City of Show Low
"Named by the turn of a card"

180 North 9th Street
Show Low, AZ 85901
Telephone (928) 532-4000
Facsimile (928) 532-4009
www.showlowaz.gov

Dear Business Owner,

Thank you for choosing to do business within the City of Show Low. It is our hope that obtaining a City of Show Low business license is a straightforward process. Staff has compiled a list of frequently asked questions regarding business licenses for your convenience. We are glad that you have chosen the City of Show Low and wish you luck with your business venture.

Q: *Do I need a business license to conduct business within the City of Show Low?*
A: *Yes, any business which is conducted within the City of Show Low boundaries, regardless of its physical location is required to obtain a City of Show Low business license.*

Q: *How much does it cost to apply for a business license?*
A: *$25.00*

Q: *How long is a business license good for?*
A: *Your business license is good for the calendar year, all business licenses expire on December 31st of the year it was applied for.*

Q: *How much does it cost to renew my business license?*
A: *$10.00, if you renew your business license within the renewal time-frame.*

Q: *What is the Affidavit demonstrating lawful presence in the United States?*
A: *As required by an Arizona state law passed in 2010, we must see one form of identification listed on the form if you are applying as an individual/sole proprietor and not as a corporation, LLC, or partnership.*

Q: *Is there anything else I need to provide besides the business license application?*
A: *Depending on the type of business you may need to submit additional information such as; sales tax documents, Navajo County Health Department approval, or copies of professional licensing. Please contact staff with any questions regarding these requirements at (928) 532-4040.*

If you have any additional questions regarding business licenses that were not addressed above please contact the Planning and Zoning Department at (928) 532-4040 for additional information.

When completed, please return to: City of Show Low, 180 N. 9th Street, Show Low, AZ 85901
Please direct any questions to: Justen Tregaskes, Planning and Zoning Director (928) 532-4041

Business License Application

♣ City of Show Low ♣

(Application fee: $25.00)

Name of Business:_____

Name of Applicant:_____ Relationship to business:_____

Phone:_____ Cell:_____

Email:_____ Fax:_____

Physical address*: Mailing address (if different):

_____ _____

_____ _____

_____ _____

***If this business is located in a residence within the City of Show Low, you will also need a Home Occupation Permit.**

Brief description of nature of business:_____

_____

Type of business: ☐Corporation ☐L.L.C. ☐Partnership ☐Sole Proprietor

If a corporation or L.L.C., state where incorporated:_____

Statutory Agent:_____ Statutory Agent Phone: _____

Arizona Transaction Privilege Tax Number:_____

Contractor's license number (if applicable):_____

Emergency contact name:_____ Phone:_____

Owners/officers of business *(required)*

Name	Date of Birth

Required attachments (if applicable):

- A list of officers/owners/managers of the business and their addresses.
- A copy of the Arizona Transaction Privilege Tax documentation.
- If business involves food, a copy of Navajo County Health Department approval.
- A list of hazardous materials or hazardous wastes which will be used or stored by the business.
- If a sole proprietor, Affidavit Demonstrating Lawful Presence in the United States with required identification.
- Copies of any additional licensing, registration, or permit requirements, i.e. professional, medical, technical, contractors, real estate, etc.

For Office Use Only

Police:_____ Date:_____

Fire:_____ Date:_____

P & Z:_____ Date:_____

Affidavit with identification provided: Yes_____ No_____ N/A_____ Date:_____

License:

Date Paid:_____ Amt:$_____ Date Issued:_____ #:_____

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:_____

Updated on 10/15/2020

Show Low POLICE
Joe Shelley
Chief of Police

411 E. Deuce of Clubs
Show Low, Arizona 85901

BUSINESS EMERGENCY CONTACT INFORMATION

As the City Law Enforcement Agency, we are sometimes required to respond to businesses due to various situations that occur after hours. Some examples would be: **ALARMS, OPEN DOORS, FIRES, and DAMAGE TO YOUR PROPERTY.** In order to keep our records up-to-date, please provide us with the following information:

_____
Business Name

_____
Physical Address

_____
Mailing Address

_____
Business Telephone Number Date Completed

	Emergency Contact #1		Emergency Contact #2	
Name				
Phone Number				
	WILL RESPOND ☐	HAVE KEYS ☐	WILL RESPOND ☐	HAVE KEYS ☐

Upon completion please mail or deliver to 411 E. Deuce of Clubs, Show Low, AZ 85901 ATTN: Doug Brinkerhoff. You may also fax the completed form to 928-537-8346. A current floor plan of the business showing rooms, location of exit doors, electrical panels, water mains and roof access may be included and would be appreciated. All information contained on this form will be kept confidential.

