

**Physical Location of Business:**

- ☐ Inside City Limits  
☐ Outside City Limits

**City of Cottonwood**

821 N Main Street  
 Cottonwood, AZ 86326  
 Phone: (928) 634-0060  
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**BUSINESS REGISTRATION APPLICATION****ALL BUSINESS REGISTRATIONS EXPIRE ON DECEMBER 31 OF THE CALENDAR YEAR ISSUED**

All information provided is subject to review by Arizona Department of Revenue.

THIS APPLICATION MUST BE FILED AND A REGISTRATION OBTAINED BEFORE YOU CAN LAWFULLY ENGAGE IN BUSINESS IN THE CITY OF COTTONWOOD. THE REGISTRATION FEE IS NON-REFUNDABLE AND REGISTRATION ISSUED IS NON-TRANSFERRABLE. ALL BUSINESS LOCATED IN THE CITY MUST COMPLY WITH ORDINANCE/REGULATIONS AND REQUIREMENTS AFFECTING PUBLIC PEACE, HEALTH, AND SAFETY. **APPLICANTS MUST PROVIDE PROOF OF CITIZENSHIP/LEGAL RESIDENCY AT THE TIME THE APPLICATION IS MADE.**

<b>FOR OFFICE USE ONLY</b>		Fee:	Form of Citizenship/Legal Residency Provided:
Date Received:	Check / Cash / CC	Business Registration #:	ID Number/Expiration Date:
Initials:	Receipt #:	Date Issued:	

**PLEASE PRINT OR TYPE. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

Check One: <input type="checkbox"/> New Business <input type="checkbox"/> New Owner of Existing Business <input type="checkbox"/> Reinstatement of Cancelled Registration <input type="checkbox"/> Registration Renewal	Former Owner and Former Registration # (if applicable):	Application Date:  Business Start Date / Date of Change:
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<b>SECTION 1. BUSINESS DESCRIPTION</b>					
Business Type	<input type="checkbox"/> Retail Sales	<input type="checkbox"/> Wholesaler	<input type="checkbox"/> Special Event*	<input type="checkbox"/> Construction Contracting	<input type="checkbox"/> Service
	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Bar	<input type="checkbox"/> Mobile Food	<input type="checkbox"/> Peddler*	<input type="checkbox"/> Hotel/Motel
	<input type="checkbox"/> Commercial Rental	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Non-Profit (provide Federal 501(c))	<input type="checkbox"/> Other, please explain: _____	
Describe Nature of Business: _____					
For Special Events or Temporary Sales Events, provide the location of the sales/event: _____					
NOTE: A Temporary Use Permit MUST be obtained from Planning & Zoning AT LEAST 60 days in advance for ALL Special Events and Temporary Sales Events					

<b>SECTION 2. BUSINESS NAME AND LOCATION INFORMATION</b>			
Business Name (and DBA): _____			
Physical location of business (Street Address): _____		City: _____	State: _____ Zip: _____
Mailing Address: _____		City: _____	State: _____ Zip: _____
Business Phone #: _____		Email Address: _____	
Federal ID or Social Security Number: _____		ADOR Transaction Privilege Tax (TPT) Number: _____	Is your TPT number registered with ADOR for the City of Cottonwood? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
AZ ROC License Number(s) required for Contractors: _____		Liquor License Class # (if applicable): _____	Other Professional Licenses or Permit Numbers and Description: _____
Owners, Partners, LLC Members, or Officers (for additional names, please attach a list)	Name: _____	Title: _____	Driver's License #: _____ State of Issuance: _____
	Home Address: _____	Email: _____	Phone Number: _____
	City: _____	State/Zip Code: _____	
Renewal contact information	Contact Person: _____	Email: _____	Phone Number: _____

