

APPLICATION CHECKLIST

PEDDLER/ PARK VENDOR INDIVIDUAL SPECIAL REGULATORY APPLICATION— PVI

(If a husband and wife choose to operate as a sole owner, they can obtain two peddler individual licenses and will not be required to obtain a peddler business license.)

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

Two Fingerprint Cards (obtained from independent fingerprinting agency-call business to verify it continues to provide)

- Completed and signed applications:
 - Transaction Privilege Sales Tax Application
 - Special Regulatory Application
- License Eligibility Form
- Written Permission from the Parks and Recreation Department , fill out form and pay
- Signed copy of Administrative Order *regarding Prohibited Items for Sale*
- Photo Identification to verify that the applicant is over 18 years old
- Copy of Maricopa County Health Department "Permit to Operate" (if vending food from a truck or pushcart)
- Copy of Maricopa County Health Department Food Handlers Card (if food is not pre-packaged)
- Photograph of Pushcart or Mobile Truck (if vending from one of these)
- Applicant must complete a Mobile Sales Unit Registration Form
- Copy of Insurance Certificate naming the City of Glendale as additional insured (for park vendors)

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.



City of Glendale
 5850 W. Glendale Ave.
 Glendale, AZ 85301
 www.glendaleaz.com/taxandlicense

SPECIAL REGULATORY INDIVIDUAL LICENSE APPLICATION



FOR CITY USE ONLY

Important Note to Applicant (Age Requirements)

You must be at least **18 years of age** at the time of application to obtain a license.
However no person with a performer/model license may work as a "topless bar performer" until such person is at least 19 years of age.

Initial

Account #

License Type

NAICS Code

Employer #1

Employer #2

This application must be filed and a license obtained before you can lawfully engage in any business in Glendale. The **application and fingerprinting fees are non-refundable**. Any license issued is non-transferable between persons or locations.

PERSONAL INFORMATION OF ADDITIONAL APPLICANT

First Name M.I. Last Name

Street Number Direction Street Name or PO Box If P.O. Box check here Suffix (St, Ave, etc)

Post Dir. Choose one Apt/Suite/Bldg/Floor PMB # City
 Apt Suite
 Bldg Floor

State ZIP Code Country US Phone

Date of Birth Place of Birth

MM DD YYYY
 Social Security Number Government Issued ID Type (see cover page) Government Issued ID #

Age Sex Weight Height Color of Eyes Code (see cover page) Color of Hair Code (see cover page)

E-mail

Have you ever been convicted of felony or misdemeanor other than a traffic citation? If YES, please list ALL prior charges, indictments or convictions, including applicable jurisdictions and dates. Failure to disclose this information will be grounds for denial of this license, you will not be allowed to resubmit an application for an Owner/Operator for a period of up to ONE YEAR after date of this application.

YES NO

Have you ever had an adult oriented business license or any special regulatory license or permit denied, revoked or suspended? If YES, please identify all jurisdictions denying, revoking or suspending such license or permit and the dates and reasons on a separate sheet of paper and attach to this form. Failure to disclose this information will be grounds for denial of this license.

YES NO

FOR CITY USE ONLY

PLEASE PRINT USING UPPERCASE LETTERS IN BLACK INK. A B C 1 2 3

GSPR1011



GSPR1012



PLEASE ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO ANSWER ANY QUESTIONS ON THIS APPLICATION, WITH CLEARLY DESIGNATED REFERENCES TO QUESTIONS BEING ANSWERED.

Please list ALL home addresses during the last 5 years

Date Moved / Left Address

Please list your complete employment history for the last 5 years

Employer Name

From MM DD YY To

Please list licenses/permits issued to you relating to a Special Regulatory or an Adult Business license.

License Jurisdiction Dates MM YY MM YY

This license will be utilized at the following place(s) of employment in the City of Glendale

Employer Name Employer Address MM DD YY

IMPORTANT NOTE TO BUSINESS OPERATORS WITH FACILITIES IN GLENDALE

Include a sketch or diagram with your application, showing the configuration of the proposed business premises, including a statement of total floor space. The sketch or diagram should be oriented to the north or to some designated street or object. To the extent applicable, show the location of, rest rooms, general patron areas, clearly designated areas in which patrons are not permitted, show the location of all manager's stations, viewing rooms, video cameras and monitors installed for monitoring purposes, stage areas, and any other distinct rooms or areas on the premises. The sketch or diagram shall be drawn to a designated scale or drawn with marked dimensions of the interior of the premises to an accuracy of plus or minus one foot. The premises are subject to inspection by the City for all information contained in this application.

