

NOTICE TO SOLE PROPRIETOR, INDIVIDUAL AND/OR HUSBAND & WIFE BUSINESSES

All persons applying for municipal licensing as Individuals, Sole Proprietors, or Husband & Wife businesses, must provide evidence of their legal right to be in the United States in compliance with A.R.S. 41-1080, also known as the "Legal Arizona Workers Act."

If applying by mail, applicants must submit the eligibility form with the application. Please indicate, by checking the appropriate box, which of the 12 forms of documentation will be provided to verify legal status under federal law. Return the completed eligibility form along with the application, applicable fees and a copy of the documentation showing your legal status.

If applying in person at the Licensing Office, applicants must show one of the 12 types of documentation listed on the eligibility form with the application and applicable fees. The eligibility form will be completed upon presentation of the documentation.

Per State law, the City of Mesa Licensing Office cannot issue a license unless it first receives a copy of one of the specified forms of identification and a signed eligibility form.

*****NOTE: A Government issued photo ID must be presented with any document that does not contain a photograph of the individual.**



LICENSING ELIGIBILITY

Before issuing a license to an individual, the individual must present one of the following documents to the municipality indicating that the individual's presence in the United States is authorized under federal law:

Check the box next to the document indicating lawful presence.

*****NOTE: A Government issued photo ID must be presented with any document that does not contain a photograph of the individual.**

	An Arizona driver license issued after 1996 or an Arizona non-operating identification license.
	A driver license issued by a state that verifies lawful presence in the United States. (See Overview of States' Driver's License Requirements) NOT accepted: HI, NM, UT, WA Note: a WA "Enhanced" Driver License is acceptable
	A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
	A United States certificate of birth abroad.
	A United States passport or passport card.
	A foreign passport with a United States visa.
	An I-94 form with a photograph.
	A United States citizenship and immigration services employment authorization document or refugee travel document.
	A United States certificate of naturalization.
	A United States certificate of citizenship.
	A tribal certificate of Indian blood.
	A tribal or bureau of Indian affairs affidavit of birth.

This provision does not apply to an individual, if EITHER:

1. BOTH of the following apply:
 - a. The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
 - b. 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.

OR

2. ALL of the following apply:
 - a. The individual is a resident of another state.
 - b. The individual holds an equivalent license in that other state and the equivalent license is of the same type being sought in this state.
 - c. The individual seeks the Arizona license to comply with this state's licensing laws and not to establish residency in this state.

Signature of applicant

Date

Signature of municipal employee

Date

55 N. Center Street
PO Box 1466
Mesa Arizona 85211-1466
(480) 644-2316 Tel
(480) 644-3999 Fax



PEDDLERS, SOLICITORS & TRANSIENT MERCHANTS INFORMATION SHEET

- Applications are available in the Licensing Office at 55 N. Center Street, Mesa.
- Application Fee \$ 10.00
Investigation Fee \$ 25.00
Licensing Fee \$ 30.00 quarterly /100.00 annually
Renewal Fee \$ 30.00 quarterly /100.00 annually
- Completed applications must be submitted to the Licensing Office by 5:30 p.m. Monday through Thursday, along with the required fees and the following documentation:
 - Copy of driver's license or picture ID
 - License Eligibility Form
 - For adults:
 - Completed fingerprint card. (Suggested place to obtain prints)
Preferred Support Services
54 S. Center Street, Mesa
Office hours: Monday through Thursday 8:30 AM – 4:30 PM
Phone (480) 835-6676
 - For minors:
 - Completed, signed and notarized Parental Consent form. The parent/legal guardian must show proof (birth certificate of minor, guardianship papers, etc.)
- Prior to issuance of your license the application must be approved by the following department:
 - Police Department (background check on all applicants)
 - City Attorney – Have a Surety Bond on file with the City of Mesa:
 1. Company bond - \$5000.00 minimum –
 - Submit a pay stub or letter from business owner (on business letterhead) verifying applicant's employment with the company.
 2. Personal bond - \$1000.00 minimum
- Renewal fees must be paid on or before the expiration date of the license.
- If you are engaging any activity subject to the City's Privilege Taxes, within the boundaries of the City of Mesa, you must apply for a Transaction Privilege Tax (TPT) License.

ALL FEES ARE NON-REFUNDABLE

INCOMPLETE APPLICATIONS OR THOSE RECEIVED WITHOUT REQUIRED SUPPLEMENTAL INFORMATION WILL NOT BE PROCESSED.

55 North Center Street
PO Box 1466
Mesa Arizona 85211-1466
(480) 644-2316 Tel (480) 644-3999 Fax
website: www.mesaaz.gov/salestax
Office Hours: Monday – Thursday 7:00 a.m. – 6:00 p.m.

