

Town of Queen Creek
 22350 S. Ellsworth Rd.
 Queen Creek, AZ 85242
 480-987-9887
 480-987-0109 – FAX



**Business License Application
 HOME OCCUPATION –QUEEN CREEK TOWN LIMITS ONLY
 (See attached map)
 Application Fee: \$50.00**

Please complete all information that applies to your business. The back page must also be signed.

Business Name: _____

Location Address: _____

City, State, Zip: _____

Phone: _____ **FAX:** _____

Description of business: _____

Arizona Sales Tax (TPT) # _____ **Fed Tax ID#** _____

Sole Proprietorship Corporation Partnership LLC

OWNER INFORMATION

Owner Name: _____

Address: _____

City, State, Zip: _____ **Phone#** _____

SSN# _____ **Drivers License #** _____
 (Not public information)

Owner(s) Signature: _____

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I understand that any license or permit issued or approved pursuant to this application does not authorize any business activity WITHIN the Town of Queen Creek, Arizona which violates Town Code or other Town ordinances. Any violation of the Town Code or ordinances may result in penalties as prescribed in the Town Code. INCOMPLETE APPLICATIONS MAY NOT BE PROCESSED.

Signature of applicant: _____ **Date** _____

For Office Use

Zoning: _____ **CUP#** _____ **Other** _____ **Business License #** _____

Approvals:

Planning Department: _____ **Date:** _____

Building Department: _____ **Date:** _____

Town Clerk: _____ **Date:** _____

The Queen Creek Zoning Ordinance allows for some types of businesses to be conducted in your home, without having to obtain commercial zoning. This portion of the zoning ordinance was in effect prior to the Town's incorporation (under the County's zoning ordinance) and is in effect upon incorporation in 1989 and was expanded when the Town Council approved the new Zoning Ordinance in January 1999.

Home Based Occupation: a business activity conducted as an accessory use to a dwelling unit.

A home occupation shall be operated and maintained to not interfere with the peace, quiet and dignity of the neighborhood.

Some home occupations permitted:

- ❖ low-volume office (realty, insurance)
- ❖ beauty shop
- ❖ seamstress
- ❖ instruction (music, craft)

- ❖ word processing and other computer applications
- ❖ door to door sales (candles, cosmetics)
- ❖ artist/sculpturist/composers not selling artistic products to the public on the premises
- ❖ craft work (jewelry making or pottery) with no sales to the public on the premises
- ❖ telephone answering/message services

Home occupations not permitted:

- ❖ medical/dental office
- ❖ motor vehicle repair or similar use
- ❖ temporary or permanent vehicle display for purposes of sale or lease, restoration conversion, engine repair
- ❖ furniture refinishing
- ❖ gymnastic facilities, studios or outdoor recreation activities,
- ❖ medical/cosmetic facilities for animals including animal care or boarding facilities

- ❖ machine shop/metal working
- ❖ retail sales
- ❖ commercial food preparation and catering
- ❖ contractors shops
- ❖ mortuaries
- ❖ medical procedures
- ❖ body piercing and/or painting
- ❖ tattoos
- ❖ any type of physical or psycho therapy.

1. Not more than six (6) customers or clients/week (1/visit/day/customer) allowed to visit home occupation. Customer hours shall be between 8:00 a.m. and 8:00 p.m.
2. Storage of goods and materials shall be inside and shall not include flammable, combustible or explosive materials. Outside storage of heavy equipment or material shall be prohibited. Some limited material storage may be permitted as accessory to your type of business as long as it is entirely screened from public view and from any surrounding properties. You will have to document exactly what type of material/equipment you intend to store on the property and where it will be stored. A separate review may be required by the Fire Department.
3. No on-site advertising by way of signs, posters, flyers or banners or similar item is permitted.
4. No more than one (1) non-resident employee shall be permitted.
5. Parking shall only be allowed in the driveway and shall not create hazards or street congestion.
6. Deliveries and pickups shall occur only between 8:00 a.m. and 8:00 p.m. Monday-Saturday and shall not block traffic circulation.

Appeals of the Zoning Administrator's Decision

Anyone applying for a Town business license that is denied for zoning reasons, may apply for an appeal. Applications for an appeal are available from the Planning and Zoning Department. The fee for an appeal is \$100. The Board of Adjustment hears all appeals at a public meeting. If the Board upholds the Zoning Administrator's ruling, any further appeal must then be made to the Superior Court.

If you have further questions regarding Home Occupations, please call Community Development at 480-987-9887

I have read and agree to the above Town of Queen Creek Home Occupation regulations.

Signature of applicant/homeowner

Date:_____

