

APPLICATION CHECKLIST

OPEN AIR MARKET /NON PROFIT SPECIAL REGULATORY APPLICATION – OAM/OAN

(EVERY ITEM MUST BE COMPLETE BEFORE APPLCIATION AND FEES CAN BE ACCEPTED)

Fingerprint cards are not required

- Completed and signed applications:
 - **Transaction Privilege Sales Tax Application (Two Sales Tax License Applications)**
 - **Special Regulatory Application**
- License Eligibility Form**
- Send form to City Manager for **fee waiver if non-profit (501c3)**
- Photo Identification** to verify that the applicant is over 18 years old

Need one of the following:

Trade name registration (if operating under a name other than legal given name)
Articles of Incorporation (if a Corporation)
Articles of Organization (if a Limited Liability Company)
Partnership agreement (if a Partnership)

Application packet is processed by:

1. Glendale Tax and Licensing Division
2. Development Services
3. Planning and Zoning
4. Glendale Fire Department
5. Glendale Police Department

Approval/Denial Timeframe: The approval /denial timeline **not to exceed 180 days** from the time the applications is accepted by the city.

Upon denial the Finance Department shall deny the application if any of the requirements have not been met. In the event of denial the applicant shall be notified by mail of the denial and the reason therefore. The applicant may appeal such denial pursuant to the provisions of the code.