

## 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) <b>NOT</b> 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



## **PARK AND SWAP INFORMATION SHEET**

- Applications are available in the Licensing Office at 55 N. Center Street, Mesa.
- |                         |           |
|-------------------------|-----------|
| Application Fee         | \$ 100.00 |
| Tech Fee                | \$ 2.00   |
| Licensing Fee           | \$ 150.00 |
| Annual Renewal Fee      | \$ 150.00 |
| Annual Renewal Tech Fee | \$ 2.00   |
- 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 on all owners and/or officers of the corporation owning 10% or more of the business:
  - Copy of driver's license or government issued picture ID.
  - License Eligibility Form
- 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/business/licensing](http://www.mesaaz.gov/business/licensing)  
Office Hours: Monday - Thursday 7:00 a.m. – 6:00 p.m.

## **Licensing and Application Requirements House Bill 2212**

The City wishes to notify all applicants of certain rights the applicant has related to the issuance of a license. The City shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition. Unless specifically authorized, the City shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable, however this does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes. The City shall not request or initiate discussions with a person about waiving that person's rights provided to them under Arizona Revised Statutes Title 9, Chapter 7, Article 4. The requirements of A.R.S. § 9-843 may be enforced in a private civil action and relief may be awarded against the City and the court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in such an action against a municipality. A City employee may not intentionally or knowingly violate A.R.S. § 9-843 and a violation of the statute is cause for disciplinary action or dismissal pursuant to City policy. The requirements of A.R.S. § 9-834 do not abrogate the immunity provided to the City or its employees by A.R.S. § 12-820.01 or § 12-820.02.

### **A.R.S. § 9-834. PROHIBITED ACTS BY MUNICIPALITIES AND EMPLOYEES; ENFORCEMENT; NOTICE**

- A. A MUNICIPALITY SHALL NOT BASE A LICENSING DECISION IN WHOLE OR IN PART ON A LICENSING REQUIREMENT OR CONDITION THAT IS NOT SPECIFICALLY AUTHORIZED BY STATUTE, RULE, ORDINANCE OR CODE. A GENERAL GRANT OF AUTHORITY DOES NOT CONSTITUTE A BASIS FOR IMPOSING A LICENSING REQUIREMENT OR CONDITION UNLESS THE AUTHORITY SPECIFICALLY AUTHORIZES THE REQUIREMENT OR CONDITION.
- B. UNLESS SPECIFICALLY AUTHORIZED, A MUNICIPALITY SHALL AVOID DUPLICATION OF OTHER LAWS THAT DO NOT ENHANCE REGULATORY CLARITY AND SHALL AVOID DUAL PERMITTING TO THE MAXIMUM EXTENT PRACTICABLE.
- C. THIS SECTION DOES NOT PROHIBIT MUNICIPAL FLEXIBILITY TO ISSUE LICENSES OR ADOPT ORDINANCES OR CODES.
- D. A MUNICIPALITY SHALL NOT REQUEST OR INITIATE DISCUSSIONS WITH A PERSON ABOUT WAIVING THAT PERSON'S RIGHTS.
- E. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST A MUNICIPALITY. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST A MUNICIPALITY FOR A VIOLATION OF THIS SECTION.
- F. A MUNICIPAL EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE MUNICIPALITY'S ADOPTED PERSONNEL POLICY.
- G. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.02.
- H. A MUNICIPALITY SHALL PROMINENTLY PRINT THE PROVISIONS OF SUBSECTIONS A, B, C, D, E, F AND G OF THIS SECTION ON ALL LICENSE APPLICATIONS.
- I. THE LICENSING APPLICATION MAY BE IN EITHER PRINT OR ELECTRONIC FORMAT.



