is authorized under federal law. ¹

Please provide a legible copy of your valid identification when submitting your business license application. **The copy must be attached to the application prior to submitting it to the Business License Desk for processing.** (Copies will not be made at the business license desk)

The following are acceptable forms of identification:

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. (See Overview of States' Driver's License Requirements) *
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.

*The states that don't have lawful presence requirements are **Hawaii, Maine, Maryland, Michigan, New Mexico, Utah, and Washington**. If your driver's license is issued by one of these states, you must provide a secondary form of identification from the above list. ¹Does not apply to registered corporations

BUSINESS LICENSE APPLICATION INSTRUCTIONS

1. This is what you will be naming your business. "DBA" means "doing business as". If you have not chosen a business name, you may use your own name.
2. Business Phone: please list your business phone number here. If you choose to use your home phone number, it will become part of public record.
3. The physical location of your business. This is either your commercial or residential address. This cannot be a post office box or postal receiving center (such as Mail Boxes, Etc. or The UPS Store). Your business location also becomes part of public record.
4. The address where you want all licenses, renewals, and correspondence to be mailed to. This can be a post office box or non-local address.
5. Give a **complete and thorough description** of your type of business. For example, saying only "retail" is not enough. "Retail women's clothing and accessories" provides an adequate description.
6. **A TRANSACTION PRIVILEGE TAX (TPT) LICENSE NUMBER (SALES TAX) IS REQUIRED FOR ANY RETAIL BUSINESS.** The License Number can also be required for a wholesale business or licensed contractor. If you are a distributor for a company that will remit the city sales tax for you, please provide a copy of the company's TPT number. If your business is a service or professional business with no or only casual sales (as defined by the Arizona Revised Statutes) you are not required to have an Arizona tax license. Applications without this information will not be accepted. (ATTACH A COPY OF YOUR CERTIFICATE)
7. Only applicable if you are a licensed contractor (i.e. construction, plumbing, electrical, air conditioning or heating, installers, landscaping, etc.)
8. This is the date, whether exact or approximate, on which you intend to begin business.
9. Applicable only if you bought an established business from the owner.
10. Circle one: a sole proprietor is one owner or spousal ownership. Partnerships, corporations, or LLC ownership is self-explanatory.
*Sole proprietors, spousal ownership, or partnership should complete the personal information section.
**LLC or corporations will complete the information on page 2. Please do not use corporate or business addresses as home addresses for officers.
- 11-19. These questions will apply only to those whose business location is inside the city limits of Yuma. Please answer all of them as best as you can.

Name, Signature, Title, & Date

Please check your application for completeness and accuracy before signing and returning for processing.

RETURN YOUR COMPLETED APPLICATION TO THE BUSINESS LICENSE DESK FOR PROCESSING.