Occupational Classification of the Business Physical Location: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential		
Does the business location have an alarm system? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="background-color: yellow;">If yes, an Alarm System Notification form is required.</span>		
Is the business location your personal residence <b>and within Cottonwood City limits?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="background-color: yellow;">If yes, a Home Occupation Permit is required.</span>		
Does this business occupy an existing tenant space within the City of Cottonwood limits? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="background-color: yellow;">If yes, please complete section 3 below.</span>		
<b>SECTION 3. TENANT OCCUPANCY INFORMATION</b>		
Is this business location: <input type="checkbox"/> Owned <input type="checkbox"/> Leased <input type="checkbox"/> Sub-Leased		Landlord's Name / Phone:
Will there be remodeling? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list <b>ALL</b> remodeling activities below		
Identify the previous tenant/use of the space intending to be occupied (if applicable):		
<b>SECTION 4. COMMERCIAL/RESIDENTIAL RENTAL BUSINESS IN THE CITY OF COTTONWOOD (IF YOU ARE THE LANDLORD)</b>		
<b>Note:</b> Commercial buildings with multiple suites are considered one (1) location. Attach a separate sheet if needed.		Total Number of Commercial Rentals: _____ Total Number of Residential Rentals: _____
Type of Rental(s): <input type="checkbox"/> Single Family <input type="checkbox"/> Apartment <input type="checkbox"/> Commercial <input type="checkbox"/> Mobile Home <input type="checkbox"/> Other: _____		
Address of Location #1:		Address of Location #2:
Address of Location #3:		Address of Location #4:
<b>SECTION 5. APPLICANT INFORMATION (MUST BE COMPLETED FOR THE PERSON SUBMITTING APPLICATION AND SIGNING BELOW)</b>		
Name:		Date of Birth:
Physical Address (cannot be a PO Box):		Driver's License #: _____ State of Issuance: _____
City:	State/Zip Code:	Phone Number: _____ (     )
The undersigned applicant hereby certifies that he/she understands that issuance of a Business Registration shall in no way be construed as permission to operate a business activity in violation of any other law or regulation to which such activity may be subject. The undersigned applicant hereby certifies that he/she understands that a <b>Tenant Occupancy Permit</b> is required before the business may commence and accepts responsibility for obtaining any necessary clearance and other associated permits from the Community Development Department. The undersigned applicant hereby certifies that the information provided to the City of Cottonwood in order to obtain a Business Registration is accurate and complete to the best of his/her knowledge and subject to revocation and certifies that he/she has read and knows the terms and conditions herein and agrees to abide by the same. Inspection and registration fees are non-refundable.		
Signature:		Date:

### ADDITIONAL INFORMATION

Business registration fees are valid through December 31 of each calendar year. Business registrations must be renewed on an annual basis. Business registration fees are non-refundable.

Failure to obtain a business registration shall be punishable by a fine not to exceed one thousand dollars (\$1,000) or by imprisonment not to exceed six (6) months in jail, or both such fine or imprisonment.

If the business has an alarm system, the Alarm System Notification form must be completed and returned with the Business Registration Application. If a system is obtained after the Business Registration is obtained, the business owner must complete the Alarm System Notification form and return it to the Administrative Services Department. The City of Cottonwood has passed an ordinance updating and adding penalties regarding False Alarms. This action was in response to a very high percentage of false alarms that endanger and waste public safety resources. For a full copy of the ordinance (Section 8.32 of the Municipal Code), please visit the City's website at [www.cottonwoodaz.gov](http://www.cottonwoodaz.gov).

To see the Model City Tax Code Options that Cottonwood has selected please follow the link:

<https://azdor.gov/business/transaction-privilege-tax/model-city-tax-code/options-city>

Prior to opening a business (except those with U occupancy classification) a Tenant Occupancy Permit shall first be obtained. Tenant Occupancy Permits that result in a change of use shall conform to the respective code requirements and shall obtain the required permits as specified in Section 105.1 of the International Building Code.

Additionally, those businesses which meet any of the criteria below **REQUIRE** issuance of the following permits:

- Operating a business within a residence requires a Home Occupation Permit.
- New development or renovations to structures (including floor plan), plumbing, electrical, outdoor lighting, heating/cooling, etc. requires a Building Permit. Exterior renovations may also require Design Review.
- New exterior sign requires a Sign Permit.
- All work within the City right-of-way, including utility connections, will require an approved City right-of-way encroachment permit.

Contact the Community Development Department at (928) 634-5505 if you have any questions.