



## ANTIQUE DEALER, AUCTION HOUSE, PAWNBROKER, SCRAPMETAL, SECONDHAND INFORMATION SHEET

- Applications are available in the Licensing Office at 55 N. Center Street, Mesa.
  
- |                    |           |
|--------------------|-----------|
| Application Fee    | \$ 100.00 |
| Licensing Fee      | \$ 100.00 |
| Annual Renewal Fee | \$ 100.00 |
  
- Completed applications must be submitted to the Licensing Office by 5:30 p.m. Monday through Thursday, along with the following documentation for the applicant and controlling person(s) as defined in **Mesa City Code 5-7-1(9)**.
  - Required application fee. Make check or money order payable to the CITY OF MESA.
  - Copy of driver's license or government issued picture ID.
  - License Eligibility Form – if the applicant is an individual, sole proprietor or husband/wife.
  - Suggested place to obtain prints.

Secureone  
132 W. Pepper Pl. Mesa, AZ 85201  
Office hours: Monday through Friday 9:00 am – 5:00 pm  
Phone (480) 500-7309

- Prior to issuance of your license the application must be approved by the various City departments.
  
- The renewal application and renewal fee must be submitted to the Licensing Office **at least 45 days prior** to the license expiration date. **See Mesa City Code 5-7-5 for important information pertaining to your renewal.**
  
- If you are engaging in 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. You may apply through Arizona Department of Revenue or online at [www.aztaxes.gov](http://www.aztaxes.gov).
  
- **PAWNBROKERS: a Council Use Permit is required per Mesa City Code 11-31-21. Contact Planning Division at 480-644-2385 or [planning.info@mesaaz.gov](mailto:planning.info@mesaaz.gov)**

**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

Office Hours: Monday - Thursday 7:00 a.m. – 6:00 p.m.



<b>Check License Type Applying For:</b> <input type="checkbox"/> ANTIQUE <input type="checkbox"/> PAWNBROKER <input type="checkbox"/> SCRAP METAL <input type="checkbox"/> SECONDHAND <input type="checkbox"/> AUCTION HOUSE		
<b>NON-REFUNDABLE \$100.00 DUE AT TIME OF APPLICATION - CODE 0570</b> <b>ACCURACY IS IMPORTANT. FALSE OR INCOMPLETE APPLICATIONS MAY RESULT IN NON-ACCEPTANCE, DENIAL OR SUBSEQUENT REVOCATION OF A LICENSE.</b>		For Office Use Only <u>Record No</u>  <u>Zoning</u>  <u>Council District</u>  <u>NAICS</u>
<b>General Questionnaire</b>		
Check one: <input type="checkbox"/> New Business <input type="checkbox"/> New Owner of Existing Business	Former Owner (if applicable): Previous City License #:	
Check any that apply: <input type="checkbox"/> Name Change Only <input type="checkbox"/> Location Change <input type="checkbox"/> Ownership Change	Current City License #: Date of Change:	
<b>Section I: Current Ownership Type</b>		
<input type="checkbox"/> Individual Owner / Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Foreign <input type="checkbox"/> LLC – Limited Liability Company <input type="checkbox"/> Corporation – State:_____ <input type="checkbox"/> Trust <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other:_____		
<b>Section II: Business Information</b>		
Business Name (“DBA”)		Legal Business / Entity Name (LLC, Corporation, etc.)
Mesa Business Location Address (Street, City, State, Zip)		
Mailing Address (Street/PO Box, City, State, Zip)		
Legal Business/Entity Address		
City, State, Zip		
Business Phone:	Start Date in Mesa (Approx.):	
Email:	AZ State TPT (Sales Tax) Number:	
Federal EIN or Social Security Number:	Estimated Number of Employees:	
<b>Section III: Controlling Person(s) Information With 10% or More Interest in the Ownership or Earnings of the Business. Fingerprints will be required.</b>		
<b>1. Ownership Information</b>		<b>2. Ownership Information</b>
Name:		Name:
Title (Owner, Member, Officer, etc.):		Title (Owner, Member, Officer, etc.):
Residence Address:		Residence Address:
City, State, Zip:		City, State, Zip:
Contact Phone:		Contact Phone:
% Owned		% Owned
Email:		Email:



## APPLICATION FOR AUCTION HOUSE, ANTIQUE, PAWNBROKER, SCRAP METAL, SECONDHAND LICENSE

<b>Business Name from Page 1, Section I:</b>		
<b>Section IV Cont'd: Controlling Person(s) Information With 10% or More Interest in the Ownership or Earnings of the Business. Fingerprints will be required.</b>		
<b>3. Ownership Information</b>	<b>4. Ownership Information</b>	
Name:	Name:	
Title (Owner, Member, Officer, etc.):	Title (Owner, Member, Officer, etc.):	
Residence Address:	Residence Address:	
City, State, Zip:	City, State, Zip:	
Contact Phone:	Contact Phone:	
% Owned	% Owned	
Email:	Email:	
<b>Section V: Business Premises Information</b>		
Do you own your business location? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, complete Landlord/Property Manager Information below) Do you rent a portion of the business premises to another entity? <input type="checkbox"/> Yes <input type="checkbox"/> No  Landlord/Property Manager Information: Name: _____ Phone Number: _____ Address: _____  Days and hours of operation: _____  Describe type of merchandise to be handled by the business: _____		
<b>Section VI: Initial Applicant's Information</b>		
Applicant's Name	Last	First M.
Home Address	Home Phone Number	
City, State, Zip	Email	
Previous names by which you have been known and the years in which you were known by those names		