Please notify us of any changes by submitting this form to the Show Low Police Department. Forms are available in the Police Department lobby or by going online to Show Low's website at www.showlowaz.gov

THANK YOU FOR ALLOWING US TO SERVE YOU

Show Low New Business License Survey

The City of Show Low is looking for ways to help you make your business more successful. Please take a few minutes to provide us feedback about your small business experience. Your answers will be held strictly confidential. **Please return with your new business license application.**

1. Is this your first business start-up?

   ☐ Yes ☐ No

2. What is the nature of your business?

   _____

3. Does your business fill a specific niche not otherwise served?

   ☐ Yes ☐ No

   If yes, what specific niche?

   _____

4. Does your business have a budget?

   ☐ Yes ☐ No

5. Do you have the ability to cover business expenses for at least six months?

   ☐ Yes ☐ No

6. Is your business home-based?

   ☐ Yes ☐ No

7. Did you find the City of Show Low codes and permitting process easy to understand and navigate?

   ☐ Yes ☐ No

   If no, what problems did you encounter? Please be specific

   _____

8. Do you plan to hire employees?

   ☐ Yes ☐ No

   If yes, how many will you hire? ☐ 1 ☐ 2-5 ☐ 6-10 ☐ Over 10

9. Do you understand how to report taxes and provide insurance?

   ☐ Yes ☐ No

10. Do you have a business plan in place?

    ☐ Yes ☐ No

OVER →

11. Do you have a system to record your sales?

☐ Yes ☐ No

12. Do you have a system to record your financial reports?

☐ Yes ☐ No

13. Do you have your business logo and market branding in place?

☐ Yes ☐ No

14. Do you have an established business base to sustain you?

☐ Yes ☐ No

15. Do you have a business website?

☐ Yes ☐ No

16. Is your business set up on social media platforms e.g. Facebook, Instagram, Twitter, etc.?

☐ Yes ☐ No

17. Would you like to receive information from local support organizations on any of the following topics?

☐ Starting a business	☐ Business Plan	☐ Business Financing
☐ Managing a business	☐ Managing Employees	☐ Customer Relations
☐ Marketing/Sales	☐ Cash Flow Management	☐ Tax Planning
☐ Legal Issues	☐ Government Contracting	☐ Franchising
☐ Buy/Sell Business	☐ Technology/Computers	☐ International Trade
☐ Budgeting/Business Accounting	☐ eCommerce (doing business on the internet)	☐ City Licensing, Permitting and Zoning

☐ Other _____

Business Name: _____

Contact: _____

Phone Number: _____

Email Address: _____

Thank you very much for your input.

Chapter 8

BUSINESS

♣ARTICLE 8-1. BUSINESS LICENSES♣

Sec. 8-1-1. Definitions.

In this chapter, unless the context otherwise requires:

Business means any activity, trade, calling, profession, or occupation, whether a sole proprietorship, partnership, corporation, limited liability company or other recognized entity, which regularly provides delivery of products and/or services including short-and/or long-term residential rentals from an address or other location(s) within the corporate limits of the City of Show Low. Business does include a distributor/wholesaler with a business location within the corporate limits of the City of Show Low, but does not include a distributor/wholesaler located outside the city's corporate limits. Business does not include public schools, churches, amateur athletic teams or other similar organizations. Business includes "home occupations" as defined by the City of Show Low Zoning Ordinance.

(1) *Permanent business* means a business use which occurs for a period of more than six months in any twelve (12) month period.
(2) *Temporary business* means a temporary business use which occurs for a period of less than six months in any twelve (12) month period.

Carnival shall mean and includes circuses, menageries, side show, and other similar amusement enterprises which are open to the public. The term “carnival” as used herein shall include rides, merry-go-rounds, booths for the conduct of games of skill, food dispensing facilities, and side shows.

Department means the City of Show Low planning and zoning department.

Distributor/wholesaler means a person or business who sells or distributes goods to retailers for resale, only. A distributor/wholesaler shall not include a person or business who sells goods direct to the public. A person or business who sells or distributes goods both to resellers and the public does not qualify as a distributor/wholesaler for purposes of this chapter.

Drug means any narcotic drug, dangerous drug, marijuana or peyote as defined by state statute.

