TOWN OF CLARKDALE
890 Main Street
Clarkdale, AZ 86324
(928) 639-2500

Please mail or email completed form to:
PO Box 308, Clarkdale, AZ 86324 *or*
CommunityDevelopment@Clarkdale.AZ.gov

COMMUNITY DEVELOPMENT DEPARTMENT

BUSINESS / HOME OCCUPATION LICENSE APPLICATION

PLEASE PRINT

STAFF USE ONLY

Date Received: _____

By: _____

License # _____

BUSINESS INFORMATION

☐ BUSINESS LICENSE ☐ HOME OCCUPATION LICENSE

$30.00 for Annual Fee (July - June)
$15.00 for new applications received Jan. - June

APPLICANT NAME _____

BUSINESS NAME _____ TYPE OF BUSINESS _____

D.B.A. (if applicable) _____

TYPE OF ORGANIZATION: ☐ CORPORATION ☐ PARTNERSHIP ☐ SOLE PROPRIETORSHIP ☐ LLC ☐ LLP

TPT (SALES TAX) # _____ CONTRACTOR'S LICENSE #_____

PHYSICAL ADDRESS _____ CITY _____ STATE _____ ZIP_____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP_____
If different than physical address.

PHONE NUMBER _____ **E-MAIL ADDRESS** _____

BUSINESS LICENSE INFORMATION

Application for a Business License pursuant to Clarkdale Town Code, Article 8-3: **Licenses are issued annually and are valid from the issued date through June 30.**

A Sales Tax License must also be obtained to operate a business subject to Transaction Privilege Tax under Article 8-2 of the Town Code.

By submitting this application, I verify that I have read the requirements listed above by reference and agree to abide by them.

Violation of these requirements shall nullify this permit and the applicant will be subject to prosecution under the Town Code.

HOME OCCUPATION LICENSE INFORMATION

I/We make application for a Home Occupation License Pursuant to Clarkdale Zoning Code, Chapter 4, Section 4-11 which permits a Home Occupation that falls within the following guidelines. If your proposed Home Occupation does not fall within these parameters you must apply for a Conditional Use Permit through the Community Development Department.

1. **Home Occupations:** The business shall be clearly incidental and subordinate to the use of property and dwelling unit for dwelling purposes; and not change the character of the exterior of the structure.
2. **Area:** No more than twenty-five percent (25%) of the gross floor area of the dwelling and no more than twenty-five percent (25%) of the property shall be devoted to the Home Occupation.
3. **Employees:** There shall be no more than two part-time employees, each working no more than thirty-two (32) hours per week.
4. **Delivery Vehicles:** No business shall be conducted which requires delivery vehicles or other services not customary to a residence.
5. **Nuisances:** There shall be no external evidence of the activity such as outdoor storage, displays, noise, dust, fumes, vibrations or other nuisances discernible beyond the property line.
6. **Signs:** One non-illuminated sign, not to exceed two (2) square feet in area is permitted. Design Review Board approval is required.
7. **Traffic:** The business shall not generate traffic which unreasonably disrupts the neighborhood.
8. **Hours of Operation:** Noise shall not be generated before sunrise or after sunset.
9. **Parking:** Off street parking is required as set forth in the Town Zoning Code Section 4-12:
   For one family and two family dwellings, two (2) parking spaces per family dwelling unit are required.
   For multi-family dwellings or condominiums or three (3) or more family units, one and one-half (1 ½) parking spaces per family dwelling unit are required.
10. **Fire Inspections:** The Town shall conduct fire safety inspections of all structures where Home Occupations will be conducted.