**APPLICATION FOR PARK AND SWAP LICENSE**

NON-REFUNDABLE \$100.00 DUE AT TIME OF APPLICATION - CODE 0570  
 NON-REFUNDABLE \$2.00 TECH FEE DUE AT TIME OF APPLICATION - CODE 0375  
**ACCURACY IS IMPORTANT -- CHECK ALL ANSWERS FOR ACCURACY. FALSE OR INCOMPLETE ANSWERS OR OMISSIONS MAY RESULT IN NON-ACCEPTANCE, DENIAL OR SUBSEQUENT REVOCATION OF A LICENSE.**

**SECTION I. PARK AND SWAP INFORMATION**

Park and Swap Name	
Street Address	
City, State, Zip	Phone Number
Give days and hours of business operations:	
Owner of real estate where this business will be located:	

**SECTION II. BUSINESS INFORMATION**

Type of Ownership	<input type="checkbox"/> Individual	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC	<input type="checkbox"/> Partnership	<input type="checkbox"/> Other _____
Name of Corporation Entity					
Date of Incorporation			State where Incorporated		

**SECTION III. LISTING OF OWNERS, OFFICERS, PARTNERS AND ANY PERSON OWNING MORE THAN 10% OF BUSINESS**

Title/Position	Last Name, First Name	% Owned

**SECTION IV. INITIAL APPLICANT'S INFORMATION**

Applicant's Name		Last	First	M.
Address			Phone Number	
City, State, Zip				
Previous names by which you have been known and the years in which you were known by those names				
Title/Position at Park and Swap				
Social Security Number			Date of Birth day, month, year	
Place of Birth City, State, Country			Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
Race	Color of Eyes	Weight	Height	Color of Hair

**City of Mesa - Park and Swap License Application (Page two)**

**Applicant Name:**

**SECTION V. APPLICANT'S HOME ADDRESS HISTORY FOR PAST 5 YEARS**

From	To	Complete Street Address	City, State, Zip
	Present		

**SECTION VI. APPLICANT'S BUSINESS, OCCUPATION OR EMPLOYMENT HISTORY FOR PAST 5 YEARS**

From	To	Business Name	City, State, Zip

**SECTION VII. BACKGROUND INFORMATION - PLEASE READ CAREFULLY. IF NOT ANSWERED FULLY AND COMPLETELY IT COULD BE CAUSE FOR YOUR LICENSE REQUEST TO BE DENIED.**

In the past 10 years, have you been convicted in a court of competent jurisdiction of a felony or misdemeanor?

Yes  No

Date	Offense	Location of Conviction	Penalty Assessed

**SECTION VIII SIGNATURE AND CERTIFICATION**

**IMPORTANT**

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.

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 Park and Swap License.

Print Name	Signature	Date

For Office Use Only

Copy of Drivers  
License



**PARK AND SWAP LICENSE APPLICATION  
 SUPPLEMENTAL QUESTIONNAIRE**

**ADDITIONAL OWNERS AND OFFICERS OTHER THAN APPLICANT**

SECTION I. OWNERS, OFFICERS, PARTNERS INFORMATION					
Applicant's Name		Last	First	M.	
Applicant's Home Address					
City, State, Zip					
Previous names by which you have been known and years those names were used.					
Title/Position at Park and Swap					
Social Security Number			Date of Birth day, month, year		
Place of Birth City, State, Country				Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Race	Color of Eyes	Weight	Height	Color of Hair	
SECTION II. RESIDENTIAL ADDRESSES FOR PAST 5 YEARS BEGINNING WITH PRESENT ADDRESS					
From	To	Complete Street Address		City, State	
	Present				
SECTION III. APPLICANT'S PREVIOUS BUSINESS, OCCUPATION OR EMPLOYMENT HISTORY FOR PAST 5 YEARS					
From	To	Business Name		City, State, Zip	

**CITY OF MESA - PARK AND SWAP SUPPLEMENTAL QUESTIONNAIRE (Page two)**

**Applicant Name:**

**SECTION IV. BACKGROUND INFORMATION - PLEASE READ CAREFULLY. IF NOT ANSWERED FULLY AND COMPLETELY IT COULD BE CAUSE FOR YOUR LICENSE REQUEST TO BE DENIED.**

In the past 10 years, have you been convicted in a court of competent jurisdiction of a felony or misdemeanor?

Yes  No

Date	Offense	Location of Conviction	Penalty Assessed

**SECTION V. SIGNATURE AND CERTIFICATION**

**IMPORTANT**

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.

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Print Name	Signature	Date
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For Office Use Only

Copy of Drivers  
License