Drug paraphernalia means:

(1) All equipment, objects, devices, instruments, products and materials of any kind which are primarily used, intended for use, adapted, or designed and marketed for use in ingesting, inhaling or otherwise introducing a drug into the human body. It includes:

    (a) Metal, acrylic, glass, stone, plastic or ceramic pipes, with or without screens, permanent screens, hashish heads or punctured metal bowls; and
    (b) Any pipe characterized by a bowl which is so small, or of such a material or other design characteristic, that the primary use for which it is reasonably adapted, marketed or designed for is the smoking of drugs, rather than tobacco, with or without a screen; and
    (c) Water pipes; and
    (d) Carburetion tubes and devices; and
    (e) Smoking and carburetion masks; and
    (f) Roach clips, meaning objects used to hold burning material, such as a marijuana cigarette, that has become too small or too short to be held in the hand; and
    (g) Miniature cocaine spoons with level capacities of one-tenth cubic centimeter or less and cocaine vials; and
    (h) Chamber pipes; and
    (i) Carburetor pipes; and
    (j) Electric pipes; and

(k) Air-driven pipes; and
(l) Chillums; and
(m) Bongs; and
(n) Ice pipes or chillers.

(2) In determining whether an object is drug paraphernalia for purposes of this chapter, a court or other authority may consider, in addition to all other logically relevant factors, the following:

(a) Statements made by anyone in control of the object concerning its use;
(b) Instructions, oral or written, if any, provided with the object concerning its use;
(c) Descriptive materials, if any, accompanying the object that explain or depict is use;
(d) The manner and context in which the object is promoted, marketed, or displayed for sale;
(e) Prior convictions, if any, of any owner or anyone in control of the object under any local, state or federal law relating to any drug or including but not limited to paraphernalia;
(f) Direct or circumstantial evidence of the ratio of sales of the objects to the total sales of the business;
(g) The proximity of the object to other items of drug paraphernalia;
(h) Advertising concerning its use;
(i) Whether the owner, or anyone in control of the item, is a legitimate supplier of like or related items to the community, such as a licensed distributor or dealer of tobacco products; and
(j) Expert testimony concerning its use; and
(k) The existence and scope of legitimate uses of the item in the community.

(3) *Exceptions*. For purposes of this chapter, the definition of "drug paraphernalia" shall not apply to cigarette rolling papers and wooden pipes with large bowls and stems traditionally designed, marketed and intended for use with tobacco products, nor to public officers or employees while engaged in the performance of their official duties.

Fire district means the Timber Mesa Fire and Medical District or other fire district, municipal fire department, as applicable.

Home occupation means a home occupation is any activity carried out for gain by a resident, conducted as an accessory use in the resident's dwelling unit. Home occupations shall be permitted in any residential zone upon the issuance of a home occupation permit and a business license from the City of Show Low.

License means a business license required, permanent or temporary, by this article.

Nonprofit organization means any association, business or other entity, organized and operated not for pecuniary profit and which has a letter or other document from the Internal Revenue Service verifying such nonprofit status.

Peddler means any person who conducts the business of selling goods, wares, merchandise, food or personal property of any nature whatsoever and who does not intend to establish a permanent business location within the city or who conducts such business by foot, cart, wagon, motor vehicle or any other type of conveyance from place-to-place, house-to-house, street-to-street, or business-to-business. Peddler shall not include a distributor/wholesaler.

Permit means a peddler's, solicitor's, transient merchant, special event vendor, carnival or a special event permit as described in this chapter.

Person means an individual, firm, sole proprietorship, partnership, joint venture, association, corporation, limited liability company or any other recognized entity acting as a unit, person shall apply in the plural as well as the singular number. Person includes subsidiaries of corporations or other businesses.

Planning and zoning director or director means the director of the city's planning and zoning department and his or her designee.

Police department means the police department of the City of Show Low.

Residential rental means a type of rented real property, such as a home, for which revenue is collected. Residential rentals include both short- and long-term rentals.

Retailer means a person who buys products or goods from a producer, licensed manufacturer or a distributor/wholesaler for resale to a consumer only.

Solicitor means a salesman or peddler which takes or attempts to take orders for the sale and future delivery of goods, wares, merchandise, intangibles, personal property of any nature whatsoever or services to be furnished or performed in the future, rather than selling such items from inventory or stock currently in possession. A person may be a solicitor regardless of whether such person has, carries, or exposes for sale a sample of the subject of such order, and regardless of whether such person collects advance payment on such sales or orders. Solicitor shall not include a distributor/wholesaler.

