



**How to obtain a
City of Safford**

Business License

Procedures

&

Requirements



INFORMATION REQUIRED BEFORE A LICENSE CAN BE ISSUED

- Fully completed license application (complete information, signatures and fees).
- Any business subject to transaction privilege and/or use tax within the city limits will need to obtain the state transaction privilege tax (TPT) license from the Arizona Department of Revenue (commonly referred to as a sales tax, resale, wholesale, vendor or tax license). Forms are available at the City Clerk's office. Or you can also call the Arizona Department of Revenue at 800-634-6494.

FEES

- Business licenses are **\$50.00** for EACH fiscal year.
- Note: *Business License Renewals submitting payments and forms after the 15th of their renewal month will be entitled to pay a penalty of \$35.00 in addition to the \$50.00 fee.*

MOBILE FOOD VENDORS

Mobile Food Vendors must present their Graham County Health Department Permit and a certificate of insurance in the amount of \$1,000,000.00 listing the City of Safford as an additional insured prior to issuance of a license.

Questions?

Contact: City of Safford Clerk's Office
717 Main Street - P.O. Box 272
Safford, AZ 85548
Phone: (928) 432-4005
Fax: (928) 348-3111

GENERAL REQUIREMENTS TO CONDUCT BUSINESS IN THE CITY OF SAFFORD

1. Fill out business license application completely.
2. The business must be in the proper zoning. The City of Safford Planning and Community Services Department must approve the business license for proper zoning. If you are applying for a license in your home, it is recommended that you check with any Home Owners Association and your deed for any restrictions before making application for a license.
3. Business must meet Fire Code and Building Code requirements of the City of Safford.
4. In conducting any business, you must apply for your state sales tax number from the State of Arizona.
5. If you are handling food products, you must apply for health permits from the Graham County Health Department.
6. If alcohol is involved, you must apply with the State of Arizona Liquor Licenses and Control.
7. A \$50.00 annual license fee must accompany each application, each year.
8. Licenses are non-transferable.
9. A license will not be issued until the application has been complete and approved.
10. **Business licenses must be issued before you can lawfully engage in business in the City of Safford.**

The above information is only a list of general guidelines. Please contact the City of Safford if you have any further concerns or questions.