Diagram Attached

IMPORTANT NOTE TO APPLICANT

I certify the statements made in this application are true and complete to the best of my knowledge. I have read and complied with all statutes, ordinances, and other requirements affecting public peace, health, and safety. The issuance of a license by the City of Glendale 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. I accept the license authorized and issued in response to this application. I understand the application fee is non-refundable and incomplete forms may delay processing. Failure to provide current information in regards to your address and/or telephone number may be viewed as your request to have this application withdrawn. Any withdrawal of application will require you to re-apply and pay any new fees.

Print Name Title

Applicant's Signature Date

MM DD YYYY

FOR ASSISTANCE CALL City of Glendale (623) 930-3190 (Press 1), TTY (623) 930-2197, Fax (623) 930-2186 or visit our website at www.glendaleaz.com/taxandlicense

PLEASE PRINT USING UPPERCASE LETTERS IN BLACK INK. A B C 1 2 3



City of Glendale Arizona
License Application Codes

Thank you for doing business in the City of Glendale. We realize you had many options when considering where to operate your business and we are pleased you chose Glendale. We wish you success and prosperity this year and the years to come.

Please use the following list of codes to assist you in completing your application. If you have any questions, please feel free to contact our Customer Service Department at (623) 930-3190.

Title Code:

| | |
|-------------------------|-----|
| Accountant/CPA | ACC |
| Agent | AGT |
| Attorney | ATT |
| Audit Contact | AUD |
| Bankruptcy Attorney | BKA |
| Bankruptcy Trustee | BKT |
| Chief Executive Officer | CEO |
| Chief Financial Officer | CFO |
| Chairman of Board | COB |
| Controller | CON |
| Director | DIR |
| Employee | EMP |
| General Partner | GEN |
| General Manager | GMR |
| Limited Partner | LIM |
| Liquor Agent | LQA |
| Member | MBR |
| Management Co | MCO |
| Manager | MGR |
| Managing Member | MMB |
| Managing Agent | MNA |
| Owner | OWN |
| President | PRE |
| Partner | PRT |
| Statutory Agent | SAG |
| Secretary | SEC |
| Shareholder | SHH |
| Treasurer | TRE |
| Trustee | TRU |
| Vice-President | VPR |

Government Issued ID Type:

| | |
|-----------------------------|------|
| Driver License | DRLC |
| Misc. Foreign ID | MFID |
| Military ID | MIID |
| Matricula Consular | MTCL |
| Passport | PPRT |
| Permanent Resident | PRES |
| Resident Alien | RESA |
| US Employment Authorization | USEA |
| US State-issued ID | USID |
| Visa | VISA |
| Miscellaneous US ID | MUID |

Color of Eyes:

| | |
|--------|----|
| Black | BL |
| Brown | BR |
| Blue | BU |
| Green | GN |
| Gray | GR |
| Hazel | HZ |
| Pink | PK |
| Violet | VT |

Color of Hair:

| | |
|-------|----|
| Bald | BA |
| Blond | BD |
| Black | BL |
| Brown | BR |
| Gray | GR |
| Red | RD |
| White | WH |



CITY OF GLENDALE
TAX AND LICENSE DIVISION
5850 W. Glendale Avenue
Glendale, AZ 85301-2599
(623) 930-3190

PEDDLER MOBILE SALES
UNIT REGISTRATION
FORM

| | |
|-------------------|---------------------------------|
| Business Name: | City of Glendale License No. |
| Business Address: | |

| Mobile Sales Unit Description | Vehicle Lic. No. (If Applicable) | Maricopa County Health Dept. Permit to Operate Number | City of Glendale Mobile Sales Unit Tag No. |
|-------------------------------|-------------------------------------|--|--|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

Applicant's Signature:

Date:



Pursuant to Glendale City Code Sec. 21-44, no person who is required to obtain a special regulatory license shall at any time display, sell, trade or otherwise distribute any of the following items within the city:

1. Hazardous or flammable chemicals or materials;
2. Knives;
3. Starter or blank guns;
5. Fireworks;
6. Any chemicals or materials of which the primary purpose is to cause odors that would be offensive to a person of reasonable sensibilities;

The sale or distribution of these items will result in immediate revocation of your Special Regulatory license.

I have read and understand the above statement.

Signature

Date

Witness

Date



City of Glendale
Tax & License Division
5850 West Glendale
Glendale, Arizona 85301-2599
(623) 930-3190

Dear Business Owner:

On May 1, 2008, House Bill 2745 was signed into law. One provision of the new law, which went into effect October 1, 2008, requires individuals requesting a municipal business license to present documentation to the municipality indicating your presence in the United States is authorized under federal law.