Special event means, but is not limited to, holiday sales, show promoters and show vendors, temporary swap meets, art shows, festivals, religious revivals, political rallies, vehicle shows and displays, swap meets, rodeos, parades, marches, demonstrations and similarly recognized temporary activities. A special event may take place inside a temporary or permanent structure or outside. A special event shall not include weddings and funeral ceremonies, elections, private yard sales, fundraising-type car washes, and activities such as retail sales promotions that are otherwise lawfully conducted and which are in accordance with the provisions of the city's Zoning Regulations. A special event shall not include minor fundraising activities of public schools, churches, or other nonprofit organizations which have a minimal impact on surrounding properties. Any organization claiming nonprofit status shall possess a letter or other documentation from the Internal Revenue Service proving nonprofit status.

Transient merchant or vendor means any person who engages in temporary business of selling and delivering goods, wares, or merchandise within the city, and who in furtherance of such purpose, hires, leases, uses or occupies any building, structure, motor vehicle, tent, public room in a hotel, lodging house, apartment, shop, or any street, alley or other place within the city for the exhibition and sale of such goods, wares, or merchandise either privately or at public auction. The person or firm so engaged shall not be relieved from complying with the provisions of this chapter merely be reason of associating temporarily with any local dealer, trader, merchant or auctioneer or by conducting such transient business with, as a part of, or in the name of any such dealer, trader, merchant or auctioneer.

Zoning Regulations means the City of Show Low Zoning Ordinance.

(*Ord. No. 386, § 3, 6-6-95; Ord. No. 2003-08, §§ 1-2, 9-2-03; Ord. No. 2004-12, § 1, 7-6-04; Ord. No. 2017-05, § 1, 10-17-17, Eff. 1-1-18*)

Sec. 8-1-2. License required.

Except as specifically set forth herein, it is unlawful for any person to conduct any business from within the city boundaries without first obtaining a business license from the city in accordance with this chapter. A distributor or wholesaler who maintains a business location within the boundaries of the City of Show Low shall be required to have a business license. Every distributor/wholesaler which does not have a physical location within the city boundaries and which does business only as a distributor or wholesaler as defined in this chapter shall not be required to have a license or permit as required by this chapter.

(*Ord. No. 386, § 3, 6-6-95; Ord. No. 2003-08, §§ 1-2, 9-2-03*)

Sec. 8-1-3. Change of location.

A business which possesses a current business license shall notify the department of a change of address within ten (10) days of the change of address. Upon receipt of a notice of change of address, the department shall give notice of such change to the appropriate Fire district.

(*Ord. No. 386, § 3, 6-6-95; Ord. No. 2003-08, §§ 1-2, 9-2-03*)

Sec. 8-1-4. Prohibited business locations and activities.

(a) No person shall conduct business within the city in any structure or area where conducting such business is prohibited by state or federal law, by the city's zoning regulations, by the applicable fire code or by other

applicable codes or regulations.

(b) No permanent business shall use any location within a public or private street, nor shall an applicant be licensed to operate a business in any congested area where its operations might impede traffic or otherwise inconvenience the public.

(c) It is unlawful for any person to offer for sale, display for sale, or sell drug paraphernalia. The sale of any drug paraphernalia in violation of this subsection is declared to be a public nuisance and may be abated as provided by law. This remedy is in addition to any other civil or criminal remedy provided by law, including the penalty provisions as set forth in Section 1-8-1(a) of this Code, and the business license suspension and revocation procedures set forth in Section 8-1-11.

(d) Except as an accessory use to a resident of a single-family residence, and as provided in section 15-1-44(N), outside sales and displays for sale of household animals, including cats, kittens, dogs, and puppies, is prohibited.

(e) It is unlawful for any person to conduct any business activity that is prohibited under any local, state, or federal law.

(*Ord. No. 386, § 3, 6-6-95; Ord. No. 2003-08, §§ 1-2, 9-2-03; Ord. No. 2004-12, § 1,7-6-04; Ord. No. 2007-19, §§ 1-2, 11-20-07, Eff. 1-1-08; Ord. No. 2017-05, § 2, 10-17-17, Eff. 1-1-18*)

Sec. 8-1-5. Exemptions.

A business license shall not be required when:

(a) Federal or state law precludes requiring a business license for the business.

(b) The business is the sale of handmade or homemade goods, or food products by an owner, proprietor or tenant of agricultural lands, orchards, farms and gardens on which such food products are grown, raised or prepared for market, if the business is carried on within 30 miles from the location on which the product was grown or produced.