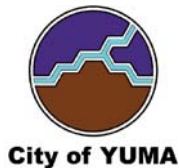
BUSINESS LICENSE APPLICATION PROCESS

- I. Steps required to obtain a business license are included in this application.
- II. Time-frames for Processing Initial and Renewal Applications for Business Licenses.
 - A. Administrative completeness review.
 1. Initial application.
 - a. The Finance Department shall review an initial application for a business license within 15 days of receipt of the application to determine whether the application contains the information required. Certain businesses may require a separate review process with the Police Department. The Police Department will provide the process and timelines related to their review.
 - b. The Finance Department shall inform an applicant by written notice whether the application is complete within the time-frame provided in this subsection. If the application is incomplete, the Finance Department shall include in its written notice to the applicant a complete list of the missing information.
 - c. The Finance Department shall deem the application withdrawn if an applicant fails to file a complete application within 45 days of being notified by the Finance Department that the application is incomplete, unless the applicant obtains an extension to provide the missing information under subsection (D).
 2. Renewal application.
 - a. The Finance Department shall review a renewal application for a business license within 10 days of receipt of the application to determine whether the application contains the information required.
 - b. The Finance Department shall inform an applicant by written notice whether the application is complete within the time-frame provided in subsection (A)(2)(a). If the application is incomplete, the Finance Department shall include in its written notice to the applicant a complete list of the missing information.
 - c. The Finance Department shall deem the application withdrawn if an applicant fails to file a complete application within 45 days of being notified by the Finance Department that the application is incomplete, unless the applicant obtains an extension to provide the missing information under subsection (D).
 - B. Substantive review.
 1. Initial application. Within 45 days after the Finance Department determines an initial application complete, the Finance Department shall determine whether an initial application for a business license meets the substantive criteria required and shall issue or deny the business license.
 2. Renewal application. Within 30 days after the Finance Department determines a renewal application complete, the Finance Department shall determine whether a renewal application for a business license meets the substantive criteria required and shall issue or deny a business license.
 - C. Overall review.
 1. Initial application. The overall review period shall be 55 days, unless extended under A.R.S. § 9-835 et seq.
 2. Renewal application. The overall review period shall be 40 days, unless extended under A.R.S. § 9-835 et seq.
 - D. If an applicant cannot timely submit to the Finance Department information to complete an initial or renewal application, the applicant may obtain an extension to submit the missing information by filing a written request with the Finance Department no later than 40 days after receipt of the notice from the Finance Department that the initial or renewal application is incomplete. The written request for an extension shall state the reasons the applicant is unable to meet the 45-day deadline. If an extension will enable the applicant to assemble and submit the missing information, the Finance Department shall grant an extension of not more than 30 days and provide written notice of the extension to the applicant.
 - E. An applicant may file a written appeal within 15 days of notice from the City that their application has been denied. The written notice must be addressed to the Finance Director and state their reasons for appeal. The Finance Director has sole, final approval.

III. If there are questions about the application process or assistance is needed please contact the Tax and License Specialist at 928-373-5074.

IV. The Department's website is located at <http://www.yumaaz.gov/1040.htm> .

V. You may receive clarification from the Department of its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement as provided in A.R.S. §9-839.



CITY OF YUMA BUSINESS LICENSE APPLICATION
ONE CITY PLAZA
YUMA, ARIZONA 85364
(928) 373-5074
TTY (928) 373-5149



This application must be filed before you can lawfully engage in business within the City of Yuma. A separate license is necessary for each business location as provided by the Yuma City Code, Title 7. This license is not transferable and shall be valid until owner requests cancellation in writing or revoked by the City License & Tax Division. All business license holders must also comply with the city codes in regards to their operations and facilities. All businesses located in the city must comply with all ordinances, regulations, and requirements affecting public peace, health, and safety. *(Last revision Aug 2014)*

THIS BOX FOR OFFICE USE ONLY		
BL PLAN # _____		
NEW APPLICATION _____	BUSINESS # _____	DATE RECEIVED _____
LOCATION CHANGE _____	LICENSE # _____	
UPDATE INFO _____	2% # _____	LIQUOR # _____

1. BUSINESS NAME (DBA) _____
2. BUSINESS PHONE () _____ E-MAIL _____
3. BUSINESS LOCATION _____

ADDRESS
CITY / STATE / ZIP
4. MAILING ADDRESS _____

PO BOX OR ADDRESS
CITY / STATE / ZIP
5. DESCRIPTION OF BUSINESS _____

6. ARIZONA TRANSACTION PRIVILEGE LICENSE TAX # _____
7. ARIZONA CONTRACTOR LICENSE # _____
8. DATE BUSINESS WILL BEGIN OR EFFECTIVE DATE OF CHANGE _____
9. IF YOU PURCHASED AN EXISTING BUSINESS, GIVE FORMER OWNER NAME:

10. TYPE OF OWNERSHIP (CIRCLE ONE) SOLE OWNER / PARTNERSHIP / CORP / LLC
 (SOLE OWNER, OWNER & SPOUSE, OR PARTNERSHIP, COMPLETE SECTION BELOW – **CORP / LLC INFO ON NEXT PAGE**)

