



**City of Show Low**  
**Temporary Merchant Application**  
**Application fee: \$200.00 + \$10.00 per day)**  
**\*Maximum of 14 days within a 60 day period\***  
180 N. 9<sup>th</sup> St., Show Low, AZ 85901  
(928) 532-4042

<b>Name of Business:</b>	<b>D.B.A.: (If applicable)</b>
<b>Description of Business:</b>	<b>Proposed dates of business:</b>
<b>Physical Address:</b> City: _____ State: _____ Zip: _____	<b>Business Phone:</b> <b>Business Email:</b>
<b>Mailing Address: (If different)</b> City: _____ State: _____ Zip: _____	<b>Applicant Phone: (If different)</b> <b>Applicant Email:</b>
<b>Applicant Name:</b>	<b>Relationship to Business:</b>
<b>Emergency Contact Name:</b>	<b>Emergency Contact Phone:</b>
<b>Owners/Officers of Business (required):</b>	<b>Date of Birth (required):</b>
<b>Type of Business:</b> <input type="checkbox"/> Corp* <input type="checkbox"/> L.L.C.* <input type="checkbox"/> Other <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <b>*State where incorporated:</b>	
<b>Statutory Agent:</b>	<b>Statutory Agent Phone:</b>
<b>Arizona Transaction Privilege Tax #:</b> (If applicable)	<b>Contractor's License #:</b> (If applicable)
<b>Vehicle Information</b> Make: _____ Model: _____ Year: _____ Color: _____ License Plate #: _____ State: _____ VIN#: _____	
<b>Required Attachments:</b> (If applicable) <ul style="list-style-type: none"><li>• A notarized letter or letter on company letterhead from an authorized representative of the established business indicating approval to operate at the proposed location.</li><li>• Three (3) copies of a site plan including, but not limited to the exact site location and layout of booth spaces, stalls or vending areas, ingress and egress parking areas and signage.</li><li>• A list of officers/owners/managers of the business and their addresses</li><li>• If the business involves food, a copy of Navajo County Health Department approval (required for any food that is not pre-packaged)</li><li>• A copy of the Arizona Transaction Privilege Tax document</li><li>• A list of hazardous materials or hazardous wastes which will be used or stored by the business</li><li>• If a sole proprietor, Affidavit Demonstrating Lawful Presence in the United States with required identified</li><li>• Copies of any additional licensing, registration, or permit requirements, i.e. professional, medical, technical, contractors, real estate, etc.</li><li>• A notarized statement, signed by the applicant, that the applicant meets the requirements outlined in Chapter 16.25.070 of City Code.</li></ul>	

<b>Official Use Only</b>	Rec'd: _____	By: _____	Paid: _____
	BP#: _____	Issued: _____	Emailed: _____
	Affidavit w/ID: <input type="checkbox"/> N/A <input type="checkbox"/> NO <input type="checkbox"/> YES		Updated on 1/30/2023



## AFFIDAVIT DEMONSTRATING LAWFUL PRESENCE IN THE UNITED STATES

ARS §1-502 requires that any person who applies to the City for a local public benefit (defined as a business license, grant, contract or loan) must demonstrate that he/she is lawfully present in the United States through the presentation of one (1) of the following documents.

**Please place a check mark next to the applicable document and present the document to the City employee. If mailing the document, attach a copy of the document to this Affidavit.** (If the document says on its face that it may not be copied or you know for reasons of confidentiality that it cannot be copied, you will need to present the document in person to the City for review and signing of the affidavit.)

- Arizona Driver License issued after 1996.**  
Print first 4 numbers/letters on license: 

--	--	--	--
- Arizona Non-Operating Identification License.**  
Print first 4 numbers/letters on license: 

--	--	--	--
- Birth Certificate or Delayed Birth Certificate issued in any state, territory or possession of the United States**  
Year of birth:\_\_\_\_\_. Place of birth:\_\_\_\_\_.
- U. S. Certificate of Birth Abroad.**  
Year of birth:\_\_\_\_\_. Place of birth:\_\_\_\_\_.
- U. S. Passport.**  
Print first 4 numbers/letters on passport: 

--	--	--	--
- Foreign Passport with a United States Visa.**  
Print first 4 numbers/letters on passport: 

--	--	--	--

  
Print first 4 numbers/letters on visa: 

--	--	--	--
- I-94 Form with a photograph.**  
Print first 4 numbers on I-94: 

--	--	--	--
- USCIS Employment Authorization Document (EAD).**  
Print first 4 numbers/letters on EAD: 

--	--	--	--

  
or Permanent Resident Card (acceptable alternative): 