(c) The activity is regulated by the requirements for peddlers, solicitors, transient merchants, special events, special event vendors or carnivals as set forth in this chapter.

(*Ord. No. 386, § 3, 6-6-95; Ord. No. 487, 03-06-01; Ord. No. 2003-08, §§ 1-2, 9-2-03*)

Sec. 8-1-6. Application/issuance of business license.

(a) Applications for a business license shall be made on forms and in the manner prescribed by the department.

(b) The business license application shall include all of the following information and such other information as the department deems reasonably necessary:

(1) Name of business.

(2) Name, date of birth and social security number of the applicant and relationship to the business or entity.

(3) Street and mailing addresses of each business location(s).

(4) A brief description of the nature and type of business.

(5) 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.

(6) A list of hazardous materials or hazardous wastes as defined by Title 49 USC Chapter 51 Section 5102 and amendments thereto which will be used or stored by the business.

(7) List of officers/owners/managers of the business and their addresses.

(8) The name and telephone number for the individual(s) who can be called in case of emergency. This should be a telephone that will be answered twenty-four (24) hours a day.

(9) The length of time for which the right to do business is desired.

(10) A copy of the Arizona Transaction Privilege Tax documentation (if applicable).

(11) If the business 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 Section 36-136 as amended. This section shall also apply to all new or remodeled restaurants, bars or other businesses which serve food to the public located within the city limits.

(12) 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.

(13) Any person applying for a business license shall submit the application along with the applicable application fee as established by resolution of the city council.
(14) One business license may be utilized for multiple properties or business locations provided the business types are the same and share common ownership.

(c) Upon receipt of completed business license application, the department shall:

(1) Check the information provided pursuant to this section.
(2) Promptly give a copy of the business license application to the appropriate Fire district providing fire protection services to the property.
(3) 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).
(4) Issue or deny the license within five working days.

(*Ord. No. 386, § 3, 6-6-95; Ord. No. 2003-08, §§ 1-2, 9-2-03; Ord. No. 2017-05, § 3, 10-17-17, Eff. 1-1-18*)

Sec. 8-1-7. Renewal of business license (permanent business).
A business license for a business shall be renewed each year on the renewal form prescribed by the department along with a renewal fee as established by the city council.

(*Ord. No. 386, § 3, 6-6-95; Ord. No. 487, 03-06-01; Ord. No. 2003-08, §§ 1-2, 9-2-03*)

Sec. 8-1-8. Inspections.
(a) The director may inspect the premises of any business for conformance with this chapter.
(b) Nothing in this chapter shall require any person or business to upgrade or undertake improvements to an existing building or structure to meet new requirements of the city Zoning Regulations or any other applicable code that would not otherwise be required by that Code. Likewise, a business license application shall not have any effect on a legal, nonconforming use as defined in the city Zoning Regulations. For example, a business currently operating under a legal, nonconforming use designation would be allowed to continue to carry on that business at the same location in accordance with the city Zoning Regulations.

(*Ord. No. 386, § 3, 6-6-95; Ord. No. 2003-08, §§ 1-2, 9-2-03*)

Sec. 8-1-9. Records.
(a) The department shall keep a record of all business licenses issued for a period of two years after the expiration of the license.
(b) The department shall keep a record of all business licenses denied for a period of one year after the denial.

(*Ord. No. 386, § 3, 6-6-95; Ord. No. 2003-08, §§ 1-2, 9-2-03*)

Sec. 8-1-10. Denial of application or revocation of a license.
The department shall have the power to deny applications and may refuse to issue a business license if the person applying for the license fails to comply with the requirements of this chapter. If the application for a business license is denied, the reasons for the denial shall be given within five days of the denial.

(*Ord. No. 386, § 3, 6-6-95; Ord. No. 2003-08, §§ 1-2, 9-2-03*)
Cross reference–Duties of police department, § 4-1-5.

Sec. 8-1-11. Suspension/revocation.
(a) Licenses issued under the provisions contained herein may be suspended or revoked by the Director after notice and a hearing before the Director for any of the following causes:
(1) Fraud, misrepresentation or false statements contained in a business license application.
(2) Failure to provide or maintain the certificates, licenses or registration required in sections 8-1-6(b)(11) and (12).
(3) The business creates imminent danger to the public, or has caused serious injury or damage to person(s) or property and is likely to similarly endanger the public.
(4) Other violations of this chapter.

(5) Non-compliance with any section of city code, including noise and parking requirements.