## APPLICATION FOR AUCTION HOUSE, ANTIQUE, PAWNBROKER, SCRAP METAL, SECONDHAND LICENSE

<b>Business Name from Page 1, Section I:</b>					
<b>Section VI Cont'd: Initial Applicant's Information</b>					
Title/Position at Business			Driver License State, Number and Expiration Date:		
Social Security Number			Date of Birth (Month, Day, Year)		
Place of Birth City, State, Country		U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Race	Color of Eyes	Weight	Height	Color of Hair	
Birthplace City:	Birthplace State:		Birthplace Country/Region:		
<b>Section VII: Applicant's Home Address History for the Past 5 Years</b>					
From	To	Complete Street Address		City, State, Zip	
	Present				
<b>Section VIII: BACKGROUND INFORMATION – PLEASE READ CAREFULLY. IF NOT ANSWERED FULLY AND COMPLETELY IT COULD BE CAUSE FOR YOUR LICENSE REQUEST TO BE DENIED.</b>					
In the past 10 years, have you been convicted in a court of competent jurisdiction of a felony or misdemeanor, excluding civil traffic offenses? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>IF YES, LIST ALL CONVICTIONS BELOW. ATTACH A SEPARATE SHEET IF NEEDED.</b>					
Date	Offense	Location of Conviction		Penalty Assessed	
Have you ever had a business license suspended, denied or revoked in this or any other state?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date	License Type	State	Outcome		

**BUSINESS SERVICES**  
**Licensing Office**  
55 North Center Street  
Mesa Arizona  
(480) 644-2316 Tel



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

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 certify that the statements made in this application are true, complete, and correct to the best of my knowledge. Any false, misleading, or incomplete information is grounds for denial of this license. I understand that issuance of a business license 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. Also, this license does not preclude the authority of other city agencies. You should call Planning and Zoning Department at 480-644-2385 if you have questions concerning land use, zoning, or sign placement before engaging in business.

I have read, and I am aware of the requirements in Mesa City Code Chapter 7 for the operation of either Antique, Pawnbroker, Scrap Metal, or Secondhand business within the Mesa City limits.

Signature ( <b>Must be signed by applicant</b> )	Date	Print Name	Title
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**ANTIQUE, AUCTION HOUSE, SCRAP METAL, SECONDHAND, PAWNBROKER APPLICATION**  
**SUPPLEMENTAL QUESTIONNAIRE**  
**ADDITIONAL OWNERS AND OFFICERS OTHER THAN APPLICANT**

<b>SECTION I. CONTROLLING PERSONS (PERSON(S) WITH 10% OR GREATER INTEREST IN THE OWNERSHIP OR EARNINGS OF THE BUSINESS)</b>									
Name		Last		First		M.			
Home Address						Email			
City, State, Zip					Home Phone Number				
Previous names by which you have been known and years those names were used.									
Title/Position at Business			Driver License State, Number and Expiration Date						
Social Security Number			Date of Birth (month, day, year)			US Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Place of Birth City, State, Country					Sex <input type="checkbox"/> Male <input type="checkbox"/> Female				
Race	Color of Eyes	Weight		Height		Color of Hair			
<b>SECTION II. RESIDENTIAL ADDRESSES FOR PAST 5 YEARS BEGINNING WITH PRESENT ADDRESS</b>									
From	To	Complete Street Address				City, State			
	Present								
<b>SECTION III. BACKGROUND INFORMATION – IF NOT ANSWERED FULLY AND COMPLETELY IT COULD BE CAUSE FOR YOUR LICENSE REQUEST TO BE DENIED.</b>									
In the past 10 years, have you been convicted in a court of competent jurisdiction of a felony or misdemeanor, excluding civil traffic offenses? <input type="checkbox"/> Yes <input type="checkbox"/> No									
Date		Offense		Location of Conviction			Penalty Assessed		

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**CITY OF MESA AUCTIONEER, SCRAP METAL, SECONDHAND, PAWNBROKER APPLICATION****ADDITIONAL OWNERS AND OFFICERS OTHER THAN APPLICANT****SECTION III CONT. BACKGROUND INFORMATION – 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, excluding civil traffic offenses?

☐ Yes ☐ No

Date	Offense	Location of Conviction	Penalty Assessed

Have you ever had a business license suspended, denied or revoked in this or any other state?

☐ Yes ☐ No

Date	License Type	State	Outcome

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 certify that the statements made in this application are true, complete, and correct to the best of my knowledge. Any false, misleading, or incomplete information is grounds for denial of this license. I understand that issuance of a business license 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. Also, this license does not preclude the authority of other city agencies. You should call Planning and Zoning Department at 480-644-2385 if you have questions concerning land use, zoning, or sign placement before engaging in business.

I have read, and I am aware of the requirements in Mesa City Code Chapter 7 for the operation of either Antique, Pawnbroker, Scrap Metal, or Secondhand business within the Mesa City limits.

Print Name	Signature	Date

## 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.
	<u>Description</u> of other ID issued by U.S. Government, other State government, an agency of this State or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuance.

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

1. BOTH of the following apply:

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

- The individual is a resident of another state.
- The individual holds an equivalent license in that other state and the equivalent license is of the same type being sought in this state.
- 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

## **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. § 9-834 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. § 9-834 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.