PEDDLER & TRANSIENT MERCHANT SALES ZONING & SIGN REGULATIONS

- ❖ Exterior display of signs and/or merchandise is subject to the same restrictions as permanent commercial land uses.
- ❖ Public right-of-way cannot be obstructed nor can it be used for the stationary display of signs or merchandise.
- ❖ Portable signs (e.g. “A” frame), inflatable signs, balloons, streamers, pennants, and banners are prohibited.
- ❖ Sign permits are required for the display of all lawful signs.
- ❖ Signs may not be attached to utility poles, traffic control devices, street lights, or similar structures in the public right-of-way.
- ❖ Outdoor display of merchandise is permitted on the private property (not in the public right-of-way) that is developed and improved, with the owner’s permission. Such outdoor display is permitted only in the following zoning districts:
 - M-2, General Industrial
 - M-1, Limited Industrial (display must be accessory to an existing primary permitted use)
 - C-3, General Commercial (only allowed if outdoor display has been established as a legal non-conforming use)
 - TCB-2, Town Center Business 2 (subject to a Special Use Permit, and only when in conjunction with a permitted use)
 - TCC, Town Center Core (subject to a Special Use Permit, and only when in conjunction with a Special Event)
- ❖ All Peddler and Transient Merchant sales are subject to applicable licensing and enforcement procedures of the City of Mesa.

For more information please contact the Development & Sustainability Department:

Planning Division (480) 644-2385
Building Safety Division (480) 644-4273

Planning Policies & Guidelines: www.mesaaz.gov/Planning/PoliciesAndGuidelines.aspx

Planning Division
Email: Planning.Info@Mesaaz.gov
www.mesaaz.gov/Planning
55 N. Center Street - PO Box 1466 - Mesa Arizona 85211-1466
(480) 644-2385 Tel - (480) 644-2757 Fax

Revenue Collections Operations

Licensing Office

55 North Center Street
 Mesa Arizona 85201
 (480) 644-2316 Tel



Mailing Address

PO Box 1466
 Mesa Arizona 85211-1466
 (480)644-3999 Fax

APPLICATION FOR PEDDLER, SOLICITORS AND TRANSIENT MERCHANTS LICENSE

NON-REFUNDABLE \$10.00 DUE AT TIME OF APPLICATION - CODE 0570

Check one: DOOR TO DOOR STREET TO STREET MOVABLE CART
 TOURING VEHICLE COMMERCIAL LOTS

SECTION I. APPLICANT'S INFORMATION

Applicant's Full Name

 Business Name

SECTION II. MAILING ADDRESS & PHONE NUMBER

Street Address

 City, State, Zip Phone Number

SECTION III. RESIDENTIAL ADDRESSES FOR PAST 5 YEARS BEGINNING WITH PRESENT ADDRESS

From	To	Completed Street Address	City, State
	Present		

SECTION III. BUSINESS INFORMATION

Describe Nature of Business

 Vehicle Type Year Make Model Color

 Vehicle License # Vin #

 If employed, name and address of employer
 Name Phone No. ()
 Address City State ZIP Code

SECTION IV. PERSONAL INFORMATION

Previous names by which you have been known and the years in which you were known by those names

 Social Security Number - - Yes No
 Date of Birth (day, month & year) Sex: Male Female
 Race Color of Eyes Weight Height Color of Hair

SECTION V. BACKGROUND INFORMATION - PLEASE READ CAREFULLY. IF NOT ANSWERED FULLY AND COMPLETELY IT COULD BE CAUSE FOR YOUR LICENSE REQUEST TO BE DENIED. A YES ANSWER DOES NOT AUTOMATICALLY CAUSE YOUR LICENSE TO BE DENIED.

Have you **ever** been arrested, charged, or detained for any offense or alleged violation of any law or ordinance? Yes No

Date	Charge	City, State	Convicted?

Have you **ever** been convicted of any crime, misdemeanor, or violation of any municipal ordinance? Yes No

Date	Offense	Location of Conviction	Penalty Assessed

Have you ever been denied a Peddlers, Solicitors, or Transient Merchants License before? Yes No

If "Yes" Where? - Give City, County, State

SECTION VI. SIGNATURE AND CERTIFICATION

IMPORTANT

I hereby give consent to the City of Mesa to investigate my background, including any police records or records of any kind or description. I hereby waive any claim or cause of action regarding the use of my background information or police record that I may have against the City of Mesa or its agents and employees, and against any other individual or agency disclosing or releasing background information to the City of Mesa. I also certify that I am familiar with the Code provisions governing the Peddlers, Solicitors and Transient Merchants License.

I hereby certify that all answers and information on this application are true and correct. Any false, misleading, or incomplete information constitutes grounds for denial of this license.

Print Name

Signature

Date

Copy of Drivers License

For Office Use Only