(b) If the director has evidence to conclude that a suspension or revocation is authorized for the reasons set forth in subsection (a) of this section, the director may suspend the license immediately and shall give the applicant notice by certified mail of the suspension, and of a hearing to be held within ten (10) days to determine whether or not the license should be suspended or revoked. This notice shall contain a statement of the reason(s) for the proposed suspension and the suspension or revocation. Within three days after the hearing if the director determines that there is good and sufficient reason for the suspension or revocation of the business license, the director shall enter an order suspending or revoking the license and notifying the applicant of same by certified mail.

(c) If the director intends to suspend or revoke a license for any of the reasons in subsection (a) of this section; except as authorized by subsection (b) of this section; the director shall give the applicant notice by certified mail sent to the licensee's last known address of a hearing to be held within ten (10) days to determine whether or not the license should be suspended or revoked. This notice shall contain a statement of the reason(s) for the proposed suspension or revocation. Within three days after the hearing, if the director determines that there is good and sufficient reason for suspension or revocation of a business license, the director shall enter an order suspending or revoking the license and notifying the applicant of same by certified mail.

(*Ord. No. 386, § 3, 6-6-95; Ord. No. 2003-08, §§ 1-2, 9-2-03; Ord. No. 2017-05, § 4, 10-17-17, Eff. 1-1-18*)

Sec. 8-1-12. Appeal rights.

Within ten (10) days, excluding weekends and legal holidays, an applicant may appeal in writing to the board of adjustment from the refusal of the department to issue a license or permit under articles 8-1, 8-2, 8-3, 8-4 and 8-5 or from the suspension or revocation of any license or permit by the director.

(a) The board of adjustment, upon receipt of a notice of appeal, shall determine whether or not to stay the revocation pending appeal; and shall set a time for hearing the appeal within thirty (30) days.

(b) The appeal hearing shall be conducted in accordance with other appeals (zoning appeals for example) heard by the board of adjustment. The written decision of the board of adjustment shall be delivered/mailed to the parties within ten (10) days of the hearing.

(c) Appeals from the board of adjustment shall be to the Navajo County Superior Court in accordance with Arizona law. Appeals to the Superior Court shall be filed within thirty (30) days of the date of the written decision of the board of adjustment.

(*Ord. No. 386, § 3, 6-6-95; Ord. No. 2003-08, §§ 1-2, 9-2-03)*

Sec. 8-1-13. Exhibition of license or permit.

(a) Every business, peddler, solicitor or transient merchant shall display its license or permit in a location conspicuous to the public at its place of business. Every business not having a fixed place of business, shall require its employees or agents to carry the license or permit, or a true facsimile thereof, at all times while carrying on that business for which the license or permit was granted.

(b) Every special event sponsor or participant shall post the permit required by this chapter in a location conspicuous to the public during all hours of the special event.

(1) Every license or permit holder shall produce and exhibit its license whenever requested to do so by the director, by any police officer or by any other person. Failure to display, produce or exhibit the license, whether intentional or by neglect, shall be a violation of this chapter.

(*Ord. No. 386, § 3, 6-6-95; Ord. No. 2003-08, §§ 1-2, 9-2-03*)

Sec. 8-1-14. License or permit not transferable.

No license or permit granted or issued pursuant to the provisions of this chapter shall be in any manner assignable or transferable to any other person or business. Upon the sale or other transfer of a business, a new application for business license or other permit shall be required.

(*Ord. No. 386, § 3, 6-6-95; Ord. No. 2003-08, §§ 1-2, 9-2-03*)

Sec. 8-1-15. Enforcement and penalty.

It shall be the duty of the planning and zoning department and the Show Low police department to enforce this chapter. In addition to the denial, suspension or revocation of a license or permit as authorized in this chapter, the city may enforce this chapter by filing a complaint in the magistrate court. Any person found guilty of violating this chapter shall be punished in accordance with Article 1-8-1 of the Show Low City Code.

(Ord. No. 2003-08, §§ 1-2, 9-2-03)

ARTICLE 8-2. HOME OCCUPATIONS

Home occupations. A home occupation is any activity carried out for gain by a resident, conducted as an accessory use in the resident's dwelling unit. Home occupations shall be permitted in any residential zone upon the issuance of a home occupation permit and a business license from the City of Show Low subject to the requirements found in Chapter 15.

(Ord. No. 2003-08, §§ 1-2, 9-2-03; Ord. No. 2009-09, § 1, 6-02-09)