OWNER OR 1ST PARTNER NAME _____

HOME ADDRESS _____

STREET
CITY / STATE / ZIP

HOME PHONE # () _____ CELLULAR / OTHER _____

SOCIAL SECURITY # (LAST 4 NUMBERS ONLY) _____ BIRTHDATE _____

DRIVER'S LICENSE # _____ STATE ISSUED _____

ADDITIONAL PARTNER NAME _____

HOME ADDRESS _____

STREET
CITY / STATE / ZIP

HOME PHONE # () _____ CELLULAR / OTHER _____

SOCIAL SECURITY # (LAST 4 NUMBERS ONLY) _____ BIRTHDATE _____

DRIVER'S LICENSE # _____ STATE ISSUED _____

CORPORATION OR LIMITED LIABILITY COMPANY INFORMATION

CORPORATION / LLC NAME _____

CORPORATION / LLC ADDRESS _____

ADDRESS

CITY / STATE / ZIP

PHONE () _____ FEDERAL ID # _____

DATE OF INCORPORATION _____ STATE OF INCORPORATION _____

PRESIDENT / MEMBER _____ DOB _____

HOME ADDRESS _____

ADDRESS

CITY / STATE / ZIP

VICE-PRESIDENT / MEMBER _____ DOB _____

HOME ADDRESS _____

ADDRESS

CITY / STATE / ZIP

SECRETARY / TREASURER _____ DOB _____

HOME ADDRESS _____

ADDRESS

CITY / STATE / ZIP

11. Will alcoholic beverages be served or sold? YES NO

12. Is the business location used as a residence? YES NO

13. **CHEMICALS ON SITE?** NO YES (Customer signature required) _____

14. Has this property been used as a business before? YES NO
Prior business use, if known _____

15. Was building vacant prior to your use? YES HOW LONG? _____ NO

16. Square footage of building used for business? _____

17. Has any remodeling been done recently? YES NO
If yes, describe remodeling done _____

18. How much parking is available for business? Number of spaces _____

19. Do you own or rent/lease the business premises? OWN RENT/LEASE
If you rent or lease the business premises, give owner's name, address, and phone number* _____

*If renting or leasing, written permission from owner may be required before approval is granted on this application.

I swear that all statements made in this application are true and complete to the best of my knowledge. I understand that any false statements of material facts and failure to pay and renew in a timely manner will subject me to the remedies as prescribed in the Yuma City Code, Title 7. I also agree to comply with all Federal, State, County, and City laws as pertains to this business. I understand that the issuing of the business license will allow city staff to begin performing certain reviews and / or inspections of my business operations and the building(s) in which they reside. I further understand that the issuance of my business license does not waive or release me from complying with all current city codes, including but not limited to: zoning, building, public works and fire. Non-compliance issues may be identified as a result of these reviews and / or inspections. I acknowledge that I may not be allowed to operate my business until all identified issues have been resolved and that I have read and understand the attached portion of this application that summarizes the review and inspection process.

NAME (PRINTED) _____

TITLE _____

SIGNATURE _____

DATE _____

PARTNER NAME _____

TITLE _____

PARTNER SIGNATURE _____

CHECK LIST – Regular business location

- Complete application
- Copy of identification
- Arizona TPT (if applicable)
- Copy of Yuma County Health permit (for food related businesses)
- Yuma Police Department sheet
- Yuma Fire Department sheet
- Written permission from property owner or landlord (if applicable)

**** Important Information ****

****PLEASE MAKE SURE YOU REVIEW AND RETAIN THIS PORTION FOR YOUR RECORDS****

**CITY OF YUMA
BUSINESS LICENSE PROCESSING**

The issuing of a business license triggers a sequence of events within several departments of the City. Depending on your type of business, your approved application might be distributed to:

- * Building Safety
- * Fire Department
- * Planning
- * Risk Management
- * Utilities
- * Water Quality

Staff members from some or all of these departments will review your application and determine if more detailed information, a site visit or an on-site inspection may be needed. If it is determined that any of these situations are required, a representative of the department will contact you to obtain the information they need and to let you know when a certain inspection may need to be performed.