To meet this requirement we have enclosed a licensing eligibility form. Please indicate on the eligibility form, by checking the appropriate box, which form of documentation you have in your possession verifying your authorization under federal law. Sign and date the form and return it along with a copy of this documentation so that we may complete the processing of your application.

If you have any questions, please call (623) 930-3190 during normal business hours.

Sincerely,

Customer Relations Office
City of Glendale

Enclosures:



City of Glendale
 5850 W. Glendale Ave.
 Glendale, AZ 85301
 www.glendaleaz.com/taxandlicense

LICENSE ELIGIBILITY FORM

Account #

This form must be completed by sole proprietorships only. If the sole proprietorship is a married couple, both spouses must complete a form. This is required under House Bill 2745 which was signed into law on May 1, 2008.

Please **CHECK THE BOX** next to the document indicating lawful presence, **SIGN AND RETURN THIS FORM** with a **COPY OF THE DOCUMENT** chosen.

| | |
|--------------------------|---|
| <input type="checkbox"/> | An Arizona driver license issued after 1996 or an Arizona non-operating identification license. |
| <input type="checkbox"/> | A driver license issued by a state that verifies lawful presence in the United States. |
| <input type="checkbox"/> | A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States. |
| <input type="checkbox"/> | A United States certificate of birth abroad. |
| <input type="checkbox"/> | A United States passport. |
| <input type="checkbox"/> | A foreign passport with a United States visa. |
| <input type="checkbox"/> | An I-94 form with a photograph. |
| <input type="checkbox"/> | A United States citizenship and immigration services employment authorization document or refugee travel document. |
| <input type="checkbox"/> | A United States certificate of naturalization. |
| <input type="checkbox"/> | A United States certificate of citizenship. |
| <input type="checkbox"/> | A tribal certificate of Indian blood. |
| <input type="checkbox"/> | A tribal or bureau of Indian affairs affidavit of birth. |

This provision does not apply to an individual, if all of the following apply:

1. The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country and;
2. The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.

 Signature of Applicant

 Printed Name of Applicant

 Date

 Signature of Municipal Employee

 Date

Legal Arizona Workers Act Compliance Guidelines
House Bill 2745
Chapter 152





FINGERPRINTING INFORMATION

Account #

The following instructions are intended to help you and your chosen fingerprinting agency expedite the licensing process:

1. You will need to be fingerprinted within five (5) business days of application for a city business license.
2. You will need to take a **validated** copy of your application to one of the fingerprinting agencies listed below or to your local law enforcement agency. **PLEASE CALL THE AGENCY AHEAD** to be sure they do fingerprinting. Not all law enforcement agencies offer this service.
3. The fingerprinting agency will keep the application, take a copy of your government issued photo ID and take two (2) sets of fingerprints.
4. The fingerprinting agency will send the application, copy of your photo ID and the two (2) fingerprint cards **directly** to the address listed above, attention Tax and License. **APPLICANT SHOULD NOT BRING THE CARDS BACK TO THE CITY. THESE CARDS WILL BE INVALID AND YOU WILL HAVE TO BE FINGERPRINTED AGAIN AT YOUR EXPENSE.**

| Agency | **Fee | Days/Hours |
|--|---------|--|
| Glendale Police Dept. 6835 N. 57 TH Drive (623) 930-3099 | \$10.00 | Monday 2:00PM – 4:00PM Wednesday 8:00AM – 10:00AM |
| Nuwest Investigations 6802 N. 47 TH Avenue, Suite 8 Hamilton Building (623) 937-9676 | \$9.99 | Monday – Friday 8:30AM - 4:30PM Saturday by appointment only |
| UPS Store (Best Buy Center) 7942 W. Bell Road, Suite C-5 (623) 826-8628 | \$15.00 | Monday – Friday 7:30AM – 8:00PM Saturday 9:00AM – 5:00PM Sunday 11:00AM – 5:00PM |
| UPS Store (Next to AJ'S) 20118 N. 67 TH Avenue, Suite 300 (623) 561-6475 | \$15.00 | Monday – Friday 7:30AM - 7:00PM Saturday 9:00AM - 5:00PM Sunday NOON - 4:00PM |
| UPS Store 5350 W. Bell Road, Suite C-12 (623) 298-5411 | \$11.99 | Monday – Friday 8:00AM - 7:00PM Saturday 9:00AM - 5:00PM Sunday NOON – 4:00PM |

** Fee set by agency and may be per card. Schedules/Fees are subject to change. Contact the agency to confirm information.

If you have any questions, please call (623) 930-3190.