--	--	--	--
- Refugee Travel Document.**  
Date of issuance:\_\_\_\_\_; Refugee Country:\_\_\_\_\_.
- U. S. Certificate of Naturalization.**  
Print first 4 numbers/letters of CIS Reg. No.: 

--	--	--	--
- U.S. Certificate of Citizenship.**  
Date of issuance:\_\_\_\_\_; Place of issuance:\_\_\_\_\_.
- Tribal Certificate of Indian Blood.**  
Date of issuance:\_\_\_\_\_; Name of tribe\_\_\_\_\_.
- Tribal or Bureau of Indian Affairs Affidavit of Birth.**  
Year of birth:\_\_\_\_\_. Place of birth:\_\_\_\_\_.

I swear or affirm, under penalty of perjury, that I presented the document marked above to the City of Show Low, that I am lawfully present in the United States, that the document I presented to establish this presence is true, and that I am the person stated on the document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Business/Company

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

Date: \_\_\_\_\_

\_\_\_\_\_  
City, State, Zip Code

**For Office Use Only:**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*Promptly report all observed violations of federal immigration law to (866) 347-2423 or by emailing azicereport@dhs.gov.\*

Reported violation (check if applicable); Date/Time Reported: \_\_\_\_\_

**City of Show Low Temporary Merchant  
Acknowledgement**

(Do not sign until in the presence of a Notary)

**Chapter 16.25.070. Application and issuance of temporary merchant's permit.**

Any person applying for a transient merchant's permit shall submit an application to the department containing the following information:

- (a) Application for a transient merchant's permit shall be made on forms and in the manner prescribed by the planning and zoning director.
- (b) Transient merchant's permit applications shall be accompanied by the prescribed fee.
- (c) The transient merchant's permit application shall include all of the following information and such other information as the director deems reasonably necessary:
  - (1) Name of business.
  - (2) Name and date of birth of the applicant and relationship to the business or entity.
  - (3) Complete street and mailing addresses of business location(s).
  - (4) The applicant's telephone number.
  - (5) A brief description of the nature and type of the business.
  - (6) A list of hazardous materials or hazardous wastes as defined by Title 49 USC Chapter 51 Section 5102 and amendments thereto that will be used or stored by the business.
  - (7) Complete description including make and model, license plate state and number, vehicle identification number (VIN) and other identifying characteristics of any vehicle(s) used in the business.
  - (8) The type of business entity. If the business is a corporation or limited liability company, the state where formed and the statutory agent's name and address.
  - (9) List of officers/owners/managers of the business, with their dates of birth and legal addresses.
  - (10) The length of time up to fourteen (14) days within a sixty (60) day period, for which the right to do business is desired.
  - (11) A copy of the Arizona Transaction Privilege Tax documentation (if applicable).
  - (12) If the business specified in this article is subject to a certificate of health or sanitary examination, the applicant shall produce such certificate or permit from the Navajo County Health Department, as provided for in Arizona Revised Statutes, Title 36, Chapter 1 Article 2 and applicable Navajo County ordinances, as amended. This section shall also apply to all new or remodeled restaurants, bars or other businesses that serve food to the public located within the city limits.
  - (13) Where any business specified in this article is subject to other federal, state or local licensing, registration or permit requirements, i.e., professional, medical, technical, contractors, real estate, etc., the applicant shall produce such license, registration or permit from the appropriate federal, state or local governmental authorities.
  - (14) If applying for a peddler's or solicitor's permit, a notarized statement signed by the person that the person meets the requirements of section 16.25.070.
  - (15) In addition to the requirements in section 16.25.070, applicants for a special event permit may be required by the director to submit three copies of a plot plan, indicating the following:
    - (a) Exact site location and layout of the event.
    - (b) Location and number of booth spaces, stalls or vending areas.
    - (c) Location of temporary structures and temporary utilities necessary for operation.
    - (d) Location and provision of toilets and other sanitary services.
    - (e) Ingress and egress.
    - (f) Fire and emergency vehicle access.
    - (g) Parking areas.
    - (h) Signage.
    - (i) Lighting.
    - (j) Describe the security and traffic control measures to be taken for the special event.
- (d) Any person applying for a transient merchant's permit shall submit the application along with the applicable application fee as established by resolution of the city council.
- (e) Upon receipt of a completed transient merchant's permit application, the planning and zoning department shall:
  - (1) Promptly give a copy of the business license application to the City of Show Low police department which shall check for outstanding warrants on the applicant(s).
  - (2) Promptly give notice to the appropriate Fire district providing fire protection services to the area where the transient merchant will be working.
- (f) If, as the result of information received from the applicant, the police department, the fire district or as a result of the department investigation, the director determines that the granting of the permit would be detrimental to the public health, welfare or safety, the application shall be denied.