If any issues are identified that do not meet current city code, the staff member will work with you to let you know what needs to be corrected and what options might be available to you. Often times the corrections are minor and do not take long to arrange. If the issue is more complex, such as required remodeling or the structure does not match the use, the staff member will advise you on exactly what needs to be corrected and why.

Staff may suggest that you come in for a "Pre-Development Meeting." This is a meeting where you will be able to meet with City staff members from the appropriate departments who will be able to sit down with you and explain what needs to be done in order for you to begin your operations. This meeting is free of charge and they are held during certain hours Tuesdays and Thursdays.

Contact Us! If at any time you have questions about your business license and the review process, please contact us at the numbers below.

<i>Business License Office</i>	<i>(928) 373-5074</i>
<i>Building Safety Division</i>	<i>(928) 373-5159</i>
<i>Planning and Zoning</i>	<i>(928) 373-5175</i>
<i>Water Quality</i>	<i>(928) 373-4544</i>
<i>Fire Department</i>	<i>(928) 373-4850</i>

While it is not possible to list every type of situation, the following is a list of typical types of inspections and what the representative would be looking for:

Building Safety

- * Determine if the type of building and the occupancy are compatible.
- * Review the existing utility hook-ups and make sure they are up to code.
- * Determine if the business needs permits or plans.

Fire Department

- * Ensure that the Fire code is being met.
- * Determine if any additional fire suppression is needed.

Planning and Zoning

- * Ensure adequate parking for the use.
- * Ensure that landscaping is meets the city code.

Utilities

- * Determine if the building has the appropriate water meter for the use.
- * Obtain a "Wastewater Evaluation" if necessary

Water Quality

- * Ensure pretreatment devices are clean and functioning prior to business opening, such as grease traps and interceptors.
- * Ensure that the City's water system is protected through the backflow program.
- * Determine if the backflow device is the appropriate size for the use and occupancy.



City of YUMA

**City of Yuma
Division of Fire Prevention
One City Plaza, Second Floor
Yuma, Arizona 85364**

**FIRE PREVENTION QUESTIONNAIRE
FOR BUSINESS LICENSE REVIEW**

The Division of Fire Prevention of the Yuma Fire Department is concerned with a number of conditions relating to the operation of your business. One condition is whether or not your business has a fire suppression or alarm system. We do require additional PERMITS for the storage, installation, production, or use of specific occupancies or materials. A PERMIT is issued in order to provide a tracking system of these high-risk operations. See part II.

**PART I
PLEASE PRINT**

Name of Applicant: _____

Business Name: _____

Business Type: _____
(i.e. clothing store, restaurant, convenience store, etc)

Business Address: _____ **Phone:** _____

It is necessary that we have local personnel and addresses in case we need someone on scene.

Owner/Manager: _____

Address: _____ **Phone:** _____

Additional Contact: _____

Address: _____ **Phone:** _____

Additional Contact: _____

Address: _____ **Phone:** _____

1. Does your business constitute a change in the use of the building you are occupying?
Yes ___ No ___
2. Is there a fire sprinkler system or other automatic suppression system present?
Yes ___ No ___
3. Is there a fire alarm system present in your place of business?
Yes ___ No ___
4. Are there any aboveground or underground fuel storage tanks located on the property.
Yes ___ No ___ if yes, indicate aboveground/underground, fuel type, and capacity.
5. Is the building equipped with a key box?
Yes ___ No ___

OVER→

PART 2

For permit information, refer to the following list and check all applicable boxes. This will enable us to determine if a PERMIT APPLICATION is required before signing your business license application. Checking a box may not require that you obtain a PERMIT, as quantity limits apply to many of these items and further information may be required. Every effort has been made to avoid duplication of effort by City offices, but due to differences in professional goals some questions may be asked twice. The Fire Department has access to and will use information gathered through other offices but is not limited to this information in scope.

