

## SPECIAL EVENTS

**The following information applies to any organization, group, or person who wants to participate in an event sponsored or co-sponsored by the City of Yuma**

- LOCATION – The allowed events are located at COY parks, Historic Main Street/North End, And Desert Sun Stadium.
- FEE – **The fee for conducting the event is \$20.00 per day.** This fee can be waived for school organizations or non-profit organizations (as defined by the IRS) with the following requirements:
  - School clubs or groups must provide a letter on school letterhead and signed by a member of the staff acknowledging the event as a school sanctioned fundraising activity.
  - Non-profit groups must provide a copy of the IRS (Internal Revenue Service) or ADOR (Arizona Department of Revenue) letter showing that non-profit status was granted to the organization.
- BUSINESS LICENSE APPLICATION – A City of Yuma Business License Application must be completed and signed by an adult who will become the contact person for the business.
- TIME LIMITS – no more than 3 consecutive days per event. Maximum of 9 days per calendar year for non-local clubs or groups.

Once all the above requirements have been met and the application is approved, you will be contacted to remit your fee and a receipt will be issued. This receipt must be present at all times during the event

### REQUIRED ITEMS

Completed application  
Copy of identification  
Copy of Arizona TPT certificate (if making sales of any kind. Not required for non-profits)  
Copy of health permit

### **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. <sup>1</sup>

Please refer to the ARS statute for a detailed list of acceptable forms of identification.

\*The states that don't have lawful presence requirements are **California, Colorado, Connecticut, Delaware, Hawaii, Illinois, Maryland, New Mexico, Nevada, New York, Utah, Vermont, and Washington.** If your driver's license is issued by one of these states, you must provide a secondary form of identification.

*<sup>1</sup>Does not apply to registered corporations*

**CITY OF YUMA BUSINESS LICENSE APPLICATION**

**ONE CITY PLAZA  
YUMA, ARIZONA 85364  
(928) 373-5074  
TTY (928) 373-5149**



**City of YUMA**



**City of YUMA**

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 Nov 2017)*

**THIS BOX FOR OFFICE USE ONLY**

BL PLAN # \_\_\_\_\_ CONTROL # \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_  
LICENSE # \_\_\_\_\_  
APPLICATION # \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

- 1. ORGANIZATION / BUSINESS / PERSON NAME \_\_\_\_\_
- 2. CONTACT PHONE ( ) \_\_\_\_\_ E-MAIL \_\_\_\_\_
- 3. LOCATION OF EVENT \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY / STATE / ZIP \_\_\_\_\_
- 4. MAILING ADDRESS \_\_\_\_\_  
PO BOX OR ADDRESS \_\_\_\_\_ CITY / STATE / ZIP \_\_\_\_\_
- 5. DESCRIPTION OF EVENT & VENDOR TYPE \_\_\_\_\_

6. DATE OF EVENT \_\_\_\_\_ ARIZONA TPT # \_\_\_\_\_

WILL THERE BE CHEMICALS ON SITE? YES  NO  (Customer signature required) \_\_\_\_\_

7. IS THIS ORGANIZATION NON-PROFIT YES  NO   
(TO CLAIM NON-PROFIT STATUS YOU MUST HAVE A COPY OF YOUR I.R.S. LETTER)

8. CONTACT PERSON (MUST BE 18 YEARS OR OLDER) \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_  
STREET \_\_\_\_\_ CITY / STATE / ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELLULAR / OTHER \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ STATE ISSUED \_\_\_\_\_

ADDITIONAL CONTACT PERSON \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_  
STREET \_\_\_\_\_ CITY / STATE / ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELLULAR / OTHER \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ STATE ISSUED \_\_\_\_\_

**IF YOU ARE A NON-PROFIT ORGANIZATION, PLEASE COMPLETE THIS ADDITIONAL INFORMATION**

**FOR NON-PROFIT ORGANIZATIONS ONLY – PLEASE COMPLETE THE INFORMATION BELOW**

ORGANIZATION / CORPORATE NAME \_\_\_\_\_

ORGANIZATION ADDRESS \_\_\_\_\_

ADDRESS

CITY / STATE / ZIP

PHONE \_\_\_\_\_

EIN/TIN/FIN ID # \_\_\_\_\_

DATE OF INCORPORATION \_\_\_\_\_

STATE OF INCORPORATION \_\_\_\_\_

**LIST AT LEAST ONE OFFICER OF THE ORGANIZATION**

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

ADDRESS

CITY / STATE / ZIP

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

ADDRESS

CITY / STATE / ZIP

**INFORMATION ABOUT FUNDRAISERS**

- 1. The business allowing your organization to conduct your fundraiser must provide you with written permission to do so. This must be on their business letterhead OR must have a business card attached.**
- 2. The license fee of \$20 per day can only be waived with a copy of your IRS designation letter confirming your status as non-profit.**  
**\*School clubs or teams may provide a short statement, on school letterhead, regarding the schools knowledge of the fundraising event. Must be signed by authorized school personnel.**
- 3. There is a limit of 3 consecutive days per event.**
- 4. Non-local clubs, groups, or persons have a maximum of 9 total days per year.**

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.

CONTACT NAME (PRINTED) \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA) AND SECTION 504 OF THE REHABILITATION ACT OF 1973, THE CITY OF YUMA DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN THE ADMISSION OF OR ACCESS TO OR TREATMENT OR EMPLOYMENT IN ITS PROGRAMS, ACTIVITIES, OR SERVICES. FOR INFORMATION REGARDING RIGHTS AND PROVISIONS OF THE ADA OR SECTION 504, OR TO REQUEST REASONABLE ACCOMODATIONS FOR PARTICIPATION IN CITY PROGRAMS, ACTIVITIES, OR SERVICES CONTACT: ADA/SECTION 504 COORDINATOR, CITY OF YUMA HUMAN RESOURCES DIVISION, ONE CITY PLAZA, PO BOX 13012, YUMA, AZ 85366-3012 OR CALL 928-373-5127 (TTY 928-373-5149).

**\*\* Important Information \*\***