I hereby acknowledge that I meet the requirements as outlined in chapter 16.25.070 of Show Low City Code.

Print Name	Sign Name	Date
------------	-----------	------

State of Arizona )  
  )  
County of Navajo)

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(seal)

\_\_\_\_\_  
Notary Public  
My Commission expires on: \_\_\_\_\_

### **16.25.030 Temporary merchants.**

A temporary permit may be issued to person(s) operating as a temporary merchant for a limited time as determined by the director, but in no case greater than fourteen (14) days within a sixty (60) day period. The time restriction, and expiration date, shall be clearly stated on the issued temporary permit. Temporary merchants shall be permitted in all commercial and industrial zoning districts provided they meet the underlying zoning district requirements for permitted uses. All temporary merchants shall comply with Section [16.25.070](#) and conditional use permit requirements for uses listed as conditional uses.

Temporary merchant activities shall be limited to commercial and industrial zoning districts. Any proposed temporary merchant activities shall comply with Title [19](#), including compliance with the permitted and conditional use requirements of each section. (Ord. No. 2003-08, §§ 1, 2, 9-2-03; Ord. No. 2014-02, §§ 1, 2, 5-20-14; Ord. No. 2020-06, § 1, 12-1-20. 1976 Code § 8-3-3)

### **16.25.070 Application and issuance of temporary merchant's permit.**

Any person applying for a temporary merchant's permit shall submit an application to the department containing the following information:

- (A) Application for a temporary merchant's permit shall be made on forms and in the manner prescribed by the planning and zoning director.
- (B) Any person applying for a temporary merchant's permit shall submit the application along with the applicable application fee as established by resolution of the city council.
- (C) The temporary merchant's permit application shall include all of the following information and such other information as the director deems reasonably necessary:
  - (1) Name of business.
  - (2) Name and date of birth of the applicant and relationship to the business or entity.
  - (3) Complete street and mailing addresses of business location(s).
  - (4) The applicant's telephone number and a valid email address.
  - (5) A brief description of the nature and type of the business.
  - (6) A list of hazardous materials or hazardous wastes as defined by [49](#) USC Section [5102](#) and amendments thereto that will be used or stored by the business.
  - (7) Complete description including make and model, license plate state and number, vehicle identification number (VIN) and other identifying characteristics of any vehicle(s) used in the business.
  - (8) The type of business entity. If the business is a corporation or limited liability company, the state where formed and the statutory agent's name and address.

- (9) List of officers/owners/managers of the business, with their dates of birth and legal addresses.
- (10) The length of time up to fourteen (14) days within a sixty (60) day period, for which the right to do business is desired.
- (11) A copy of the Arizona Transaction Privilege Tax documentation (if applicable).
- (12) If the business specified in this article is subject to a certificate of health or sanitary examination, the applicant shall produce such certificate or permit from the Navajo County health department, as provided for in A.R.S. Title [36](#), Chapter [1](#), Article [2](#) and applicable Navajo County ordinances, as amended. This section shall also apply to all new or remodeled restaurants, bars or other businesses that serve food to the public located within the city limits.
- (13) Where any business specified in this chapter is subject to other federal, state or local licensing, registration or permit requirements, i.e., professional, medical, technical, contractors, real estate, etc., the applicant shall produce such license, registration or permit from the appropriate federal, state or local governmental authorities.
- (14) In addition to the requirements in Section [16.05.060](#), applicants for a temporary merchant's permit may be required by the director to submit three (3) copies of a plot plan, indicating the following:
- (a) Exact site location and layout.
  - (b) Location and number of booth spaces, stalls or vending areas.
  - (c) Location of temporary structures and temporary utilities necessary for operation.
  - (d) Location and provision of toilets and other sanitary services.
  - (e) Ingress and egress.
  - (f) Fire and emergency vehicle access.
  - (g) Parking areas.
  - (h) Signage.
  - (i) Lighting.
  - (j) Describe the security and traffic control measures.

(D) A site plan showing the proposed location of the temporary merchant shall be included. This site plan shall be drawn to scale and shall indicate the location of the proposed temporary merchant in relation to the established business, setbacks from property lines, location of trash receptacles, location of exits from the established business and the location of driveways and parking areas.

(E) A notarized letter or letter on company letterhead from an authorized representative of the established business indicating approval to operate at the proposed location. (Ord. No. 2014-02, §§ 1, 2, 5-20-14; Ord. No. 2020-06, § 1, 12-1-20. 1976 Code § 8-3-7)