

HELPFUL INFORMATION

Listed below are some agencies and their phone numbers, which may be of help to you:

- **Arizona Department of Revenue-Licensing and Registration Section**
1800-634-6494
- **Arizona Department of Revenue-City Privilege Tax/City Desk** 1-602-542-4656
- **Arizona Registrar Of Contractors**
928-344-6990
- **Arizona Liquor Licenses & Control**
1-602-542-5141
- **Arizona Department of Commerce**
1800-542-5684 (Provides the “Guide to Establishing and Operating a Business”)
- **Yuma County Health Department-**
928-317-4584 (If you business will be handling food you will need to contact them)
- **Internal Revenue Service - Resource publications** 1-800-829-3676
- **Small Business Administration** 1-800-2682678
- **A.W.C. Small Business Development Center** 928-341-1650

Hopefully, the information provided will help you in getting your business off to a great start. If our office can be of any help to you in the future, do not hesitate to contact us by calling 341-8565, or stop by the Planning & Zoning Department.

WHAT ELSE SHOULD I KNOW?

You will need to obtain signatures from various departments in the City of San Luis. You may obtain the signatures the same day or the City of San Luis Staff can process your application to obtain the required signatures at no additional cost but the process can take up to Fifteen (15) business days. If your business location is inside the city limits of San Luis your application must be routed, either by yourself or by San Luis staff, to the City of San Luis departments for approval in the following order:

- Planning and Zoning / Building Safety, 1090 E. Union St.
- Fire Department, 1165 N. McCain Street
- Police Department, 1030 E. Union Street

These departments base their approval or disapproval based on established regulations.

Their job is to make sure that your business will comply with City Zoning Regulations in both commercial areas and residential neighborhoods.

***Business applicants who have their main office outside the City limits also need to obtain the signatures.**

City of San Luis
1090 E. Union Street
San Luis, Arizona 85349
Phone (928) 341-8565
Fax (928) 341-8599
Email: Licensing@sanluisaz.gov

City of San Luis

PLANNING & ZONING DEPARTMENT



Business License Information

We would like to take this opportunity and welcome you to the City of San Luis and inform you of the requirements to obtain a business license inside the city limits.

WHAT IS REQUIRED TO OBTAIN A GENERAL BUSINESS LICENSE?

You may apply for a business license in person, by mail, or fax. The application needs to be completed and signed by the applicant.

1. First you will need to apply for a Transaction Privilege Tax License (TPT) with the Department of Revenue. If you need an application we can provide you with one. Once completed, if you need your business established immediately please make copies for our records, since it can take up to one month for them to process your application.
2. You will need to fill out the City of San Luis Business License Application. You can pick up a copy at our office located on 1090 E. Union Street, San Luis, AZ 85349. Or we can fax you a copy just give us a call at (928) 341-8565..
3. If you are a contractor we will need a copy of your Contractors License. We will also need a copy of a picture I.D. for verification of issuance.

The license fee is usually \$100.00 per year but there are some exceptions. More detailed information about our fees is available upon request.

TAXI BUSINESS

WHAT IS REQUIRED TO OBTAIN A TAXI CAB LICENSE?

We will provide you with the following forms (you will need to come In person)

- The City of San Luis Business License Application for Taxi Cabs
- The Transportation Business Permit Application (for Notary Public)
- The Vehicle Safety Compliance Inspection (for Certified Mechanic)

You must fill out the application completely. Before you go to the Fire Department & Police Department, you will have to have The Vehicle Safety Compliance Inspection (for Mechanic) and The Transportation Business permit Application (notarized by Notary Public) processed. For the Mechanic Inspection (The Vehicle Safety Compliance Inspection), you must get a written Proof of Inspection from the mechanic. Remind the Notary Public to stamp both sides of the 2-piece application since the stamp does not go through duplicate applications.

When you return with the completed Applications & Inspections you will need to bring 7 items back to us, as follows:

1. The City of San Luis Business License Application For Taxi Cabs

2. The Transportation Business Permit Application (for Notary Public)
3. The Proof of Inspection (from Mechanic)
4. A Picture Of the Vehicle (real photo - no digital printouts)
5. Registration of the Vehicle
6. Title Of the Vehicle
7. Proof of Taxi Insurance (Insurance *that covers \$300,000.00*)

The Taxi Cab Business fees are as follows:

- \$300.00 for Transportation Business Permit
- \$100.00 for Business License

OTHER INFORMATION

It should be noted that many people are unaware that even small, home based businesses located inside the city or those that come into the city to conduct business activities require a business license before operating a business. Temporary (or itinerant) businesses, special events, carnivals, door-to-door sales, and non-profit organizations have business regulations that pertain to them specifically. The Business License desk has information regarding those types of activities and whether or not requires a city business license.