Does/will your business store, sell, operate, use, installed, produce, or involve any of the following?

- | | | | |
|-------------------------------|-----|---------------------------------|-----|
| AEROSOL PRODUCTS | ___ | AIRCRAFT REFUELING VEHICLES | ___ |
| AIRCRAFT REPAIR HANGAR | ___ | AUTOMOBILE WRECKING YARD | ___ |
| BOWLING PIN/ALLEY REFINISHING | ___ | CANDLES/OPEN FLAMES IN AN | ___ |
| CARNIVAL OR FAIR | ___ | ASSEMBLY OCCUPANCY | ___ |
| CELLULOSE NITRATE | ___ | COMBUSTIBLE FIBERS/MATERIALS | ___ |
| COMPRESSED GASES | ___ | DRY CLEANING | ___ |
| CRYOGENS | ___ | EXPLOSIVES/BLASTING AGENTS | ___ |
| DUST PRODUCING OPERATIONS | ___ | FLAMM/COMBUSTIBLE LIQUIDS | ___ |
| FIREWORKS/PYROTECHNICS | ___ | MOTOR VEHICLE REPAIR | ___ |
| FRUIT RIPENING | ___ | HAZARDOUS MATERIALS OR | ___ |
| FUMMAGATION OR THERMAL | ___ | HAZARDOUS PRODUCTION MATERIAL | ___ |
| INSECTICIDAL FOGGING | ___ | INTERIOR DISPLAY OF AUTOMOBILES | ___ |
| JUNK YARD | ___ | OR MOTOR DRIVEN EQUIPMENT | ___ |
| LIQUIFIED PETROLEUM GASES | ___ | USE OF COVERED MALL FOR: | ___ |
| LUMBER YARD | ___ | KIOSKS, BOOTHS, CONCESSIONS, | ___ |
| MAGNESIUM WORKINGS | ___ | PLACE OF ASSEMBLY | ___ |
| MATCHES | ___ | OPEN FLAME OR FLAME DEVICES | ___ |
| OPEN BURNING | ___ | PARADE FLOATS | ___ |
| ORGANIC COATINGS | ___ | RADIOACTIVE MATERIALS | ___ |
| INDUSTRIAL OVENS | ___ | SPRAYING OR DIPPING OPERATIONS | ___ |
| PLACES OF ASSEMBLY | ___ | TIRE RECAPPING | ___ |
| REFRIGERATION EQUIPMENTS | ___ | TIRE STORAGE | ___ |
| TENTS, CANOPIES, MEMBRANE | ___ | WELDING AND CUTTING | ___ |
| STRUCTURES | ___ | WASTE MATERIAL HANDLING | ___ |

Failure to disclose the connection of your business to any listed items requiring a permit may lead to the suspension of your business license and legal action.

Dated: _____

**YUMA POLICE DEPARTMENT
EMERGENCY CONTACT FOR BUSINESS**

The Yuma Police Department is dedicated to protecting our city's citizens and their property. The information you provide on this form will be used in furtherance of that goal. This information will be retained by our department for your protection. Information you supply is protected and will not be divulged outside of law enforcement.

Notify the Yuma Police Department of any changes at 783-4421 or go to 1500 S. 1st Ave

PLEASE PRINT

BUSINESS NAME: _____

BUSINESS TYPE: _____
(i.e. clothing store, restaurant, convenience store, etc)

BUSINESS ADDRESS: _____ **BUSINESS PHONE** _____

It is necessary that we have local personnel and addresses in case we need someone on scene.

Owner / Manager: _____
Address: _____ **Phone #** _____

Additional Contact: _____
Address: _____ **Phone #** _____

Additional Contact: _____
Address: _____ **Phone #** _____

Alarm Company: _____
Alarm Co. Phone #: _____ **Account #:** _____

Guard Animals on premises? YES NO

Security Personnel on premises? YES NO

If yes, are they armed YES NO

DATED: _____